



# **Hawthorn District 73**

**P**arent **T**eacher **O**rganization

## **F.A.Q. LIST** *(Frequently Asked Questions)*

*Our Mission: To enhance the education of our children by promoting the connection between home, school, and the community.*

## Hawthorn District 73 FAQ's

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*Each committee below is made up of parents just like you, who wanted to be an integral part of the programs and processes which make our schools better.  
Children with involved parents, become involved adults!*

*You don't have to be an expert to be a player, just a member with a little time to give.*

### FUNDRAISING COMMITTEES

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*How we make our money.*

**Book Fair** – [http://www.hawthorn.k12.il.us/pto/page.php?id=649\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=649_0_18_0)

**Q. How often does each school have the book fair?**

A. The Scholastic Book Fair is held twice a year at all 6 Hawthorn Schools. The first Book Fair of 2006-2007 school year will be held on 11/20 and 11/21. This is a cash-n-carry book fair, meaning you buy what you see and take it with you.

The second Book Fair will be held at the end of January or early February. Check the PTO website for dates. At the second Book Fair, all students will attend the Book Fair with their classrooms. We are always looking for volunteers!

**Q. Can local publishers sell their books at the book fair?**

A. No. This is a Scholastic Book Fair and we earn money through Scholastic for books for the classroom.

**Cartridges For Kids** – [http://www.hawthorn.k12.il.us/pto/page.php?id=676\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=676_0_18_0)

**Q. What types of cartridges do you take?**

A. Laserjet and inkjet cartridges. We also take old cellphones, but adaptors and batteries have to be included.

**Q. How do I get them to school?**

A. You can either drop them off at the office of your school, or send them with your child in a bag or box marked Cartridges For Kids.

**Q. When do you collect them?**

A. All year round.

**Q. How much do we earn for our schools?**

A. We earned \$1700 last year in cartridges alone!

**Cub Foods** – [http://www.hawthorn.k12.il.us/pto/page.php?id=737\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=737_0_18_0)

**Q. How does this work?**

A. You save your Cub Foods Receipts in an envelope each time you shop at Cub Foods. Send the envelope in with your child and we receive 1% back to our school district from Cub Foods directly.

**Q. How do I get them to school?**

A. Send them in an envelope marked "Cub Food Receipts" with your child or drop them off at the office of your school.

**Q. When do you collect them?**

A. All year round.

**Q. How much do we earn for our schools?**

A. As much as we can get, we get 1% rebate back from every receipt submitted!

**Entertainment Books** – [http://www.hawthorn.k12.il.us/pto/page.php?id=731\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=731_0_18_0)

**Q. Are we required to buy the book that comes home with our child?**

A. No. This is a fundraiser, but not a requirement. Simply send the book back with your child and we will use it to sell elsewhere. Just don't forget to check out all the great bargains, you will find the book pays for itself.

**Q. What happens if my child loses the one he/she was given on the way home/to school?**

A. Call us.

**Innisbrook Gifts & Gift Wrap** – [http://www.hawthorn.k12.il.us/pto/page.php?id=684\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=684_0_18_0)

**Q. Do the orders online get combined with the orders manually entered for the child's prize?**

A. Yes, the orders on line are combined with the other orders as long as the id# is used and the child's name is used consistently, ie if her name is "Jennifer", is needs to be listed as Jennifer and not Jen or Jenny in order for the computer to pick it up.

**Q. What if someone orders before your child is registered, will it still count toward the child's prize total?**

A. You do not have to register your child to get credit for prizes, but it really does help. The computer will automatically merge any orders entered before your child is registered.

**House Walk** – [http://www.hawthorn.k12.il.us/pto/page.php?id=686\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=686_0_18_0)

**Q. What is this?**

A. We feature 6 homes in our School District and sell tickets to tour these homes.

**Q. How do you choose the houses you use for the house walk?**

A. We select homes that are in our school district. The towns that are included: Libertyville, Mundelein, Mettawa, Indian Creek and Vernon Hills. We have several Designer that help the home owner get their homes ready for the day of the event.

We also have a local florist and merchants that help the home owner add a little pizzazz to their home. Each year we try to have 6 homes to display. Contact us if you would like to display your home!

**Market Day** – [http://www.hawthorn.k12.il.us/pto/page.php?id=676\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=676_0_18_0)

**Q. What is Market Day?**

A. Market Day is one of the PTO fundraisers for Hawthorn schools. It's a popular national fundraiser. It is a monthly place where you preorder food items to fix at home for meals.

**Q. How does Market Day work?**

A. You receive an order form in your child's backpack each month (PTO has 7 per year). Most people order each month, but some order occasionally. It really doesn't matter. You can : fill in your order form and return it to school -OR- place your order on the internet at MarketDay.com. The pickup is at Hawthorn Middle School North. After paying, we gather and box your order and help you to your car.

**Q. I work during the pickup, can I still order?**

A. Yes! The published sale hours are 3-5 PM, but if you call Tacy (my number is on the back of the form) any day before 10AM the day of the sale, you can pickup until 6:15 PM that day.

**Q. How do I pay for my order?**

A. By check the day of the sale. If you order on MarketDay.com, you can choose the credit card option too.

**Q. Is the food good?**

A. Hawthorn has been doing this for 18 years. The food is great and some stuff you can't get anywhere else.

**Q. I'd like to volunteer, how do I help?**

A. Call Tacy Borgman 549-9621. We have small, medium and larger jobs. We love our volunteers!

**Kemps Nickels** – [http://www.hawthorn.k12.il.us/pto/page.php?id=6470\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=6470_18_0)

**Q. Where do you find Kemps Milk and products?**

A. Cub Foods sells Kemps and Starbucks uses Kemps!

**Q. How do I get them to school?**

A. Send them in a baggie marked "Kemps Nickels" with your child or drop them off at their school.

**Q. When do you collect them?**

A. All year round.

**Q. How much do we earn from these?**

A. Amazingly we earned around \$1700 just last year!

**Box Tops** – [http://www.hawthorn.k12.il.us/pto/page.php?id=650\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=650_0_18_0)

**Q. What types of boxtops do you need?**

A. General Mills, Pillsbury, Ziplocs and more. See [www.boxtops4education.com](http://www.boxtops4education.com) for a complete listing of participating products. When you see "Box tops For Education" cut them out and send them in.

**Q. How do I get the Box Tops I've collected to school?**

A. Send them in an envelope/baggie marked Box Tops with your child.

**Q. When do you collect them?**

A. All year round, you can send them in any time.

**Q. How much can we earn?**

A. We earn approximately \$3000-\$4000 per year.

**Tyson Project A+ labels** – [http://www.hawthorn.k12.il.us/pto/page.php?id=1118\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=1118_0_18_0)

**Q. What types of products have the A+ label?**

A. Tyson frozen food boxes contain the Project A+ emblem. Simply cut them out & send them in.

**Q. How do I get them to school?**

A. Send them in an envelope or baggie marked Tyson Project A+ with your child to school.

**Q. When do you collect them?**

A. All year round, you can send them in any time.

**Q. How much can we earn?**

A. We can earn up to \$12,000 from Tyson alone!!! This is our first year participating in the program.

**School Supplies** – [http://www.hawthorn.k12.il.us/pto/page.php?id=660\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=660_0_18_0)

**Q. Is there anything besides gym shoes I'll need to buy myself?**

A. Except for book bags, gym shoes and Middle School gym uniforms, everything on the supply list is included. (Townline Grade 5 needs a lock for gym also.)

**Scrip** – [http://www.hawthorn.k12.il.us/pto/page.php?id=648\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=648_0_18_0)

**Q. What does Scrip mean?**

A. Scrip is a fundraising program selling gift cards to retail stores and restaurants where a % of the money is debited and sold to us at a discount. We sell the cards to people in the community as if they were being purchased at the retail store/restaurant.

**Q. Is this a holiday only thing or can I buy them all year?**

A. Scrip cards can be purchased year round. We are at every Market Day pickup ( usually the last Thursday of each month). You can call Hilary Schwartz or Taunya Reback in between times as well.

**Q. How long does it take to get the gift cards?**

A. Some inventory is kept on hand. If a vendor needs to be ordered, we can get it in 2-3 days.

**Q. When do I pay for my Scrip Cards?**

A. You can pay at time of purchase or if you place an order for the holidays and it is for a large amount, you can pay prior to pickup. Payment is by cash or check made out to Hawthorn PTO.

**Q. Can I change my mind on which cards I want to buy when I go to pick up my order?**

A. We do stock the more popular cards, like Blockbuster, etc. If you have ordered the cards we keep in inventory, it is no problem to alter your order on the fly, however, if we've ordered a card we don't stock, we prefer you keep your order, but we will certainly work with you.

**Q. Who offers gift cards through Scrip?**

A. Too many to list here. You will find the complete list on the PTO website. Also, check out the PTO web site for vendors offering an extra % when their cards are purchased.

**Q. Can we get any local store's gift cards?**

A. No, only what is offered on our list. We buy the cards from a company that sells these cards for fundraising programs nationwide for a substantial discount. The best part about buying cards through the PTO is the ease and availability of one stop shopping. There is no need to run around from store to store or restaurant to restaurant, and there are many to choose from you are sure to find something you can use!

**Spirit Wear** – [http://www.hawthorn.k12.il.us/pto/page.php?id=662\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=662_0_18_0)

**Q. When will I get my order?**

A. After all of the Back to School nights, we will total the orders and submit them. We should have the items for in November.

**Q. Do the sizes run small, big?**

A. On the order form, it states the Sweats and Tye-Dies run small, so order a size larger. According to the manufacturer, if you are in doubt, go larger, because no returns or exchanges are allowed. Please see samples at your child's back to school night if you are concerned about what size to order.

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**PTO PROGRAMS**

*Getting everyone involved, wherever their interest lies.*

**Boys Night Out** - [http://www.hawthorn.k12.il.us/pto/page.php?id=727\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=727_0_18_0)

**Q. What is this?**

A. This is an annual event free for 5<sup>th</sup> grade boys and their fathers (or father figures) to spend some time together enjoying dinner, open gym, computer labs and a guest speaker. This event is usually schedule for late January or February and is a great way to spend quality time together.

**Art Adventure** – [http://www.hawthorn.k12.il.us/pto/page.php?id=726\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=726_0_18_0)

**Q. What is this?**

A. The Art Adventure program is an exploration of the visual arts that begins in Kindergarten and culminates with a 4th Grade field trip to the Art Institute of Chicago. Our goal is for the children to understand that art is fun, accessible and a very individual means of expression.

**Q. Do I have to have Art Expertise to volunteer in my child’s classroom for this?**

A. No. The presentations are scripted. The prints and visual aids are provided. Background materials about the artists are also provided. Some parents do additional research. Others bring in examples from home. All of these approaches are fine, we just ask that our volunteers cover the outlined artworks, artists and concepts and respect the allocated timeframe.

**Hospitality** – [http://www.hawthorn.k12.il.us/pto/page.php?id=730\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=730_0_18_0)

**Q. What is this?**

A. Hospitality provides lemonade and pretzels at Back-to-School nights and plans the PTO Board’s holiday gathering (NOT paid for by PTO funds, but by attendees).

**Mother – Daughter Tea** – [http://www.hawthorn.k12.il.us/pto/page.php?id=728\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=728_0_18_0)

**Q. What is this?**

A. This is a luncheon designed to open the lines of communication between mothers and their fifth grade daughters. The program covers topics relative to girls and the changes that come with adolescence. Volunteers are needed to help set up, clean, and serve.

**Nutrition in the Classroom** – [http://www.hawthorn.k12.il.us/pto/page.php?id=868\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=868_0_18_0)

**Q. What is this?**

A. The PTO's Nutrition in the Classroom program is primarily focused on educating our students about healthy eating habits. It supports the district's health curriculum on this topic. The PTO does not get involved with the district's lunch program or the menu choices that are provided.

**Q. Can I help?**

A. Sure, contact us to get involved!

**Room Parents**— [http://www.hawthorn.k12.il.us/pto/page.php?id=729\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=729_0_18_0)

**Q. How are room parents chosen?**

A. Every school does this differently. Please contact your Building Vice President for the answer to this question!

**Q. What do room parents do?**

A. Room parents plan and run three room parties per year—Halloween, Valentine’s Day and an End-of-the-Year party.

**Variety Show** – [http://www.hawthorn.k12.il.us/pto/page.php?id=655\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=655_0_18_0)

**Q. What is it?**

A. The Variety Show gives the district students, either singly or in groups, a chance to display their talents in a live performance for friends and family. All kinds of acts are welcome; past years we've enjoyed singers, dancers, instrumentalists, magicians, and many others. Adult volunteers are needed to help on rehearsal and performance days.

**Vera Schmidt Social Dance Lessons** – [http://www.hawthorn.k12.il.us/pto/page.php?id=667\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=667_0_18_0)

**Q. What is it?**

A. A way for 5<sup>th</sup> and 6<sup>th</sup> grade boys and girls to learn social dancing skills, which builds confidence and helps them relax and have fun at school dances and weddings, or any social occasion! Check the PTO website for the current schedule.

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**COMMUNICATIONS COMMITTEES**

*Getting the word out to the families of District 73.*

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**Calendar** – [http://www.hawthorn.k12.il.us/pto/page.php?id=672\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=672_0_18_0)

**Q. Who gets the PTO calendar?**

A. Everyone. All registered District 73 families receive a calendar of school events and activities.

**Membership / Dial (Directory)** – [http://www.hawthorn.k12.il.us/pto/page.php?id=732\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=732_0_18_0)

**Q. Have I joined the PTO?**

A. To find out if you are a PTO member, please go to <http://www.hawthorn73.org/pto/>, click on Join the PTO, and enter the student's first and last name to verify membership.

**Q. How do I join?**

A. It's very easy to join the Hawthorn PTO. Just fill out a PTO membership form, enclose the \$10 fee (checks payable to Hawthorn PTO) and return them both to any school in an envelope marked Hawthorn PTO.

**Q. What will my joining the PTO get me?**

A. As a "thank you" for becoming a member, you will receive The Hawthorn Dial. The Hawthorn Dial is the student directory listing all students who have given us written permission, their address, their, phone number, and their parents' names. This Dial comes in handy in your day-to-day activities and can only be obtained with membership in the Hawthorn PTO.

**Q. How much does it cost?**

A. It only costs \$10 per family to join the PTO

**Q. My son's name was spelled wrong in the Dial last year, can you fix it for this year?**

A. The information for the Hawthorn Dial comes from the school. Please contact your child's school to have any information updated.

**Q. When does the Dial come out?**

A. The Dial usually comes out in early November.

**Q. Where can I get the PTO membership form?**

A. There are three ways to obtain a PTO membership form:

- The student fee packets sent home with every student in May contain a PTO membership form.
- Every school has PTO Membership packets available throughout the year

Download the [PTO Membership Form](#) from <http://www.hawthorn73.org/pto/>

**Q. I never got a Dial. Why not?**

The Hawthorn Dial is only distributed to PTO members. Not sure if you joined the PTO? Access the website and verify membership.

**Q. How are the funds spent?**

A. The PTO uses a portion of the funds to provide programs and communication services for the Hawthorn students and families, but the majority of the funds are distributed to the schools on a per capita basis and are used to enhance the education of the students. The schools use these funds in a variety of ways, but typical uses include assemblies, subscriptions to current events publications such as “Time for Kids,” and educational materials . For a list of how the funds were used by school, go to the PTO website, [www.hawthornpto.org](http://www.hawthornpto.org), and click on “Where Do The Funds Go?”

**Q. How are room parents selected?**

A. The PTO Vice Presidents organize the Room Parent program in each building according to guidelines established by the building administrators. Some buildings select 3 or 4 room parents per classroom to serve the entire year, others assign room parents on a party by party basis. A Room Parent sign up form is sent home at the beginning of the year to be completed and returned by interested parents. If more parents volunteer for a classroom than the building guidelines can accommodate, the room parents are chosen by lottery.

Note: You must be a member of PTO to be a Room Parent as Room Parties are PTO sponsored.

**Q. How do you decide who gets to be on which committee in the PTO?**

A. The PTO is a volunteer organization, and you can volunteer for any position that interests you. Each committee is represented on the Board by at least one chairperson who is responsible for the overall operation of the committee and attends the monthly Board meetings. Committee members assist the chairperson with planning, organizing and executing the committee’s activities. Some committees need volunteers to work for a limited time on a specific task, such as labeling envelopes or helping at the wrapping paper sale or Market Day pick-ups.

You can volunteer for a committee at any time by contacting the committee chairperson (found in the PTO calendar, Hawthorn Dial or on the PTO website, [www.hawthornpto.org](http://www.hawthornpto.org)). Each January, we begin the formal process of forming a Board (officers and committee chairpersons) for the following school year, and Board applications are available through the PTO Pipeline or the PTO website, [www.hawthornpto.org](http://www.hawthornpto.org). The PTO’s Nominating Committee works with the applicants to form a slate of officer candidates for election and fill the committee chair positions.

**Q. Can anyone join any committee?**

A. Yes, you can volunteer for any committee that interests you and is in need of help.

**Q. Can you be on more than PTO committee?**

A. Definitely! The more the merrier!

**Q. How do you aspire to become your schools VP?**

A. Vice Presidents are elected Board positions. Each January, we begin the formal process of forming a Board for the following school year, and Board applications are available through the PTO Pipeline or the PTO website, [www.hawthornpto.org](http://www.hawthornpto.org). The PTO’s Nominating Committee works with the applicants to form a slate of officer candidates for election at the March Board meeting.

One of the most important considerations for Vice Presidents is a commitment to attending the monthly PTO Board meetings.

**Parent Programs & Events – [http://www.hawthorn.k12.il.us/pto/page.php?id=755\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=755_0_18_0)**

**Q. Do you welcome names or suggestions for Parent Education seminars?**

A. Absolutely. Feel free to provide your suggestions via our website or by contacting either chair.

**PTO Pipeline/ Publicity – [http://www.hawthorn.k12.il.us/pto/page.php?id=657\\_0\\_18\\_0](http://www.hawthorn.k12.il.us/pto/page.php?id=657_0_18_0)**

**Q. Can a parent with a business sponsor the Pipeline and plug their business?**

A. No. This is a parent run newsletter.

**Q. Are there deadlines that have to be met to get information into the next Pipeline?**

A. Internal deadlines of course exist – but parents and schools continually give us updates on events and corrections to previous newsletters.

**Q. Can anyone write articles for the Pipeline?**

A. Contact Jami Pacer for details.

**Website Coordinator – [webmaster@hawthorn73.org](mailto:webmaster@hawthorn73.org)**

**Q. Do you send out communications to parents when there are important changes or additions to school events or programs?**

A. Not at this time, however, we do continually update the website and put important notices on the homepage, so check often!

**Q. Do you update it on the website?**

A. Yes. You should make checking the PTO website a regular part of your communication schedule.