





2016-2017

# RICHLAND ELEMENTARY PTO STUDENT DIRECTORY FORM



INFORMATION IS COMPILED BY THE PTO FOR:

- RICHLAND STUDENT DIRECTORY
- CLASSROOM DIRECTORIES FOR EVENTS & PARTIES
- WEEKLY EMAILS ABOUT UPCOMING EVENTS

**\$5 PTO Membership**  
Complete form & send cash  
or check to: Richland PTO

**HOUSEHOLD #1 CONTACT INFORMATION:**

**ADULT #1 NAME/EMAIL AS YOU WANT IT TO APPEAR IN DIRECTORY (PLEASE PRINT CLEARLY):**

\_\_\_\_ Parent/Guardian      \_\_\_\_ Grandparent  
 \_\_\_\_ Teacher/Staff      \_\_\_\_ Other

(Adult Name) \_\_\_\_\_  
 (Email) \_\_\_\_\_  
 (CELL) \_\_\_\_\_  
 Richland PTO may print it in the Student Directory  
 \_\_\_\_ YES- Print in the Student Directory  
 \_\_\_\_ NO- DON'T PRINT in Student Directory

**ADULT #2 NAME/EMAIL AS YOU WANT IT TO APPEAR IN DIRECTORY (PLEASE PRINT CLEARLY):**

\_\_\_\_ Parent/Guardian      \_\_\_\_ Grandparent  
 \_\_\_\_ Teacher/Staff      \_\_\_\_ Other

(Adult Name) \_\_\_\_\_  
 (Email) \_\_\_\_\_  
 (CELL) \_\_\_\_\_  
 Richland PTO may print it in the Student Directory  
 \_\_\_\_ YES- Print in the Student Directory  
 \_\_\_\_ NO- DON'T PRINT in Student Directory

**STUDENT(S) INFORMATION (PRINT CLEARLY):**

(Student #1 Name) \_\_\_\_\_  
 GRADE \_\_\_\_\_ TEACHER \_\_\_\_\_  
 (Student #2 Name) \_\_\_\_\_  
 GRADE \_\_\_\_\_ TEACHER \_\_\_\_\_

**HOUSEHOLD #2 CONTACT INFORMATION:**

**ADULT #1 NAME/EMAIL AS YOU WANT IT TO APPEAR IN DIRECTORY (PLEASE PRINT CLEARLY):**

\_\_\_\_ Parent/Guardian      \_\_\_\_ Grandparent  
 \_\_\_\_ Teacher/Staff      \_\_\_\_ Other

(Adult Name) \_\_\_\_\_  
 (Email) \_\_\_\_\_  
 (CELL) \_\_\_\_\_  
 Richland PTO may print it in the Student Directory  
 \_\_\_\_ YES- Print in the Student Directory  
 \_\_\_\_ NO- DON'T PRINT in Student Directory

**ADULT #2 NAME/EMAIL AS YOU WANT IT TO APPEAR IN DIRECTORY (PLEASE PRINT CLEARLY):**

\_\_\_\_ Parent/Guardian      \_\_\_\_ Grandparent  
 \_\_\_\_ Teacher/Staff      \_\_\_\_ Other

(Adult Name) \_\_\_\_\_  
 (Email) \_\_\_\_\_  
 (CELL) \_\_\_\_\_  
 Richland PTO may print it in the Student Directory  
 \_\_\_\_ YES- Print in the Student Directory  
 \_\_\_\_ NO- DON'T PRINT in Student Directory

**STUDENT(S) INFORMATION (PRINT CLEARLY):**

(Student #3 Name) \_\_\_\_\_  
 GRADE \_\_\_\_\_ TEACHER \_\_\_\_\_  
 (Student #4 Name) \_\_\_\_\_  
 GRADE \_\_\_\_\_ TEACHER \_\_\_\_\_

**CHECK THE AREA(S) YOU WOULD BE WILLING TO ASSIST THE CHAIRPERSON DURING THE YEAR.**

<input type="checkbox"/> STUDENT DIRECTORY	<input type="checkbox"/> TEACHER HOSPITALITY	<input type="checkbox"/> SCHOOL HOSPITALITY	<input type="checkbox"/> GRANDPARENT LUNCHEON
<input type="checkbox"/> FALL PICTURE DAY	<input type="checkbox"/> BOOK FAIR	<input type="checkbox"/> ROOM SPONSOR	<input type="checkbox"/> MATH & SCIENCE NIGHT
<input type="checkbox"/> WINTER PICTURE DAY	<input type="checkbox"/> MORNINGS WITH MOM	<input type="checkbox"/> DONUTS WITH DAD	<input type="checkbox"/> GROUNDS BEAUTIFICATION
<input type="checkbox"/> FAMILY READING NIGHT	<input type="checkbox"/> SPRING FLING FESTIVAL	<input type="checkbox"/> AR STORE	<input type="checkbox"/> BOOSTERTHON FUN RUN
<input type="checkbox"/> FIELD DAY EVENTS	<input type="checkbox"/> 5 <sup>th</sup> GRADUATION DAY	<input type="checkbox"/> YEARBOOK	<input type="checkbox"/> WATCH D.O.G.S. for DADS
<input type="checkbox"/> LUNCHROOM HELPERS	<input type="checkbox"/> SKATE NIGHTS	<input type="checkbox"/> TCAP TEST PROCTORING	<input type="checkbox"/> PARENTS ON PATROL (P.O.P)



## Please Join the Room Sponsor Team!

Richland teachers need your help during the school year. If you would like to volunteer in your child's classroom, please fill out the info below. Please mark your calendars now for the Room Sponsor Breakfast, Friday, September 9<sup>th</sup> at 8:30am. Lead room sponsors will receive a packet outlining the year's activities: Thanksgiving Feast (KK only), Holiday Party, Teacher Appreciation Luncheon, Field Day and Last Day of School Party. This is an excellent time to meet other parents and begin planning.

\_\_\_\_\_ **Lead Room Sponsor(s)** This role communicates to classroom parents/guardians what the teacher needs or expects prior to events. Don't be afraid of this role: if you can email, you can lead! Two people can team up to co-lead if necessary. The main goal here is communication. (Please make sure you are comfortable contacting your teacher in a timely manner before each event and conveying that information to the rest of the parents.)

\_\_\_\_\_ **Assistant Room Sponsor(s)** This role assists the Lead Sponsor at events. Often, we see leads delegate jobs, for example coordinating the food for a party/ picking up or sending supplies, etc...We so appreciate those who can assist. No one can do it alone.

\_\_\_\_\_ **Contact info only** Not everyone can be present due to work conflicts, etc., but it is important for Leads and Assistants to be in contact with the entire classroom. If you would like to help in any capacity, please let us know how best to reach you!

Teacher's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Your name: \_\_\_\_\_ Child's name: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

TEACHERS: PLEASE RETURN TO PTO ROOM SPONSOR BOX NO LATER THAN  
WEDNESDAY, AUGUST 24