**Collecting Party & Planner Money**

Hello Hilltop Teachers,

Thank you all for wonderful curriculum nights – we hope that you had a great turn out!

Attached are Party/Planner fee flyers for you to hand out to your students. Please give them to your students to take home as soon has possible.

K-2nd Grade: Party Money only

3rd-5th Grade: Party & Planner Money

6th Grade: Planner Money only

These fees are due by Monday, September 8th.

The PTO will be collecting these fees on behalf of the office staff and the head room parents. Once all money is collected and accounted for, the PTO will give a check to the office for the planner fees and give each ‘head room parent’ the money for the parties. ‘Head Room Parents’ will need to sign a form stating that they have received the money and will only use it for class parties.

*Do not give the party money directly to your room parents.*

**Please send all planner/party forms and money to the office each day as it is turned in to the office with your red folders.**

The PTO will keep track of who has turned in money and you can also track it for your class if you would like.

We will send a reminder notice home after the 9/8 deadline to any students who have not turned it in yet.

To help us with accuracy in recording these payments:

* Ideally, a completed form should accompany money that is sent in.
* Please ensure that the student’s name and teacher’s name is attached to the money/check.
* Keep payment & form together for each student.
* Remind students/parents through use of the planner or a weekly newsletter – if you send one home.
* Send payments that come in to the office with your red folder each day.

If you have any questions – please email [hilltophawkspto@yahoo.com](mailto:hilltophawkspto@yahoo.com)

***Thank you for your help in collecting these fees.***

**Have a Wonderful Labor Day Weekend! **