**Sunset Ridge/Middlefork School PTO Board Report**

Thank you for taking time to complete this report. This information will be kept as an electronic file on the website and used solely to hand down to the next person responsible for chairing this position. We value your experience and knowledge and know the incoming chair will as well. Every little bit helps!

**Submitted by:** Molly Luand Laura Curry

**Board Position and Year held:** Middlefork Welcomers, 2024

**Approximate Budget:** Approx. $190

**Key Responsibilities:** Please list key responsibilities, for your position, in its corresponding month:

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| --- | --- |
| Month | Responsibilities (bullet format, as many as needed) |
| June | * Select a date for the New Family Ice Cream Social. Contact the Park   District about reserving the picnic shelter. Be sure to work with PTO for scheduling. This year we inadvertently had it on the same night as a school board meeting and principals and superintendent could not attend.   * End of June, send an email to Melissa Draka introducing yourself as the Welcome Chair for Middlefork. |
| July | * Social Media post asking for Mentor Family volunteers (especially   Kindergarten families!) Link to [Google Form](https://docs.google.com/forms/d/e/1FAIpQLSdCNabRmoDI-TgL1MsGXmaY-2BMZGRzfi_9heoCXNtxuZJDVg/viewform) (maybe post several  time over the course of the month – summer is busy!)   * End of July/beginning of August you should start receiving information   about new families. Reach out to Melissa Draka if you have not heard from her. This year we waited until after class lists came out to inquire about new students and we weren’t able to get the list until a few days before school started, which left us scrambling a bit.   * Once class lists come out, start pairing new families with mentor   families from volunteer list (template below). I tried to pair families up  with kids in the same grade level AND classroom.   * If there are not enough families on the volunteer list, you can contact   families and ask if they would like to be a mentor family. Also, ask  current mentor families if they know of anyone that they think would  be good! |
| August | * Continue to pair up mentor families with new families as registrations   come in   * Mrs. Draka typically won’t send out contact information for new families until their residency is confirmed. * When you get late registrations, be sure to let the potential mentor   family know so they can contact them asap, to get their questions  answered before school starts!   * 1 week before school starts, send a reminder email to all mentor   families asking them to please make sure they have contacted their new  families.   * Purchase water and snacks for Kindergarten meet-and-greet. Have a table with PTO at the event. This usually takes place the day before school starts (See details below) |
| September | * 1 week before the New Family Ice Cream Social, send a reminder   email to all mentor families, asking them to reach out to their new  families and remind them/invite them to the ice cream social.   * Reminder about the New Family Ice Cream Social in the Friday News * Post reminder about Ice Cream Social to PTO Instagram * (Optional) ParentSquare reminder about Ice Cream Social on the day   of (we did not do this in 2024)   * Set up and run the New Family Ice Cream Social (details below) * Send in your reimbursement form with receipts * Email Melissa Draka and ask that they let you know   if any more new families register. If you get that information, pair  them up with a mentor family. It’s especially hard to be new if you come in after school starts! |
| October and onward | * Continue to pair up new families with mentor families |
| February | * (Optional) send out an email to all the new families, asking for   feedback on the mentor family program |
| April/May | * Create Google Form to collect families interested in being mentor   families for the next school year   * Collect contact information for mentor families to pass along to the   next Welcome Chairs! |
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**Key Contacts:** List key contacts, in chart below and any pertinent information that could prove useful for incoming chair.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Email** | **Phone** | **Misc. Notes** |
| Melissa Draka | drakam@srd29.org | 847-881-9500 | Middlefork |
| Megan Pasquarelli | mpasquarelli@nfparks.org |  | Northfield Park District |
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**Kindergarten Meet-and-Greet**

Tuesday, August 20th 1:45-2:30pm at Kindergarten Playground

Work with PTO president on details for this. Purchase snacks and water and host a table during the event.

**2024 Supplies:**

Mini water bottles, Pirates Booty, MadeGood granola bites for 60: $75.82

**Mentor Family Emails**

Email to Potential Mentor Families:

Hi (Mentor Family name),

I'm (your name) and I'm working with the PTO in charge of pairing up returning

(Middlefork/SRS) families with families that are new to the district. Would you like to be

a mentor family to a new (grade level) family this year? All you have to do is send them

an email (I will send you a template), attend the New Family ice cream social (if you're

able), we highly encourage trying to meet up or have a phone call with the parents, but

most importantly, be around in case the family has any questions about starting at

(Middlefork/SRS)!

Please let me know when you get a chance.

Thanks,

Email to Mentor families after you have paired them up with new families:

Hi (Mentor Family name),

Thanks again for volunteering! Here is the family's info:

Childs name:

Parent 1 Full Name:

Parent 1 Email Address:

Parent 1 Phone Number:

Grade Level:

The new family ice cream social will be September XX from XX:XX-XX:XXpm at

Clarkson Park.

**Email Template for Mentor Families to send to New Families**

Dear [parents' first name(s)],

I just wanted to introduce myself and welcome you to (Middlefork/Sunset Ridge

School)! I have [one/two/three child(ren) at (Middlefork/Sunset Ridge) in (grade level)

and wanted to reach out to see if you had any questions about the school or the

community.

We are also hosting an ice cream social for new families on September

XX from XX:XX-XX:XXpm at Clarkson Park. I hope you can stop by with your family for this

meet and greet. I (will/hope to) be there and I would love to welcome you in person and

introduce you to other families at the school.

Before then, it would be great if we could set up a time to chat or meet at Clarkson

Park. (suggest some dates/times that work for you).

Best,

[your name]

[include your phone number if you are comfortable]

**Feedback from new families from the 2024-2025 School Year**

• Will add this in after we send out feedback email

**New Family Ice Cream Social 2024**

Tuesday Sept 10th

4:30-6:30pm

This time span was perfect, some families stayed almost the entire time. Some came early and some came after dinner. Weather was perfect!

37 New Families

30 Middlefork

7 Sunset Ridge

32 Mentor Families (some doubled up)

Supplies:

• Cooler with mini water bottles (24 bottles)

• Name tags

• Sharpies

• Baby Wipes

• 1 roll of paper towels

• Large Cooler with ice (4 lg bags of ice)

• Ice Cream treats and popsicles bought from Costco (Costco does not accept our tax-

exempt letter)

o Drumstick ice cream cones (2 boxes-16 in each box)

o Kirkland Almond Vanilla Ice Cream Bars (3 boxes-18 in each box)

o Johnny Pop Summer Sunrise popsicles (2 box-18 in each box)

o Oreo Ice Cream Sandwiches (1 box - 24 in each box)

▪ Total: $96 (ice cream only)

▪ Did not count how many were left over, but there were some

• I brought one empty box of each type of ice cream bar with, in case there were any allergy considerations