



## Lake Shore Middle School PTO

Dear Teacher:

The school year is now underway at Lake Shore! As the Executive Board of the Lake Shore PTO, we are proud to represent our Parent-Teacher Organization and look forward to working with you.

First, we would like to invite you to join our PTO. Enclosed please find a **Staff PTO Membership Form** with all the details. Thank you to Katie Kranz for being the Staff Liaison to the PTO this year.

Our PTO Meetings are held on the 3<sup>rd</sup> Tuesday of each month at 9:15 am in the orchestra room ...staff are always welcome! If you want to be on the agenda, please contact one of us. We are also happy to present on your behalf if you aren't able to attend. Our meeting minutes are posted on the Lake Shore website if you are ever interested in what was discussed.

We will be sending out a weekly PTO newsletter in the Raider News EVERY OTHER Thursday. Submissions to the newsletter need to be made by Monday to be published in that week's Raider News. Please send your submissions to our editor, Lee Heinrich, at [lakeshoremiddleschoolpto@gmail.com](mailto:lakeshoremiddleschoolpto@gmail.com).

The PTO supports our staff by offering **Classroom Funds** and **Mini Grants**. **Classroom Funds** (funds for you to use for incidental classroom expenses) are allocated to staff based upon hours & job description (ranges from \$25-\$100). Please see the enclosed form to request reimbursement up to your designated amount. **Mini Grant** applications must be submitted to the PTO membership for approval. Detailed information about the **Mini Grant** process is included in this packet. We hope you find these offerings helpful!

Please contact us with any questions or suggestions. Thank you for all that you do for Lake Shore Middle School. We think this will be a great year!

Sincerely,  
PTO Executive Board 2018-2019  
[lakeshoremiddleschoolpto@gmail.com](mailto:lakeshoremiddleschoolpto@gmail.com)

# Classroom Fund 2018-2019

**For:**

**Your Classroom Fund amount is:**

We hope this helps you with incidental classroom expenses!

**To receive PTO reimbursement for these purchases:**

- 1) Please complete and submit the Request for Payment Form by May 1, 2019.
- 2) Attach receipts for your items.
- 3) Remember, our PTO is a tax exempt organization (tax exempt #049567) and we will not reimburse for taxes... Use the tax-exempt number (attached for your convenience) when making Classroom Fund purchases.
- 4) Submit this form to PTO Treasurer, Kristyn Harrell. Place completed forms in the **PTO Mail Slot**.
- 5) Contact Kristyn Harrell with questions at kristyn\_harrell@hotmail.com

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**Lake Shore PTO**

***Request for Payment for Teacher Classroom Funds***

Itemized Purchases:

- 1)
- 2)
- 3)
- 4)

**Total Amount = \$** \_\_\_\_\_

Check payable to: \_\_\_\_\_

Requested by: \_\_\_\_\_ E-mail: \_\_\_\_\_

***Please Attach All Receipts!***

Please select how you would like check routed to you:

\_\_\_ Mail check (attach a pre-addressed envelope)

\_\_\_ Place check in teacher mailbox