



# Hamilton Elementary PTO PULSE



August 15, 2011

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[www.hamiltonelementarypto.com](http://www.hamiltonelementarypto.com)

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Volume #22, Issue #1

**Welcome Back Lions! Have a Great Year!**

## President's Message

By Holly Garcia, PTO President

Welcome back Hamilton Lion parents, guardians and supporters! I hope you have had an enjoyable summer. I am looking forward to my 2nd year as your PTO president!

Two of our main goals last year were to improve communication and bring back a family event, and the PTO Pulse and Family Fun Fest are two ways in which we accomplished

just that. This year, one of our goals is to make the PTO more welcoming. Our 1st step toward meeting this goal is our new "Hamilton 101" welcome breakfast for new parents, or any parents that may have joined us later in the 2010-2011 school year. We will offer light refreshments on Tuesday, August 23rd at 9:00 in the cafeteria and have an informal Q&A session to cover topics important to someone new to our Hamilton community. We want this to be an opportunity for new parents to connect with other new parents and make the adjustment to HES easier on

all. I hope this will be just one of many more efforts to make sure everyone feels welcome at Hamilton Elementary, and we welcome other suggestions you may have to help us reach this goal.

If you ever have any comments or suggestions, please e-mail me at [president@hamiltonelementarypto.com](mailto:president@hamiltonelementarypto.com). Your input is what helps us know in which areas we need to improve and in which ones we are doing a good job. Either way, it is the only way we can get better. Enjoy your last week of vacation, and see you at Meet the Teacher!



## Did You Know?

Right now you can go to our website at [www.hamiltonelementarypto.com](http://www.hamiltonelementarypto.com) and get three things done to kick off the school year. On the very top of the homepage are three important things the PTO needs for every Hamilton family to accomplish. Go there now and look for the big exclamation point!

## 2011-2012 Directory

By: Michelle Watts,  
Directory Chairperson

The Hamilton Elementary PTO uses an "Opt-In" methodology pertaining to the publishing of your family's personal data in the student directory. This means, your family's personal information by default will not be included in this year's publication unless you specifically choose to do so using the following website. Within this site you will be able to update your family information as well as other important information before providing a response indicating your decision to publish this information (or not to publish, or what to publish). Please note that returning Hamilton families will require their Family ID to access the site. You will receive an email the week

of August 15th (check those spam folders if you did not receive). New families can use this tool too! New families will not have received an email and will not need the Family ID for the web tool.

Hamilton Directory Site:  
<http://mydirectorypublisher.com/hamilton>

The Hamilton Elementary Student Directory contains useful information such as school related phone numbers, web sites, staff listings, PTO Board and Committee lists, class rosters, family contact information and much more. Do not miss your opportunity to get your copy of this useful tool. A complimentary copy of the Hamilton Elementary 2011-2012 Student Directory is included with your

paid PTO membership.

The PTO would also like to thank all of the local businesses and individuals that chose to support our efforts by advertising in last year's directory. If you or your business is interested in advertising in this year's Student Directory, please see the following for more detail.

[www.hamiltonelementarypto.com/documents/PTODirectoryAdRates2011-12.pdf](http://www.hamiltonelementarypto.com/documents/PTODirectoryAdRates2011-12.pdf)

Please forward your student directory questions and/or comments to [directory@hamiltonelementarypto.com](mailto:directory@hamiltonelementarypto.com)



# Welcome to the PTO

## Have a great year!

### Upcoming Events

Thurs. 8/18: Kindergarten "Meet the Teacher" 3-4pm

Fri. 8/19: Grades 1-5 "Meet the Teacher"

Last Names A-L @ 9am

Last Names M-Z @ 11am

**Mon. 8/22: First Day of School**

**Tues. 8/23: Hamilton 101, 9am in cafeteria**

Mon. 8/29: 2<sup>nd</sup> Grade @ 5:30pm Curriculum Night

Tues. 8/30: Storyteller Visits

3<sup>rd</sup> Grade @ 5:30pm Curriculum Night

4<sup>th</sup> Grade @ 7:00pm Curriculum Night

Fri. 9/02: Spirit Shop open during all lunches in cafeteria

Mon. 9/05: Labor Day Holiday—no school

Tues. 9/6: K and PPCD @ 5:30pm Curriculum Night

5th Grade @ 7:00pm Curriculum Night

Mon. 9/12: 1<sup>st</sup> Grade and LS @ 5:30pm Curriculum Night

Wed. 9/21: Hearing Training 9:30-1:30

Thurs. 9/22: Vision Training 9:30-1:30

Wed. 9/28: JA Training 9:30-12pm



Training is at  
Berry Center

### Importance of Signing Up in PTO Manager

Registering on PTO Manager opens you up to a lot of valuable information.

- ✓ Receive e-mail blasts with important announcements and reminders.
- ✓ Get the PTO Pulse newsletter delivered to your inbox.
- ✓ Receive e-mails with dates and times\* to volunteer based on the volunteer opportunities you check off.

\*In order to "work" you must sign in to PTO Manager and assign yourself to the volunteer times and dates you wish to attend.



### PTO Manager – Hamilton's Website for Volunteering!

Wow! What an exciting year this is going to be. We have one year of PTO Manager under our belts and I hope many of you are feeling more comfortable with using this automated volunteering process.

Before I begin I would like to introduce Allison Lemel who will be my co-chair this year. Together we will work hard to get the system up and running smoothly. Then I will hand the reins over to Allison for the 2012-2013 school year. Thank you Allison!

There are a few things I would like to mention in order to clear up some confusion.

PTO Manager and Virtual Volunteer (also known as V-Soft) are 2 completely separate programs that have nothing to do with one another!! PTO Manager is software that is owned by our PTO and it is strictly used to gather, organize and communicate with our volunteers.

Virtual Volunteer/V-Soft is the Cy-Fair District's program that has two functions. Number one and most important is that it is the schools security system that scans all visitor drivers' licenses and alerts our staff of any problems. It also lets the receptionist know who is in the building at all times.

The second function of Virtual Volunteer/V-soft is that it logs all volunteer hours. It is necessary for the district to have an accurate record of volunteer hours as it determines government funding for our district. Whenever you check in with our receptionist Lori at the front desk to volunteer, she will give you a V-Soft nametag and your hours are automatically being logged in for you. Please thank Lori the next time you see her as she does this out of the kindness of her heart!

So here is the confusing part. Although there is an option to track volunteer hours on PTO Manager, we, the PTO, do not use this option!!! If you are doing volunteer

work from home or off campus, it is those hours that Cy-Fair needs to be logged into Virtual Volunteer/V-soft by you (not in PTO Manager).

Rule of thumb:

If you are volunteering and have a V-Soft nametag then your hours are being logged in for you automatically by Lori. No name tag means you must log your own hours into Virtual Volunteer/ V-soft.

Or another way to think of it is:

PTO Manager = Hamilton's Volunteering site

Virtual Volunteer/V-Soft = Cy-Fair District's site

All websites can be found at [www.hamiltonelementarypto.com](http://www.hamiltonelementarypto.com)

Thank you,  
Julia Meyers, VIPS Co-chair  
(Volunteers In Public Schools)

**After you receive your child's teacher letter via U.S. Mail, please go to PTO MANAGER.**

- ✓ 1. Update any address/telephone/e-mail changes.
- ✓ 2. Choose your volunteer opportunities.
- ✓ 3. Input your child's teacher assignment.

First log onto

[www.hamiltonelementarypto.com](http://www.hamiltonelementarypto.com)



Sign in



Click on "My Information"  
(upper left of page)



**Then complete steps 1-3 below.**

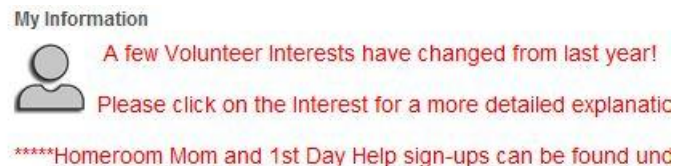
Remember you are able to log in throughout the school year to update your information and add / change volunteer interests. Keep in mind that you must log in and assign yourself to an event for volunteering.

**Step 1: Make sure your contact information is up to date.**

Simply click the text box and type to make changes.

**Step 2: Choose the volunteer opportunities you'd like to be notified for throughout the school year.**

Just click on the box to choose or click on the interest for a detailed explanation. A full list of volunteer opportunities appears on the following page of this newsletter.



**Step 3: Input your child's teacher assignment or add a new student/delete a child who has moved over to middle school.**

Use the drop-down menu to choose your child's teacher.



*Please note: these are not live links, only pictures to make PTO Manager more convenient for you!*

## Full List of Volunteer Opportunities on PTO Manager (step 2)

Links are not live. You must log in to PTO Manager to make your selections.

### Interests / Resources :

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> <a href="#">Marquee</a>  | <input type="checkbox"/> <a href="#">Mentor Program</a>  | <input type="checkbox"/> <a href="#">Name That Book (3,4,5) - Cynthia Baldwin</a>           |
| <input checked="" type="checkbox"/> <a href="#">1st Day of School---Julia Meyers</a>      | <input checked="" type="checkbox"/> <a href="#">Principal Pals---Allsion Leme!</a>                     | <input checked="" type="checkbox"/> <a href="#">PTO Workroom---Tammy Atkinson</a>           |
| <input type="checkbox"/> <a href="#">Art Helper---Veronica Krell</a>                      | <input type="checkbox"/> <a href="#">Reader Parent - Last year</a>                                     | <input type="checkbox"/> <a href="#">Reader Parent 1st Grade - CLOSSES 09/09/11</a>         |
| <input type="checkbox"/> <a href="#">Book Fair---Silvia Allen</a>                         | <input type="checkbox"/> <a href="#">Reader Parent 2nd Grade - CLOSSES 09/09/11</a>                    | <input type="checkbox"/> <a href="#">Reader Parent 3rd Grade - CLOSSES 09/09/11</a>         |
| <input type="checkbox"/> <a href="#">Clinic---Open Position</a>                           | <input type="checkbox"/> <a href="#">Reader Parent 4th Grade - CLOSSES 09/09/11</a>                    | <input type="checkbox"/> <a href="#">Reader Parent 5th Grade - CLOSSES 09/09/11</a>         |
| <input type="checkbox"/> <a href="#">Directory---Michele Watts</a>                        | <input type="checkbox"/> <a href="#">Reader Parent Kinder CLOSSES 09/09/11</a>                         | <input type="checkbox"/> <a href="#">Reading Fluency Helper---Sue MacLean</a>               |
| <input type="checkbox"/> <a href="#">Field Day---Sarah Simmons</a>                        | <input type="checkbox"/> <a href="#">Science Resource Activites (last year)---Mary Ihfe</a>            | <input type="checkbox"/> <a href="#">Science Resource Activites 1st Grade--M.Weissinger</a> |
| <input type="checkbox"/> <a href="#">Fifth Grade Biz Town---Open Position</a>             | <input type="checkbox"/> <a href="#">Science Resource Activites 2nd Grade---Sue MacLean</a>            | <input type="checkbox"/> <a href="#">Science Resource Activites 3rd Grade---Mary Ihfe</a>   |
| <input type="checkbox"/> <a href="#">Fifth Grade Day---Open Position</a>                  | <input checked="" type="checkbox"/> <a href="#">Science Resource Activites 4th Grade-Teri Horswell</a> | <input type="checkbox"/> <a href="#">Science Resource Activites 5th Grade-Open Position</a> |
| <input type="checkbox"/> <a href="#">Fifth Grade Memory Book---Lisa Franke</a>            | <input type="checkbox"/> <a href="#">Science Resource Activities Kinder--Open Position</a>             | <input type="checkbox"/> <a href="#">Sister School - Norma Gross</a>                        |
| <input type="checkbox"/> <a href="#">Homeroom Mom--- please read description</a>          | <input type="checkbox"/> <a href="#">Small Fundraising---Amanda Tomita</a>                             | <input type="checkbox"/> <a href="#">Soooper Puppy 1st Grade---Open Position</a>            |
| <input checked="" type="checkbox"/> <a href="#">Hospitality---Open Position</a>           | <input checked="" type="checkbox"/> <a href="#">Spirit Sale--Gaby Deiros/Shawn Gustafson</a>           | <input type="checkbox"/> <a href="#">Third Grade Play</a>                                   |
| <input type="checkbox"/> <a href="#">Instructional Helper</a>                             | <input type="checkbox"/> <a href="#">Vision, Hearing and Screening---School Nurse</a>                  |   |
| <input type="checkbox"/> <a href="#">Junior Achievement (last year list)---Anya Lucas</a> |  |   |
| <input type="checkbox"/> <a href="#">Junior Achievement 1st Grade---Anya Lucas</a>        |  |   |
| <input type="checkbox"/> <a href="#">Junior Achievement 2nd Grade---Anya Lucas</a>        |  |   |
| <input type="checkbox"/> <a href="#">Junior Achievement 3rd Grade---Anya Lucas</a>        |  |   |
| <input type="checkbox"/> <a href="#">Junior Achievement 4th Grade---Anya Lucas</a>        |  |   |
| <input type="checkbox"/> <a href="#">Junior Achievement 5th Grade---Anya Lucas</a>        |  |   |
| <input type="checkbox"/> <a href="#">Junior Acievement Kinder ---Anya Lucas</a>           |  |   |
| <input type="checkbox"/> <a href="#">Large Fundraiser---Cindy Schluter</a>                |  |   |
| <input type="checkbox"/> <a href="#">Library Helper---Sarah Forbes</a>                    |  |   |
| <input type="checkbox"/> <a href="#">Math Mentor---Stacy Denison</a>                      |  |   |

## Questions about PTO Manager?

Stop by the cafeteria to sign up on PTO Manager during meet the teacher. A PTO member will be standing by to assist you and answer any questions.

## www.hamiltonelementarypto.com

### Save this one in your favorites!

By: Kerry Wood, VP Communications

Hope you all have had a wonderful summer. I can't believe it is time to start thinking about school supplies, schedules and the PTO website already!

Over the past few years the PTO has brought more and more information to the site. It is literally your one stop for all the school and district information needed for the entire school year!

Starting with the red tabs on the left side of the page you can access PTO Manager as well as Virtual Volunteer so you can easily log those all important volunteer hours.

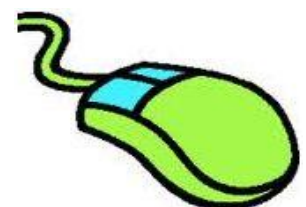
Those red tabs also contain direct links to the Hamilton Elementary website, the CFISD website and a link to the listing of all CFISD e-mail addresses. There is also a Newsletter tab where all PTO Pulse and Lion's Lines editions are posted for your reference. The Fundraising tab is where you can find information on the PTO's latest event and how the money is being used.

The Teacher Website tab was just added last school year and I am really excited about this link! This tab brings you to all of Hamilton's teacher website links with just one click! No more searching and searching for your teacher's site!

Of course, the homepage is continually updated with important dates and

announcements. We also post documents there so you can print and deal with the necessary paperwork. At the bottom of the homepage is the Quick Links section. Here we have brought you direct links to some very important places like the current CFISD calendar, Cy-Fair Nutritional Services and the PTO Spirit Shop page.

In this fast-paced world we hope that the PTO site, e-mail blasts and receiving the PTO Pulse newsletter electronically makes navigating the school year easier for everyone!



## PTO Membership Information

Your \$10.00 Family Membership Fee is Important! The PTO organizes volunteering and fundraising activities, so we are able to provide our school with additional enrichments that are not ordinarily funded for by the Cy-fair district.

This fee entitles you to voter rights at all PTO meetings and a copy of our student directory. Please note that non-members WILL NOT RECEIVE A STUDENT DIRECTORY.

The PTO also requests \$5 per child for the Holiday and Valentine Parties. This \$5 will pay for pizza, bottled water, cookie and paper goods for BOTH parties.

Payment Options:

1. If you'd like to pay by credit card log on to: [www.hamiltonelementarypto.com](http://www.hamiltonelementarypto.com)
2. To pay with cash/check fill out and return the membership form (coming home the first day of school- or – print off of our website) along with payment in an envelope marked "PTO MEMBERSHIP" by Aug. 26<sup>th</sup>.

Questions? E-mail Lynda at: [membership@hamiltonelementarypto.com](mailto:membership@hamiltonelementarypto.com)

## Spirit Shop Open at Meet the Teacher!

Be sure to visit the Spirit Sale in the cafeteria while you're at Meet the Teacher on Thursday or Friday! It's the perfect time to stock up on this year's spirit shirts, hair bows, jewelry, caps and athletic shorts, for kids and parents.

We'll also feature Hamilton's first-ever "Volunteer" t-shirts — great for moms, dads and grandparents — plus our new school-year calendar, which showcases our talented students' artwork and keeps you up-to-date on events throughout the year. And don't miss the rollout of our new Hamilton car window decals, so you can bring your spirit with you when you hit the road!

See you at the Spirit Sale!

### "Helpful Hint"

Lighten up that backpack the first day of school -- bring any school supplies you purchased on your own to "Meet the Teacher".

Please join us!

Tuesday, August 23 at 9 am

In the cafeteria

## HAMILTON 101

- Q & A about Hamilton
- Meet other parents
- Meet the PTO Board

Great for parents of new students!

We look forward to meeting you!

## Thoughts? Comments? Questions?

If you have anything you'd like to ask, comment on, or share with the PTO Board, you can contact us via our website at [www.hamiltonelementarypto.com](http://www.hamiltonelementarypto.com) or contact President Holly Garcia directly at [mailto:president@hamiltonelementarypto.com](mailto:mailto:president@hamiltonelementarypto.com).

## Stay "In The Know" With the PTO

All PTO Pulse newsletters are distributed via our PTO Manager system. Go to our website [www.hamiltonelementarypto.com](http://www.hamiltonelementarypto.com) and click on the PTO Manager tab to sign up.

The purpose of the PTO is to provide fund-raising activities that will culturally and fundamentally promote the welfare of the student and enhance their overall learning experience. The information contained in this newsletter is provided by Hamilton Elementary PTO for informational purposes. We reserve the right to refuse or edit any submissions. Our website is updated continually.