Welcome new and returning families to Thomas Metcalf School! The PTO and school offer many fun activities throughout the school year for our children and families. One way to keep informed on school events, PTO activities, lunch menu, and staff email addresses/phone numbers is to visit the Metcalf website regularly metcalf.illinoisstate.edu

The program descriptions below are intended to provide information about our PTO events and activities. Please review the information as you determine which programs you would like to volunteer for or attend during the school year. All parents are encouraged to volunteer for at least one event – if possible – it is a great way to get to know more families and be a part of the school.

FALL 2014 ACTIVITIES/EVENTS

PTO Welcome Coffee (August 18, 2014)
The beginning of the school year always starts with the PTO Welcome Coffee. On the morning of the first day of school, volunteers set up in the small gym with coffee and snacks. Parents are welcome to meet and greet while enjoying snacks and relaxing while the students get started in their new year.

Fall Festival (September 26, 2014)
For children in Preschool - Second Grade to celebrate the Fall Season. This event is usually in September or October during the afternoon of a school day and traditionally includes games, snacks and entertainment. This year, the PTO is exploring the possibility of different options.

Fall Family Picnic (October 24, 2014)
The Family Picnic is a social for Metcalf families and a great way to get to know other parents. This year we plan to have food carts available. We are also planning to walk over to Hancock Stadium to watch a U-High football game for those interested.

Holiday Bazaar (December 12, 2014)
The Holiday Bazaar team collects gift items from families (gently used items from homes or sale items from stores) to create a Holiday Store where the students can shop. The students are able to purchase gifts (50 cents an item) for each immediate family member, have them wrapped, and bring them home to surprise their families over the holiday break. The students love surprising their families and feel great about providing gifts on their own! You can donate gently used items throughout the year in the main office.

SPRING 2015 ACTIVITIES/EVENTS

Mini-Courses (January 28, 2015)
During the last week in January students are offered a morning to attend unique classes. The Mini-Courses are for students from Kindergarten through 6th Grade. Parents volunteer to teach classes in which they have some expertise. Classes range from Home Design to Hair Braiding, Sciences to Acting. Something for everyone!
Winter Festival (February 20, 2015)
Winter Festival is a winter social event to raise money for teacher classroom grants and other needs of the school. The “Winter Festival” provides an opportunity for students and their families to enjoy a night of food and fun activities, while giving back to the school at the same time.

School Play Reception (TBD)
The Play is a major Metcalf event. Students try out to participate in the play (age ranges vary from year to year depending on the play selected) and all students are given the opportunity to attend the play during the school day. The play is also performed Friday and Saturday night and Sunday afternoon for the families to enjoy. The cast and crew put on a wonderful show not only for the student body but also for families and friends. The PTO sponsors the Play Reception to show our appreciation for the dedicated work throughout the entire Play process.

Junior Gamma Phi Circus Reception (TBD)
The Junior Gamma Phi Circus is a major Metcalf event. Students can participate after they have reached 3rd grade. It is amazing to see how quickly the students pick up on the traits of the great circus performers and how wonderfully they entertain their fans with trapeze artistry, juggling, rollerblading stunts and other acts of circus showmanship. The PTO sponsors the Circus Reception in order to celebrate the dedicated work of all the volunteers.

8th Grade Graduation Reception (TBD)
The 8th Grade Graduation is a wonderful tradition at Metcalf. Most of our students have been in class together since kindergarten, many since preschool. The PTO and Administration work together with the parents to provide a Graduation Ceremony, Video, Reception and Dance. The Graduation Planning is a combined effort of the 7th and 8th grade parents.

ON-GOING ACTIVITIES/EVENTS

Teacher/Staff Appreciation
Metcalf PTO shows gratitude to the teachers and staff through appreciation days throughout the school year. These days include foods and beverages donated by the Metcalf families. This is a very nice and well appreciated program that the teachers really love and deserve.

Lost and Found
The Lost and Found is a collection of items found on the playgrounds, in the hallways, locker rooms and classrooms at Metcalf. The Lost and Found piles up several times throughout the year. Volunteers have been attempting to keep the lost and found clutter free in order to provide an opportunity for items to be found. Please clearly write your Last Name in your child’s important clothing - especially coats, sweatshirts and winter accessories. We try to return clothing and books directly to students when owners can be identified. We will clean out the Lost and Found at the end of each quarter in order to keep it from overflowing. Unclaimed items are donated to the Mission. Please stop in to search for any misplaced items.

Directory “GOING GREEN”
Each family is given the opportunity to provide their family information (address, phone number and email addresses) for listing in the Metcalf Directory. The directory acts as the school “phone book” with Family, PTO and Administration/Staff information.

Room Parents
The Room Parent chair organizes the room parents and communicates administrative or PTO information through the Room Parents. Each teacher utilizes their room parents in different ways. All parents are encouraged to take a turn as a room parent if possible.

Artsonia
The PTO works with the Artsonia program as a small fundraiser and a family benefit. Families are given the opportunity to purchase their children’s artwork in various forms (magnets, shirts, quilt patches, etc) from the Artworks company. Artwork samples and order forms will be provided to families during the school year.
**Boxtops for Education**

Boxtops is a simple PTO fundraiser. Each family is asked to cut Boxtops from their food products and send them to the classrooms. Each year a contest is held between the classes to encourage Boxtop collection. The 3 winning classes receive a Pizza Party paid for by the PTO. This is a great way to earn some money each year with very little effort from our families. Ask your family members to get involved and save too, they love to help and kids love the mail! Visit [http://www.boxtops4education.com/earn/Default.aspx](http://www.boxtops4education.com/earn/Default.aspx) and register so you can see ways you can earn money for Metcalf. Registering offers families opportunities to get coupons on line, enter Boxtops contests and shop at Boxtop vendors.

**Campbell’s UPC Codes**

Metcalf earns a percentage of your purchase. For Campbell’s products such as soup, goldfish, Prego, etc, cut off the UPC codes and send them in with your children when submitting boxtops. Campbell’s is no longer accepting the entire label. Only the UPC codes are now required. For eligible products, go to [http://www.labels4education.com/](http://www.labels4education.com/).

**Market Day**

Market Day is a great way for Metcalf Families to shop for frozen foods while earning money for the school. Metcalf PTO volunteers work to collect orders and provide a convenient pick up process. Monthly brochures/order forms will be provided to all families. It is always most convenient to order on-line if possible - thanks for your participation!

**Meijer Community Rewards**

Sign up for a Community Rewards card at a Meijer store or online at [http://www.meijer.com/rewards](http://www.meijer.com/rewards). Our code is 446136. Metcalf will receive a percentage of each purchase. You can either a) link your Meijer Master Card or b) sign up for a Meijer 1 card to shop with cash or pin-based debit card.

**Target Take Charge of Education**

Target will donate a percentage of your purchase to Metcalf each time you use your Target Visa or RedCard. Sign up at [https://sites.target.com/site/en/corporate/page.jsp?contentId=PRD03-001825](https://sites.target.com/site/en/corporate/page.jsp?contentId=PRD03-001825). Our school ID is 44900. We have earned over $4,200 through this program.

**MyCokeRewards**

There are points on every 12 pack, 24 packs and single lids of all Coke products. Go to [www.mycokerewards.com](http://www.mycokerewards.com) to sign up for an account. After you sign up for an account you can enter codes in the top left corner of the web site. To donate points to Metcalf click on Spend Points, then Donate to Your School. Type in 61790 in the zip code to pick Metcalf. PTO can use the points to shop from the school catalog which include school supplies and PE equipment.

**Office Depot**

The Metcalf PTO is working with Office Depot to offer our school supplies. Office Depot will provide payback to the school for all items purchased throughout the year. Tell the cashier you are supporting Thomas Metcalf School when you checkout. Our code is 70032812. The cashier can also look it up at the register. Metcalf will receive 5% of your purchase.

**Schnuck’s Scripts**

Order a card here [http://www.escrip.com/merchants/identity/schnucks/community_stl.jsp](http://www.escrip.com/merchants/identity/schnucks/community_stl.jsp) and your purchases will result in automatic donations to Metcalf (group ID 500014747).

**SpiritWear**

Metcalf PTO offers SpiritWear to encourage school spirit. A variety of items will be available at registration for immediate purchase and take home. We will also have order forms available. Students are encouraged to show their school spirit daily, but especially on all Fridays! Donate gently used spirit wear in the main office any time during the year.

**Matching Gifts**

Donations made to Metcalf School through the ISU Foundation for PTO qualify for Matching Funds from many local companies. The donation must be $25 or more to qualify. If you have questions, please contact the PTO Treasurer.
Company Grants
Some companies offer grants for volunteering a certain amount of hours to non-profit organizations. Check with your employer to see if they offer this benefit.

Teacher Grants
Metcalf PTO’s largest expenditure is for the Teacher Grants. Each teacher is asked to provide requests for items needed within their classrooms or within the school. PTO reviews all requests and provides for as many requests as possible. The PTO works with parents, teachers and the administration to determine the greatest and most effective needs.