



# Westchester Parent-Teacher Organization 101



## 2023-24 PTO Executive Board

*President:* Anne Hinrichs and Jaclyn Scroggins

*Vice President:* Erin Milligan-Mattes

*Treasurer:* Christine Renz and Jennifer Woodson

*Secretary:* Noel Powers and Molly Eberle (Marketing & Communications)

*Advisor:* Allen McCoy

## School Resources

	<b>Westchester Elementary Website</b>	<a href="https://www.kirkwoodschoools.org/we">https://www.kirkwoodschoools.org/we</a>
	<b>Sunday Evening Update</b>	You will receive a weekly email from the school every Sunday with important info and reminders.
	<b>KSD App</b>	Download app on your smartphone (red square with white "K")

## PTO Resources

	<b>Westchester PTO Website</b>	<a href="https://www.kirkwoodschoools.org/domain/197">https://www.kirkwoodschoools.org/domain/197</a>  *File path: WE website > Our School tab > PTO Link
	<b>PTO Email Address</b>	<a href="mailto:westchesterpto@kirkwoodschoools.org">westchesterpto@kirkwoodschoools.org</a>
	<b>Monthly PTO Meetings</b>	Meetings are on the first Tuesday of each month @ 6:30 pm in the library.
	<b>23-24 Grade-Level Facebook Pages for Parents:</b>  (Send a request to join)	<b>Kindergarten:</b> <a href="https://www.facebook.com/groups/1126813257878704">https://www.facebook.com/groups/1126813257878704</a>  <b>1st Grade:</b> <a href="https://www.facebook.com/groups/893572494688820">https://www.facebook.com/groups/893572494688820</a>  <b>2nd Grade:</b> <a href="https://www.facebook.com/groups/705015833554577">https://www.facebook.com/groups/705015833554577</a>  <b>3rd Grade:</b> <a href="https://www.facebook.com/groups/632853097303929">https://www.facebook.com/groups/632853097303929</a>  <b>4th Grade:</b> <a href="https://www.facebook.com/groups/687264301746399">https://www.facebook.com/groups/687264301746399</a>  <b>5th Grade:</b> <a href="https://www.facebook.com/groups/799174396957529">https://www.facebook.com/groups/799174396957529</a>



# How do I get Involved?: PTO Meetings and Events



Welcome to Westchester! As a new parent, you are automatically a member of the Westchester PTO. The PTO holds **monthly meetings** for all parents in the Westchester library. School administrators are present at every meeting to engage with parents. See the PTO calendar for a complete list of all PTO General Meetings for the school year. Parent voice is important to us and we hope to see you at our **first meeting on September 5th @ 6 pm in the Westchester library!**



The PTO also sponsors and coordinates many events throughout the year for you and your child to enjoy, but it takes a lot of volunteers. For each event, a **parent committee** is formed to organize and execute all logistics. Please consider volunteering for one of these event committees to ensure they continue. **You can sign-up to serve on a committee at Meet the Teacher Night and Informational Court on August 15th!**

## Fall Events

- **Meet the Teacher and Informational Court:** You and your child will see their classroom, meet their teacher, drop off supplies, and get to talk about goals and objectives for the year. On Meet the Teacher Night, the PTO also hosts an Information Court in the cafeteria. This is an opportunity for new and returning families to learn about activities, events, clubs, volunteer opportunities and PTO Committees.
- **Welcome Back Coffee:** Please join other parents outside in front of the school for the welcome back coffee. This is a chance to meet other families immediately following drop-off. Non-school-aged children are welcome too.
- **Kirkwood Greentree Parade:** Westchester has a committee that works to make a float for the parade. We invite all parents, children, and siblings to dress up and walk with us in the parade. There will be an opportunity to help build the float and/or donate candy that is handed out during the parade.
- **Fall Book Fair and Ice Cream Social:** In coordination with the librarian, the PTO organizes the fall book fair in the north gymnasium. We need parent volunteers to work shifts for the book fair. All proceeds from the book fair go to the librarian to buy resources for the library. The PTO offers a FREE ice cream social on the same night. We have an ice cream bar for families to enjoy. This is run by parent volunteers.
- **Fall Festival/Trunk or Treat:** Over 40 decorated car trunks will line up in the school parking lot for trick or treating. There will also be a bubble bus, food trucks, and a variety of sign-up parties for students and parents.
- **STEM Night:** An interactive expo-style evening allowing teachers and parents alike to show off their talents and passions.

## Spring Events

- **Westchester Trivia Night:** The PTO organizes an adult-only night of trivia and a silent auction. Westchester parents spend an evening playing trivia and bidding on silent auction items. Tables will be sold in January. This event is our largest fundraiser and requires lots of parent support to pull off.
- **Spring Book Fair:** The PTO organizes the Spring Book Fair. We need parent volunteers to work shifts for the book fair. All proceeds from the book fair go to the librarian to buy resources for the library.
- **Westchester Night at the Ballpark:** The PTO will sell tickets to a Cardinals game for all Westchester families. This is a great night to enjoy a Cardinals game with all of your Westchester family and friends. We will have an opportunity for students to sing on the field.
- **Spring Dance:** The PTO organizes a dance for students and special adults in their lives. The evening includes dinner, DJ, dancing, craft, a balloon artist, and a photo booth.
- **Field Day:** The PTO assists teachers with planning the all-school field day. Each grade will spend a couple of hours outside playing all types of games. This day cannot happen without the help of parents running all of the games. There are shifts throughout the day to work.



# How can I support the school?: Fundraising



**WE GIVE** is our ONLY direct-ask fundraiser where 100% of the money goes to the WE PTO. This year's campaign will launch at Meet the Teacher Night and Informational Court on August 15th. Stop by our table to make a tax-deductible donation! All it takes is **100% participation** at **\$35 per student** to keep PTO events going!

## PTO Traditionally Funds:

- |                           |                               |                                   |
|---------------------------|-------------------------------|-----------------------------------|
| Assemblies                | Author Visits                 | Chess Club                        |
| Field Day                 | Roller skating                | Field Trips & Buses               |
| Yearbooks                 | Ice cream social              | Grandparents presentation         |
| Bike Racks                | WE Woods Beautification       | Support staff xmas presents       |
| Welcome Coffee            | Informational Court           | 5th Grade Fun Day                 |
| Welcome Yard Signs        | 3 <sup>rd</sup> Grade Circus  | 5th Grade Musical                 |
| Movie License             | Special Olympics              | 5 <sup>th</sup> Grade Winners Day |
| New Family Reception      | STEM Night                    | 5 <sup>th</sup> grade BizTown     |
| Cultures of Westchester   | Walker's Club                 | Read, Right, Run                  |
| Staff Appreciation        | Teacher's Classroom Fund      | Principal's Support Fund          |
| WE Cares                  | Classroom Rugs                | Greentree Parade Float            |
| FM Systems for Classrooms | Conference Meals for Teachers | Buzz Book (parent contacts)       |
| Vex Team Supplies         | Reading for the Stars         | Celebratory Balloons              |

## Additional PTO Fundraising Opportunities: (participation is optional)

- **Dining Out:** We work with restaurants throughout the community willing to give a portion of sales to our PTO. We strive for one event each month. The PTO manages this initiative.
- **Spirit Wear:** PTO sells Westchester swag in the beginning of the school year. Part of the proceeds of the sales will go to the WE PTO.
- **Adult and Student Sign-Up Parties:** A super fun addition to Fall Festival and Trivia Night is the "Sign-Up Parties" Section, where people get to sign up for both child and adult parties (i.e. Bowling Party, Cornhole Tournament). All proceeds are donated to the PTO and it is a great way to further friendships with your fellow WE families.
- **School Supply Box Sales:** One-stop shop for the following year's school supplies, coordinated with the teachers and administration and directly delivered to the classroom.