
The Burnham School PTO

Welcome Packet

2023-2024 School Year

The Burnham School PTO welcomes you to the 2023-2024 School Year, we hope you had a great summer!

This packet provides information and forms we need to kick-off the school year so please review thoroughly.

Our Mission & Our Officers:

The purpose of The Burnham School PTO is to enhance and support the educational experience at The Burnham School, to develop a closer connection between school and home by encouraging parent/guardian involvement, and to function as a liaison between the school and the community.

You can reach out to the PTO anytime via our email address BurnhamSchoolPTO@gmail.com or by contacting our PTO officers directly:

President:

Tabitha Potok
tabithapotok@yahoo.com

Vice President:

Joseph Pannozzo
joseph.d.pannozzo@gmail.com

Treasurer:

Joy Ruppert
joy.ruppert@yahoo.com

Secretary:

Jeremy Lingenfelter
ltcavman@aol.com

Upcoming Dates:

Thursday, September 7th, 6:00pm : Ice Cream Social!

Join us Thursday, September 7th at 6:00pm on the playground. Siblings are welcome!

Sunday, September 3rd, 2:00pm/2:30pm : Bridgewater Tractor Parade!

The Burnham School is participating in this year's Bridgewater Tractor Parade! All are welcome to ride on the float - meet us at Shallow Brook Farm, 110 Christian Street in Bridgewater, at 2:00pm. Parade starts at 2:30pm followed by music and food at Bridgewater's Pratt Pavilion. We will throw candy!

Wednesday, September 20th, 3:30pm : PTO Meeting

The first PTO meeting for the school year will be on Wednesday, September 20th at 3:30pm in the school gym. Family membership is only \$20 and allows you to vote at meetings regarding major expenditures. The membership form is available via the link below.

The Burnham School PTO

A Parent Teacher Partnership

The Burnham School PTO Meeting Schedule 2023-2024

Wednesdays | 3:30pm* | The Burnham School Gym

September 20, 2023

October 11, 2023

November 8, 2023

December 13, 2023 (7pm, Zoom)

January 10, 2024

February 14, 2024

March 6, 2024

April 10, 2024 (7pm, Zoom)

May 8, 2024

June 12, 2024

**unless otherwise noted*

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Important Forms:

All forms listed below need to either be completed online using the links provided (*just click on the form name*) or printed out and mailed to the Burnham School before the start of school. The printable versions of these forms can be found on the following pages. **Please complete these forms by Friday, September 15th, 2023.**

Thank you!

[BSPTO Membership Form](#)

[BSPTO Directory Form](#)

[BSPTO Opportunity Form](#)

If you are new to The Burnham School, please also complete this form:

[BSPTO New Family Form](#)

Communication:

The Burnham PTO email blasts will begin again shortly. This is the main way we communicate with you during the school year. We need you to provide your information on the New Family Form in order to be added to our contact list. Feel free to contact us with any questions, concerns, suggestions or new ideas! We hope to see you at our monthly meetings!

***Looking forward to an exciting new year –
thank you for your continued support!***

Burnham School PTO

Annual Membership Form

Annual Family Membership Fee: \$20.00

We strive for 100% participation!
Checks made payable to: "BSPTO"

PLEASE PRINT

Name: _____

Address: _____

Phone: _____

Paid by: Check # _____ Cash \$ _____

Please return to the school office,
Attn: PTO Treasurer

Which day and time is best for you to attend a PTO meeting? Circle all that apply.

Day(s): Monday Tuesday Wednesday Thursday Friday

Time(s): 3:30pm (after school) 5pm 6pm 7pm

***"Your dedication shows in all you do.
We are very thankful for people like you!"***



Burnham School PTO

Directory/Handbook Form

Each year the Burnham School PTO publishes a Student Directory for each family. Most families include a home phone number, address, and an email contact. Many families also include cell phone numbers.

- Please include the information below.
- I do NOT wish for my information to be listed.

Sign here _____

Student Information:

LAST NAME: _____

FIRST NAME: _____ Grade: _____

FIRST NAME: _____ Grade: _____

FIRST NAME: _____ Grade: _____

ADDRESS: _____

EMAIL1: _____ EMAIL2: _____

Home PHONE: _____ Cell PHONE: _____

Parent/Guardian Information:

LAST NAME: _____ FIRST NAME: _____

LAST NAME: _____ FIRST NAME: _____

You may enter more than one phone # and/or email address



Burnham School PTO

Burnham School PTO Opportunity Form

Our Mission:

The purpose of The Burnham School PTO is to enhance and support the educational experience at Burnham School, to develop a closer connection between school and home by encouraging parental involvement, and to function as a liaison between school and the community.

To fulfill this mission and to ensure that the PTO continues to support the current needs of our Burnham Staff, students, and families, we need volunteers to assist the PTO officers throughout the school year. The following pages offer descriptions of each of the volunteer opportunities along with the time of year these events take place.

Please note that once you sign-up, *all Volunteers will be provided with supplementary information by the BSPTO to assist them in coordinating events, including contact information of past volunteers that you may contact for guidance/advice!*

YES! I would like to help!

Name(s): _____

I would like to volunteer for the following:

(circle all that apply - see descriptions on following page):

Teacher Appreciation Lunch

Aloha!

School Rewards Coordinator

Nominating Committee

On-Call Helper

Read-a-thon Fundraiser

Fundraising Brainstorm Committee

Room Parent: *Yes, I would like to be a room parent this year!*

Specify Room Parent Grade: _____

Please return this form to school with your child.

We are grateful for your time and dedication!

If you have any questions, please feel free to contact us at
BurnhamSchoolPTO@gmail.com. **New families needed and welcome!**

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A Parent Teacher Partnership

BSPTO Volunteer Opportunities

*Our school runs on the hard work of our administrators, teachers, and parent/guardian volunteers. The childrens' lives are enriched and memories created with the many events and programs the PTO offers throughout the school year. Please see below for a summary of BSPTO Volunteer positions. We are grateful to the cadre of volunteers who help fulfill the mission of the BSPTO each year and we look forward to many new faces! If you would like to help, let us know! **All Volunteers will be provided with supplementary information by the BSPTO to assist them in coordinating events.***

Room Parents:

Room parents are needed for each class to assist the teacher with projects, celebrations and events as needed. They also coordinate class gifts for the teacher (*for the winter holiday and end-of-year*) There are typically 1-2 room parents per grade. Room Parents for Kindergarten, 1st and 2nd Grade are responsible for coordinating the Harvest Gathering together in November. Room Parents for the 3rd, 4th and 5th Grades are responsible for coordinating Fun Night together in May.

Teacher Appreciation Lunch Chair & Committee:

They do so much, the least we can do is celebrate and thank them each year with a wonderful luncheon, typically held in the Spring (*May or June*). Volunteers are needed to coordinate the lunch and also help staff the school while it takes place.

Aloha! Chair & Committee:

Aloha! is the year end celebration for the 5th grade class. This event usually takes place in June during the last week of school and is planned by the 5th grade parents, however, one or two parents are needed to take the lead with the planning. Fourth grade parents also assist in this celebration to give 5th grade parents the time to be with their children on this special day! If there is no volunteer to Chair the *Aloha!* Committee, the 5th Grade Room Parent(s) will serve as Chair/Co-Chairs.

School Rewards Coordinator:

A simple way we can fundraise each and every day. The School Rewards Coordinator manages the registration for grocery store rewards programs and collects/submits the Box Tops clippings sent into school.

Nominating Committee:

These volunteers are asked to help find and nominate the yearly BSPTO slate of officers towards the end of the school year (*April/May*).

On-Call Helpers:

Not sure how, when or where you want to volunteer but still want to help? Sign-up as an On-Call Helper! A BSPTO Officer will reach out to you when help is needed to see if you are available!

The Burnham School PTO

A Parent Teacher Partnership

BSPTO Volunteer Opportunities : Fundraising

BSPTO Fundraising Committees

*The Burnham School PTO holds fundraising events each school year to cover the costs of programming. It is our intent to engage the extended school community in fundraising. Our students, teachers, families, and townspeople come together through these inclusive events that also promote student health and learning! Each fundraising event needs a Chair (or Co-Chairs) and a Committee. **The Chair/Co-Chairs and Committee members will be provided with supplementary information by the BSPTO to assist them in coordinating the event.***

Read-a-Thon Fundraiser (Winter):

Typically taking place during the month of March, the BSPTO Read-a-thon is a true collaboration between students, teachers, and families. Teachers help students set weekly reading goals. With a fixed pledge, family and friends can sponsor a Burnham student to meet their goal and encourage community spirit and reading! Each week, the readers who met their goals are entered into a raffle for a special prize! This Fundraiser needs a Chair (or Co-Chairs) and a Committee.

Fundraising Brainstorm Committee:

The BSPTO is always open to new ideas for fundraising. This year's Fundraising Brainstorm Committee Chair, Mallory Pfeifer, is responsible for brainstorming fundraising ideas - consider assisting her as part of this Committee!



Burnham School PTO

New Family Form

The Burnham School PTO welcomes all new families and is here to help you acclimate to our community! In addition, we plan special events for the incoming Kindergarten students and we would like to make sure they are included if they are just starting here at Burnham.

Fill out this form today to give the PTO permission to add you to our PTO email blasts, receive invitations to events, and be contacted by your Newcomer committee member.

Also, stay in the know by liking Burnham School PTO on Facebook.

Thank you and welcome!

Sign here _____

DATE: _____

PARENT/GUARDIAN NAME(S): _____

EMAIL: _____

ADDRESS: _____

PHONE: _____

CHILD'S NAME(S) & GRADE ENTERING: _____

You may enter more than one phone # and/or email address