



New Palestine Elementary PTO

Student Directory and Volunteer Registration

Our PTO is using a web-based tool to help us collect and manage our students' and families' contact information, volunteer interests, create our Student Directory and communicate with families about school events like classroom parties and fund-raising activities. (PLEASE NOTE: THIS IS A SEPARATE SYSTEM FROM THE SCHOOL'S ELECTRONIC MOODLE MAIL ...PLEASE SIGN UP FOR BOTH!)

As a New Palestine Elementary School family, you have the ability to register yourself in the system or update information from last year. The information is password-protected and the site is secure so the information is only available to authorized members of our PTO. Please follow the instructions below to register online OR fill out the enclosed student directory/volunteer form and return it to school by **August 26**. Please only register your children attending New Palestine Elementary.

To get started, go to www.npepto.com and click on the "***Student Directory and Volunteer Registration Link***" to register as a new user in the system under 'New PTO Manager User?' (bottom right of screen) or, update your information from last year (new phone numbers etc.), select new volunteer interests, add new students and add teacher assignments (*if you were registered last year and have forgotten your password, just type in your email address under "Forgot Your Password?" and the system will generate a temporary password*). The registration system includes three sections/tabs:

Step 1 - Parent/Volunteer Contact Information

Step 2 - Volunteer Interests

Step 3 - Student Details which include the teacher assignments and also the way you'd like to have "Parents/Guardians Names" printed in the directory. Returning users select "Edit" for each student already in the system. New users and/or new students click on the "New Student" button.

Be sure to click on the SAVE button when finished.

A box is available on the first screen/tab (parent/volunteer information) if you would prefer to NOT have your information published in the Student Directory. Please note: multiple people can register from your family if they'd like to receive email updates and volunteer. Be sure each parent, guardian, grandparent and/or other family member fills out the student information {select "New Student" to add each child} as well so the student and classroom information is connected to the adult...this will be especially helpful for communication and planning for the classroom parties and other projects.

If you have any questions about the system, please contact Jennifer Popp, at 513-4459 or by email at info@npepto.com.



	Student's Name(s)	Grade	Teacher	T-Shirt Size
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Place a check in the box next to items you do NOT wish to appear in directory.

Parent/Guardian's Name(s) _____

Address _____

City _____ Zip _____

Phone1 _____ Phone2 _____

Email _____

Employer Name _____

Would you prefer a PRINTED Directory, ELECTRONIC Directory emailed to you or BOTH? (Please circle)

VOLUNTEER INTERESTS 2011-2012

The New Palestine Elementary Parent Teacher Organization (NPE PTO) is a friendly, active group of parents and teachers who strive to enhance the learning opportunities for all the children at NPE. Every parent/guardian of a student at NPE represents the parent portion of this organization. The PTO utilizes volunteers to aid the school during many activities throughout the school year. The following is a list of several ways you may be able to assist.

Please check any of the activities in which you are interested.

<input type="checkbox"/> Room Parent: Plan games and craft for the classroom parties for Halloween, Christmas, and Valentines. No need to find volunteers to bring snacks. Snacks will be managed by the PTO. Help teachers with classroom projects.	<input type="checkbox"/> Spirit Wear: Assist coordinators with a Fall spirit wear sale.	<input type="checkbox"/> Entertainment Book/Cookie Dough: Assist coordinators with the sale and distribution of Entertainment books and cookie dough.
Child: _____	<input type="checkbox"/> Book Fair Helper: Help students purchase appropriate books during the Library Book Fairs. Book sales will be in October and early February.	<input type="checkbox"/> Sixth Grade Graduation: Assist coordinators with celebration activities and memory DVDs.
Teacher: _____	<input type="checkbox"/> Box Tops: Help coordinators count and prepare box tops and soup labels collected from classrooms to be redeemed for money or prizes for our school.	<input type="checkbox"/> Yearbook Helper: Take pictures of students in the classroom, holiday parties, field trips, school sponsored events etc. Help select pictures, write captions and design class pages for yearbook.
<input type="checkbox"/> General Volunteer: Periodically, volunteers are needed to assist with a variety of school activities.	<input type="checkbox"/> Auction: Help coordinators solicit and collect auction donations, organize and package auction baskets and set up of auction items for event.	<input type="checkbox"/> Library Helper: Help students and faculty check out and return items. Shelve and organize all media.
<input type="checkbox"/> Grant Writer: Find grant opportunities and submit proposals for our school.	<input type="checkbox"/> Carnival: Help plan and organize the Carnival, including theme, games, and food.	<input type="checkbox"/> Bingo: Help coordinators plan Bingo Night.
<input type="checkbox"/> Everybody Counts: Help resource team with the disabilities program.		