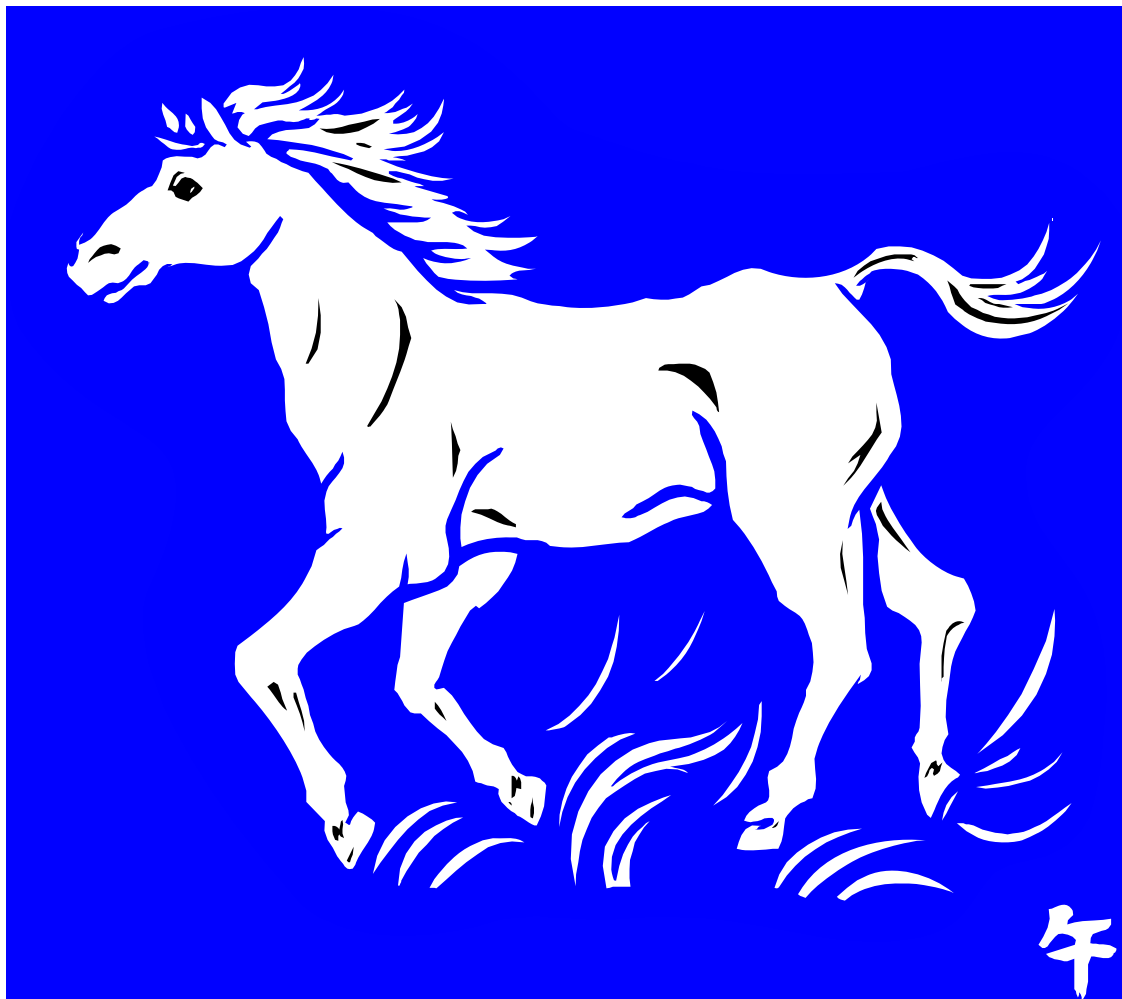
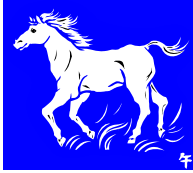


# MILLSAP MUSTANGS



VIPS HANDBOOK  
2009 – 2010



# MILLSAP MUSTANGS

## ***VIPS- Volunteers In Public Schools*** **2009 - 2010**

### **Index/Due Dates**

<b>PG</b>	<b>ITEM</b>	<b>DISPOSITION</b>	<b>DUE DATE</b>
1	A Letter from Your PTO President	Keep for Reference	N/A
2	PTO Officers and Committee Heads	Keep for Reference	N/A
3	General Volunteer Questions	**	N/A
4	Online Volunteer Registration Process	**	N/A
5	School Policies	**	N/A
6-8	Volunteer Opportunity Descriptions	**	N/A
9	Parent Volunteer Sign-up Form	Return	Friday, Sept. 18
10	BE A MUM Form	Return	Friday, Sept. 18
11	PTO Membership Form	Return	Friday, Sept. 18
12	Spirit Shirt Order Form	Return	As Desired
13	Field Day Shirt Order Form	Return	Wed., Sept. 23

\*\* - VIPS Handbook is posted on the Millsap website, please use website as a reference.

**We appreciate your cooperation in returning the above forms by their respective due dates. If you have any questions, you may call one of the VIPS Coordinators listed below or the contact person listed on the respective form.**

VIPS Coordinators:

Ann Austin, [annsinfo@comcas.net](mailto:annsinfo@comcas.net), 281-955-9522

Dana Santillan, [dsantillan@comcast.net](mailto:dsantillan@comcast.net), 713-569-2661

Charlie Becker, [charjbeck@yahoo.com](mailto:charjbeck@yahoo.com), 281-701-5791

Rama Govindu, [rdgovindu@yahoo.com](mailto:rdgovindu@yahoo.com), 281-469-5719

## *Millsap PTO President's Letter*

*Millsap Parents,*

*The theme this year is 212°. (It's What Mustangs Do) and I am looking forward to teaming up with all the parents, staff and students to have a great year. One degree makes a difference especially in a child's life!*

*As parents, we want every student at Millsap to succeed. Please help us accomplish this by taking some time to review your **Volunteer opportunities**, find where your interest or talents are, then dedicating some time in support of our children. Even if you are a working parent, there are opportunities for you to volunteer in your child's grade. Feel free to contact our VIPS coordinator Ann Austin @ [annsinfo@comcast.net](mailto:annsinfo@comcast.net) with any questions.*

***Your PTO is an organization with a mission:***

- *To provide support for the staff charged with educating your children*
- *To promote communication within your school community*
- *To raise funds for the direct benefit of your school*
- *To build bridges between home and school in support of your children*
- *To enrich the educational program at Millsap*

***Can your \$5.00 membership make a difference???** YES!!!*

*Just take a look at our improved Literacy Library. This is a perfect example of how your PTO funds and the staff at Millsap took our existing Literacy Library one degree further!*

*Millsap has an outstanding PTO Board assembled this year. We have been working hard to ensure a super start, but we can't succeed without your help. Become an active part of our parent body by joining the PTO today!*

*Sincerely,*

*Samantha Collins  
Millsap PTO President  
281-373-4312  
281-787-4056 cell  
[Samcollins11@comcast.net](mailto:Samcollins11@comcast.net)*

## 2009/2010 PTO BOARD OFFICERS, COMMITTEE CHAIRS AND STAFF

Board Positions	Officers	HOME #	
President	Samantha Collins	281-373-4312	<a href="mailto:samcollins11@comcast.net">samcollins11@comcast.net</a>
Secretary	Anne Imber	281-894-1311	<a href="mailto:Anne-imber@earthlink.net">Anne-imber@earthlink.net</a>
Treasurer	Carol Humerickhouse	713-857-4244	<a href="mailto:chumerickhouse@att.net">chumerickhouse@att.net</a>
Membership	Sonia Rocha	281-469-9721	<a href="mailto:srocha03@comcast.net">srocha03@comcast.net</a>
Fundraising	Theresa Eggleston	281-469-5632	<a href="mailto:Tharley6891@aol.com">Tharley6891@aol.com</a>
Cultural Arts	Lisa Overby	281-304-9587	<a href="mailto:loverby@comcast.net">loverby@comcast.net</a>
VIPS	Ann Austin	281-955-9522	<a href="mailto:annsinfo@comcast.net">annsinfo@comcast.net</a>
VIPS	Dana Santillan	281-569-2661	<a href="mailto:dsantillan@comcast.net">dsantillan@comcast.net</a>
<b>Committees</b>	<b>Committee Chairs</b>	<b>HOME #</b>	<b>*****</b>
Book Fair	Yvonne Kelley	281-373-4766	<a href="mailto:Silpie2000@yahoo.com">Silpie2000@yahoo.com</a>
Breakfast w/ Santa	Jennifer Hawes Colette Maxwell	281-970-4062 281-894-5137	<a href="mailto:kjhawes_2@hotmail.com">kjhawes_2@hotmail.com</a> <a href="mailto:colette.maxwell@cfisd.net">colette.maxwell@cfisd.net</a>
Directory	Cathy Kralowetz	281-807-0258	<a href="mailto:ckralowetz@yahoo.com">ckralowetz@yahoo.com</a>
5 <sup>th</sup> Grade Day	Lynn Hardee	832-604-7290	<a href="mailto:lwhardee@comcast.net">lwhardee@comcast.net</a>
Field Days	Cyndi Trevino Yumi Le	832-237-0268 832-912-6957	<a href="mailto:cjtrevi@sbcglobal.net">cjtrevi@sbcglobal.net</a> <a href="mailto:yumi@winningagency.com">yumi@winningagency.com</a>
Food Service			
Homeroom Parents	Donna Head	281-955-9068	<a href="mailto:donna.head@comcast.net">donna.head@comcast.net</a>
Landscape			
Appreciation	Becky Anderson	281-955-1847	<a href="mailto:Becky.A.Anderson@usa.dupont.com">Becky.A.Anderson@usa.dupont.com</a>
Luncheons			
MUMS	Michelle Kerbow	281-970-5888	<a href="mailto:mkerbow@hotmail.com">mkerbow@hotmail.com</a>
School Supplies			
Scouts	Michele Hill	281-890-2905	<a href="mailto:mhill97@comcast.net">mhill97@comcast.net</a>
Spirit Items	Michele Hill	281-890-2905	<a href="mailto:mhill97@comcast.net">mhill97@comcast.net</a>
VIPS Coordinator	Charlie Becker	281-373-4911	<a href="mailto:charjbeck@yahoo.com">charjbeck@yahoo.com</a>
VIPS Coordinator	Rama Govindu	281-469-5719	<a href="mailto:rdgovindu@yahoo.com">rdgovindu@yahoo.com</a>
Yearbook	Joyce Basford	281-469-8638	<a href="mailto:bjjag@swbell.net">bjjag@swbell.net</a>

PTO Board Meetings  
2<sup>nd</sup> Friday Each Month  
@ 9:30a.m. in the Cafeteria

## GENERAL VOLUNTEER QUESTIONS

Designated Work Days are Tuesdays and Fridays in the VIPS room- 9:00 a.m. – 3:45 p.m. Everyone is welcome! YOU are a VIPS (Volunteers in Public Schools). There is no membership for VIPS. While you are having lunch, just drop by and check it out. We will give you a tour. There are so many things the VIPS do for your children. (Snacks are provided by the staff on these days.)

1) Where do I go if I want to volunteer?

When you enter Millsap, sign-in at front desk and then proceed to the VIPS room.

2) Where is the VIPS room?

Adjacent to the clinic as you walk towards the cafeteria.

3) Do I have to wear a nametag? Where do I get a nametag?

YES! Every adult that is not Millsap Staff must wear a nametag. Nametags are issued at the entrance desk. You must have your Drivers License to get a name tag - so make sure you take it in with you.

4) Why do I need to record my volunteer hours?

For a couple of reasons:

a) The Texas Legislature enacted a bill that encourages parent involvement as one of the many steps towards state accreditation. To comply with this, Millsap reports volunteer hours to the District every month. At year-end, the District calculates how much it would have cost to pay for all the hours volunteered at an hourly rate of \$13.74. This amounts to millions of dollars District-wide, and this affects our Bond rating.

b) The Millsap PTO wants to show our appreciation to those who volunteer.

5) What constitutes volunteer hours?

a) take home projects for teachers,

b) classroom assistance (tutoring, reading, special projects, etc...),

c) planning, shopping, cooking and phone calls for any school activity as field days, fundraisers, PTO, book fairs, teacher appreciation, etc...

d) baby-sitting for someone who tutors a student

This list is not all-inclusive but gives you an idea. Keep in mind, if your time benefits the children of Millsap – record it.

6) Where do I record my volunteer hours?

You register online at the Cy-Fair ISD website; you will receive a password and can login from time to time to log your hours. Please see Volunteer Registration Process on page 5.

7) Can I take work home?

Yes, if the work request stipulates, then the project may be signed out and taken home for completion and returned by the stipulated due date. (Make sure you sign the work out in the book.)

8) Are younger siblings allowed in the VIPS room?

YES! Under your supervision, younger siblings are welcome while you work in the VIPS room. We even have toys and crayons for them to use.

Whether you can come for 10 minutes or several hours, please come by and visit.

We love to talk while we work!

## **ONLINE VOLUNTEER REGISTRATION PROCESS**

**There is a computer available at Millsap to log in your hours.  
Keep track of your hours! They really count!**

\*FILL OUT YOUR "VIRTUAL VOLUNTEER FORM"

- \* go to [www.cfisd.net](http://www.cfisd.net) <<http://www.cfisd.net/>>
- \* under "Quick Links" at top right, select "Volunteer in CFISD"
- \* you will be redirected right to the virtual Volunteer Registration form (see instructions below)
- \* once registered, log your hours by selecting "Departments" on the [www.cfisd.net](http://www.cfisd.net) <<http://www.cfisd.net/>> homepage
- \* then select "Partners in Education" and then the [www.v-volunteer.com](http://www.v-volunteer.com) bullet on that page (or you can just get on-line and go to [www.v-volunteer.com](http://www.v-volunteer.com) <<http://www.v-volunteer.com/>> on your own and log in)

\*Instructions: Complete the information on the "virtual volunteer form". After submitting your form, you should receive a confirmation email from CFISD with your password.

After you receive your confirmation e-mail, you will be able to log your volunteer hours.  
(This may take a couple of days initially)

If you have any difficulties with your registration, contact the v-volunteer technical team by emailing [vipstech@cfisd.net](mailto:vipstech@cfisd.net) or by calling 281-897-HELP.

\*WHY LOG YOUR VOLUNTEER HOURS? It is important to log all of your volunteer hours for on and off campus volunteer efforts (including booster clubs, etc) because this information is used to:

- \* help the district obtain the best bond ratings when needed
- \* determine which campuses can support educational pilot programs
- \* help the district obtain grants to be used district wide for equipment, programs & more

## SCHOOL POLICIES

The volunteer is responsible to the staff with whom he or she is working. Every task performed is important, either directly or indirectly, to the educational process. The volunteer is a model for students of an interested and caring citizen providing a worthwhile service.

Dress Code:	Refer to Cy-Fair Student Handbook – Specific Guidelines/Restrictions for Dress in the classroom.
Absence Procedures:	If you are unable to come at your scheduled time, please call the office and request a message be passed to the teacher @ 281-897-4470.
Disciplining Students:	To be handled by the staff only
Parking:	In the side lot on Shaft Drive. Please do not park in the circular drive at any time.
Preschool Children:	Under your Supervision, preschool children are allowed in the VIPS workroom. If you are volunteering in the classroom, please make other arrangements for them.
School Children:	Should you volunteer before or after school hours, please keep your children in the VIPS workroom or with you. Children are NOT allowed to run freely in the school. The PE room is also off limits for children's entertainment.
Telephone:	There is a phone available for your use in the VIPS workroom. The telephone number is 281-517-6035
Cafeteria:	You are welcome to eat in the cafeteria. The cost for adults is \$2.15. Adults cannot buy meals using their child's account.
Confidentiality:	Use discretion in your dealings with students and teachers. The confidentiality of student records and other legal documents is a very serious matter. Volunteers do not take or record grades or attendance. The volunteer must have no contact with the home regarding the student's progress or behavior.
Teachers Lounge:	Located at the top of the stairs closest to the cafeteria. There is NO SMOKING allowed in the Teachers Lounge or on school property. Soda and snack machines are located in the lounge. Teachers are in the lounge for their planning period and are not available for a conference about your child.
Identification:	Every adult that is not Millsap Staff must wear a nametag when in the school.
Sign-In/Sign-Out Procedure:	Every adult that is not Millsap Staff must sign in at the front door and obtain a nametag.

## VOLUNTEER OPPORTUNITY DESCRIPTIONS 2008-2009

ACTIVITY	DESCRIPTION
<b><i>COORDINATOR POSITIONS</i></b>	
Coordinator Positions by Grade Level	Coordinate volunteers to support grade-level field trips, music and art special activities, SRC training, SRC donations etc... such as: K – Bunny Tales, Animal Odyssey, 1 <sup>st</sup> Grade - Gulf Mysteries field trip, Sooper Puppy Presentations, 2 <sup>nd</sup> Grade - Eco Adventure field trip, Music Program, SRC dinosaur fossils 3 <sup>rd</sup> Grade – Nature Trails, Music Program 4 <sup>th</sup> Grade – Galveston Bay 5 <sup>th</sup> Grade – Nature Trails, Biz Town field trip TIME REQUIRED: Varies CONTACT: VIPS Coordinator
Art Activities Coordinator	Coordinate volunteers to fulfill requests as received from the Art Teacher as: assisting with Original Works fundraiser, etc... TIME REQUIRED: Varies CONTACT: VIPS Coordinator
Music Activities Coordinator	Coordinate volunteers to fulfill requests as received from the Music Teacher as: help with music programs (backdrops, costumes, etc...), etc... TIME REQUIRED: Varies CONTACT: VIPS Coordinator
<b><i>HELPING POSITIONS – General</i></b>	
Baking	Baking for various activities as Teacher Luncheons, Breakfast w/ Santa, etc... TIME REQUIRED: Anywhere from 1 to 5 times a year for specific events CONTACT: Luncheons chair
Book Fair	Setting up, taking down, and cashiering during fall book fair. TIME REQUIRED: 2 hour shift CONTACT: Book fair chair
Breakfast w/ Santa	Various station coordinator positions as well as helper positions - crafts, pictures, nail/face painting, cake walk, food tables, book fair, Santa store, etc... TIME REQUIRED: Event Day/Saturday a.m. – 1.5 hour shift. Station coordinator time – varies 2+ hours. CONTACT: Breakfast w/ Santa chair
Clinic – Hearing – Vision	Conduct hearing or vision screenings. TIME REQUIRED: 1 – 2 school days. Requires Training. CONTACT: Millsap Nurse
Childcare	Provide childcare for another VIP while they work an event. Earns volunteer hours for Millsap and increases our volunteer workforce.
Field Days	Various projects as ribbon writing, scorekeeper, runners, etc...on field days. TIME REQUIRED: Varies, typically 1-2 hr shifts CONTACT: Field Day Chair

Fundraising	Various projects and areas including planning, tabulation, prize give away, product distribution, etc... TIME REQUIRED: Varies per project. CONTACT: Fundraising chair
Homeroom Parent	Coordinate the Holiday & Valentine classroom parties. Assist teacher in field day activities as providing ice, organizing students, making noise makers. TIME REQUIRED: 3 days during the year and minimal planning time. CONTACT: Homeroom parent chair
Instructional Mentor	Mentor small groups of 2-3 students in various academic activities, math, science, reading, writing etc. Training available but not required. TIME REQUIRED: Choose your time. You pick the day(s) / hours(s)each week CONTACT: VIPS Coordinator
Landscaping	Pruning and weeding the flowerbeds. TIME REQUIRED: As needed / Up to the individual. CONTACT: Landscaping chair
Library Helper	Assist students in locating and checking out books. Assist librarians with shelving and various tasks. TIME REQUIRED: You Determine. Choose your schedule. You pick the day(s) and hour(s) each week you would like to volunteer. CONTACT: Millsap Librarian
Literacy Library	Check in / check out books for teachers and shelve returned books, input titles in computer, barcode new books. TIME REQUIRED: Anytime on Tuesdays or Fridays, choose your schedule CONTACT: VIPS Coordinator
Staff Luncheons	Assist luncheon coordinator with planning, set up, staffing and clean. TIME REQUIRED: varies CONTACT: Luncheon chair
Spirit Items Sale	Sale spirit items during lunch hours once or twice a month. TIME REQUIRED: approx 3 - 6 hours a month CONTACT: Spirit Items chair
SRC Transporter	Transport animals back and forth from Millsap to SRC. Does <u>not</u> involve touching the animals and does <u>not</u> require training. TIME REQUIRED: One morning or afternoon every 6 weeks. CONTACT: VIPS Coordinator
Staff Appreciation	Help put together and deliver staff appreciation goodies, etc... TIME REQUIRED: varies as needed CONTACT: Appreciation chair
Yearbook	Assist with picture taking and/or organizing yearbook. TIME REQUIRED: Varies CONTACT: Yearbook chair
<b><i>HELPING POSITIONS- Grade Specific</i></b>	
K Animal Odyssey	Present stations including hands-on animal activities during this field trip to tour the Science Resource Center. Free Training Required. TIME REQUIRED: Training – 2 hours / Field Trip – 2.5 hours CONTACT: K Activities Coordinator

1 <sup>st</sup> Grade Sooper Puppy	Set up movie and lead subsequent question & answer session for a five (5) week course (1 time a week) covering, self esteem, safety, etc... TIME REQUIRED: Training – Set Up & Presentations – 1.5 hours each. CONTACT: 1 <sup>st</sup> Grade Activities Coordinator
1 <sup>st</sup> Grade Gulf Mysteries	Lead students with hands-on activities during this field trip to the Science Resource Center to learn the mysteries of the gulf. Free training required. TIME REQUIRED: Training – 2.5 hours / Field Trip – 3 hours CONTACT: 1 <sup>st</sup> Grade Activities Coordinator
2 <sup>nd</sup> Grade Eco Adv	Lead students with hands-on activities during this field trip to the Science Resource Center to learn about our ecosystem. Free training required. TIME REQUIRED: Training – 2.5hrs / Field Trip – 3 hrs CONTACT: 2 <sup>nd</sup> Grade Activities Coordinator
3 <sup>rd</sup> & 5 <sup>th</sup> Grade Nature Trails	Assist students during outing to Nature Trails located behind Millsap. TIME REQUIRED: Training - 2.5 hrs Outing – 4 hrs CONTACT: 3 <sup>rd</sup> & 5 <sup>th</sup> Grade Activities Coordinator
4 <sup>th</sup> Grade Galveston Bay	A presentation concerning conservation of Galveston Bay. TIME REQUIRED: 6-9 hrs including training. CONTACT: 4 <sup>th</sup> Grade Activities Coordinator
5 <sup>th</sup> Grade Day	Working on various aspects of 5 <sup>th</sup> grade day – planning, decorating, etc... TIME REQUIRED: Varies CONTACT: 5 <sup>th</sup> grade day chair
SRC Exhibit Presenters	Attend free training provided at SRC on Telge Road and then bring exhibit, some live animals, some not, to Millsap for student presentation as scheduled: K- Bunny Tales, Hedgehog 1 <sup>st</sup> – Body Coverings, Chinchillas 2 <sup>nd</sup> – Reptiles, Insects 3 <sup>rd</sup> – Snake, Amphibians 4 <sup>th</sup> – Anthropods, Aquatic Bird Studies 5 <sup>th</sup> – Mammal Skulls, Bird Study Skins CONTACT: Appropriate Grade Activities Coordinators

# Parent Volunteer Sign-up Form

Millsap invites you to become **A VIPS –A Volunteer in Public Schools.**  
 (Also making you Very Informed ParentS)

PLEASE PRINT:

_____	_____ / _____ / _____
Parent First & Last Name	Home Phone / Cell Phone / email address
_____	_____
Student's First & Last Name (if different)	Grade Homeroom Teacher
_____	_____
Student's First & Last Name (if different)	Grade Homeroom Teacher
_____	_____
Student's First & Last Name (if different)	Grade Homeroom Teacher

Special Talents I possess: \_\_\_\_\_

***These activities require time during the school day:***

**Coordinator Positions:**

<input type="checkbox"/> K Activities Coordinator	<input type="checkbox"/> 2 <sup>nd</sup> Gr. Activities Coordinator	<input type="checkbox"/> 4 <sup>th</sup> Gr. Activities Coordinator
<input type="checkbox"/> 1 <sup>st</sup> Gr. Activities Coordinator	<input type="checkbox"/> 3 <sup>rd</sup> Gr. Activities Coordinator	<input type="checkbox"/> 5 <sup>th</sup> Gr. Activities Coordinator
<input type="checkbox"/> Music Activities Coordinator	<input type="checkbox"/> Art Activities Coordinator	

**Helping Positions:**

General.....	Grade Specific.....	Instructional Support.....
<input type="checkbox"/> Book Fair	<input type="checkbox"/> K Animal Odyssey*	<input type="checkbox"/> Literacy Library
<input type="checkbox"/> Clinic – Hearing Screening*	<input type="checkbox"/> 1 <sup>st</sup> Gr. Sooper Puppy*	<input type="checkbox"/> Instructional Mentor (training offered)
<input type="checkbox"/> Clinic – Vision Screening*	<input type="checkbox"/> 1 <sup>st</sup> Gr. Gulf Mysteries*	
<input type="checkbox"/> Field Days	<input type="checkbox"/> 2 <sup>nd</sup> Gr. Eco Adventure*	<input type="checkbox"/> Do you have previous teaching experience?
<input type="checkbox"/> Homeroom Parent **	<input type="checkbox"/> 3 <sup>rd</sup> Gr. Nature Trails*	
<input type="checkbox"/> Library	<input type="checkbox"/> 4 <sup>th</sup> Gr. Galveston Bay*	
<input type="checkbox"/> Staff Luncheons	<input type="checkbox"/> 5 <sup>th</sup> Gr. Nature Trails*	
<input type="checkbox"/> Spirit Sales	<input type="checkbox"/> SRC exhibit presenter* (circle grade(s) K, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> )	
<input type="checkbox"/> SRC Transporter		

\*Requires free training offered by CFISD

\*\* If checked, you will be included in the Homeroom Parent drawing for each student listed above unless you indicate otherwise.  
 Each family can only be a Homeroom Parent for one classroom.

***These activities offer opportunities during and after school:***

<input type="checkbox"/> Baking	<input type="checkbox"/> Breakfast w/ Santa	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Staff Appreciation	<input type="checkbox"/> 5 <sup>th</sup> Grade Day	<input type="checkbox"/> Yearbook	

**PLEASE RETURN TO OLDEST CHILD'S TEACHER BY FRIDAY, SEPTEMBER 18<sup>th</sup>**

Teachers - please put in VIPS box upstairs.

# BE A MUM

## Millsap Undercover Mom (or Dad)

Dear Parents,

Want to be sneaky, have some fun, and make a staff member smile? Then this program is for you! This program is great for those who are limited in the amount of time they are able to volunteer. The program is set up to provide appreciation and an occasional boost to the staff as a surprise. You, as a MUM, will leave a small token such as a card, a bookmark, candy, a plant, flavored tea, a candle, etc. once a month during the year for your assigned staff member. You will receive a staff information and gift idea sheet to give you some ideas of your staffs likes. The object is to remain undercover until a revealing date at the end of the year.

If you are interested in becoming a MUM to one of our hardworking and devoted Millsap staff, please complete this form and **return it to your child's teacher by Friday, Sept 18th**. MUM staff assignments will be done via random drawing and emailed to the address listed below by Oct. 8th.

Thank you for supporting our staff!

Michelle Kerbow 281-970-5888 [mkerbow@hotmail.com](mailto:mkerbow@hotmail.com)

---

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

(Please print clearly)

Oldest Child's Name: \_\_\_\_\_ Grade: \_\_\_\_ Teacher: \_\_\_\_\_



# MILLSAP PARENT-TEACHER

ORGANIZATION

## MEMBERSHIP FORM

*We want you.....* to join the Millsap PTO

- an organization designed to enhance the education your child receives at Millsap.

**Your PTO:** An organization consisting of parents and teachers. 8 board positions, 21 committees, and 2 VIPS liaisons all working together to enhance Millsap. PTO funds are used to supplement your child's education through out the year. **Your Child Benefits** throughout the year - the PTO raises money to spend on any needed school item, as long as it supports the curricular program. The PTO Membership Drive provides "seed money" to begin the new year's activities and projects. Some of those activities include D.A.R.E., cultural arts events and guest speakers, field days, student achievement awards, supplementing field trips and homeroom parties, just to name a few.

**Membership Benefits:** As a member of the P.T.O. your family will receive a Millsap Member Directory at no cost and each homeroom that reaches 100% membership will receive a special prize. Keep in mind that being a member doesn't mean becoming a volunteer. Joining the P.T.O. gives you the right to participate in votes taken in our monthly meeting. Further involvement is at your discretion, although your help is very much welcomed and appreciated.

**Membership Requirements:** \$5.00 per child or \$10 per family dues and a desire to enhance your child's education. Contact Sonia Rocha, [srocha03@comcast.net](mailto:srocha03@comcast.net) or (281) 469-9721 with any questions.

**Our family supports the PTO. We're joining!**

-----

### P.T.O. Membership Form

**\$5 for one student / \$10 for two or more students**

Parent Name: \_\_\_\_\_ Ph# \_\_\_\_\_

Student 1 NAME \_\_\_\_\_ TEACHER/GRADE \_\_\_\_\_

Student 2 NAME \_\_\_\_\_ TEACHER/GRADE \_\_\_\_\_

Student 3 NAME \_\_\_\_\_ TEACHER/GRADE \_\_\_\_\_

Student 4 NAME \_\_\_\_\_ TEACHER/GRADE \_\_\_\_\_

Checks payable to "MILLSAP PTO"

Check# \_\_\_\_\_ /Cash \_\_\_\_\_

**ONLY SEND IN ONE FORM PER FAMILY**

# MILLSAP SPIRIT SHIRTS ORDER FORM

Sample sizes are available in VIPS room on Tuesdays and Fridays

ITEM	COST	# ORDERED	\$ TOTAL
<p><b><i>Shirts: (available sizes)</i></b></p> <p>YOUTH</p> <p>___ SMALL (6-8)</p> <p>___ MEDIUM (10-12)</p> <p>___ LARGE (14-16)</p> <p><b><i>ADULT</i></b></p> <p>___ SMALL</p> <p>___ MEDIUM</p> <p>___ LARGE</p> <p>___ X- LARGE</p> <p>___ 2X</p> <p>___ 3X</p>	<p>\$8.00 each</p>		

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 STUDENTS NAME / GRADE / TEACHER

AMOUNT DUE \$ \_\_\_\_\_ PHONE # \_\_\_\_\_

Circle One – CASH / CHECK # \_\_\_\_\_ Included

**RETURN ORDER FORM WITH EXACT CASH OR CHECK TO  
 OLDEST CHILDS TEACHER  
 (make checks payable to Millsap PTO)**

ORDERS WILL BE FILLED AND RETURNED TO TEACHER TO  
 BE SENT HOME WITH STUDENT

TEACHERS PLEASE PUT IN SPIRIT ITEM BOX UPSTAIRS.

**FIELD DAY T-SHIRT ORDER FORM**  
**PEDIDOS DE CAMISETA PARA "FIELD DAY"**  
**ORDERS DUE BY WEDNESDAY, SEPTEMBER 23, 2009**

Field Days are early this year! They will be **October 21 (K, 1<sup>st</sup>), October 22 (2<sup>nd</sup>, 4<sup>th</sup>) and October 23 (3<sup>rd</sup>, 5<sup>th</sup>)**. Millsap PTO will be ordering professionally screened, colored T-shirts for each homeroom. If you choose to purchase a shirt, please fill out the order form and send it with your payment. Checks should be made payable to Millsap PTO. **NO ORDERS WILL BY TAKEN AFTER SEPTEMBER 23.** Please choose carefully as we cannot make exchanges or refunds. If you have questions, please call the Field Day Committee: Cyndi Trevino 832/237-0268 or email [cjtrevi@sbcglobal.net](mailto:cjtrevi@sbcglobal.net).

¡Las fechas de Field Day son más tempranas este año! Las fechas son las siguientes: **21 de Octubre (grados K y 1), 22 de Octubre (grados 2 y 4) y 23 de Octubre (grados 3 y 5)**. El PTO de Millsap ordenará camisetas de color, decoradas profesionalmente para cada salon. Si prefiere comprar la camiseta, solo mande la forma adjunta con sup ago. Haga su cheque a nomre de Millsap PTO. **NO SE ACEPTARÁN PEDIDOS DESPUES DEL DIA 26 de SEPTIEMBRE.** Por favor escoja la talla apropiada por que no se aceptarán cambios o reembolsos. Si tiene alguna pregunta, por favor de comunicarse con el comité de Field Day: Cyndi Trevino 832/237-0268 or email [cjtrevi@sbcglobal.net](mailto:cjtrevi@sbcglobal.net).

**NAME / NOMBRE:** \_\_\_\_\_

**GRADE / GRADO:** \_\_\_\_\_

**TEACHER / MAESTRA:** \_\_\_\_\_

**\*\*Please note that the t-shirts run small, order accordingly. No refunds or exchanges.\*\***  
**\*\*Las camisetas son hechas un poco chicas, ordene apropiadamente. No habra cambios.\*\***

\$6.00	YOUTH SMALL (PEQUEÑO)	(6 – 8) _____
\$6.00	YOUTH MEDIUM (MEDIANO)	(10 – 12) _____
\$6.00	YOUTH LARGE (GRANDE)	(14 – 16) _____
\$6.00	ADULT SMALL (PEQUEÑO)	(34 – 36) _____
\$6.00	ADULT MEDIUM (MEDIANO)	(38 – 40) _____
\$6.00	ADULT LARGE (GRANDE)	(42 – 44) _____
\$6.00	ADULT XL (XGRANDE)	(46 – 48) _____
\$7.00	ADULT XXL (XXGRANDE)	(50 – 52) _____
\$7.00	ADULT XXXL (XXXGRANDE)	(54-56) _____

TOTAL \$\$ \_\_\_\_\_ TOTAL # SHIRTS \_\_\_\_\_

CASH \_\_\_\_\_ CHECK # \_\_\_\_\_