

August 20th, 2016

Dear Hilltop Teachers & Staff.

Welcome back! We hope that you had a great first week of school. The PTO is looking forward to a fantastic year!

The Hilltop PTO works to support teachers, staff, students and families. We have attached a copy of “What Hilltop PTO funds” and “PTO Programs & Events” to give you a better idea of all the wonderful ways in which parents are volunteering their time to support Hilltop.

Because we know that many teachers spend money out of their pocket, the PTO has a ‘classroom support fund” in which we will reimburse each teacher $100 for items that you have purchased for your classrooms. Attached you will find budget guidelines on how to submit your receipts for reimbursement.

We also do what we can to support all staff in enhancing the educational experience of the students they work with. Please read the attached budget guidelines to find out how to request funding from the PTO.

Please help the PTO soar to success by…

* Distributing flyers that have been put in your mailboxes.
* Collecting student forms/envelopes & sending to office
* Promoting & Creating excitement for PTO events/activities in your classroom
* Volunteering at and/or attending PTO Events
* Providing suggestions – ways that we can enhance education at Hilltop School

Please feel free to contact us with any questions, comments or concerns.

Thank you for everything that you do for Hilltop School – it is appreciated!

Sincerely,

Hilltop PTO

Melissa Lucas President 847-456-3579 malucas76@gmail.com

Heather Petzold Vice-President 847-858-1183 heather@petzolds.org

Krystal Dawson Treasurer 708-250-5617 kdawson21@hotmail.com

\*\*\*\* We are looking for a Secretary for the 2016-2017 school year \*\*\*\*\*\*\*