

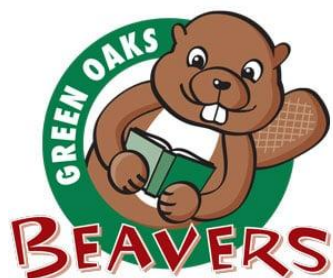


Green Oaks Fundamental School

## *Welcome Packet*

- Welcome Letter
- Fundraising Program
- PTA Membership Information
- PTA FAQ's
- PTA Meeting Calendar
- New PTA Website
- Spirit Wear

# WELCOME TO GREEN OAKS!



We are so happy you have chosen to join our family! Here at Green Oaks we have a supportive group of parents and teachers working together to make our school an educational, nurturing and fun environment. Our parents and staff work together as a PTA, which stands for Parent-Teacher Association. We work together to harness the **Power of Volunteers**.

With the variety of challenges of delivering quality education in this day and age, we all must rise to the task of supporting our students and their school experience. The PTA and the Green Oaks Volunteers are hard-working and dedicated contributors to Green Oaks' success. Together, we raise funds to support our students and faculty through a variety of enriching activities.

We work in classrooms, help with crosswalk duty, and organize fundraisers and enjoyable educational activities for our students and families. From Book Fairs, Box Tops, Spirit Wear, Read Across America and Red Ribbon Week, to the Beaver Bucks Store, Special Assemblies, and Skate Nights, the PTA and Green Oaks Volunteers partner to make sure our students' experiences at Green Oaks are well-rounded and inspiring.

**How do we fund our enrichment programs?** Our current fundraising programs are under construction, however, contributions from parents and families are what have primarily driven our financial goals in the past. While the fund-raising efforts are critical, without volunteers, we cannot sustain our high-level of academic and civic support. Our enrichment programs cannot run themselves. We are always looking for positive and enthusiastic individuals to join our volunteer family and support our students and teachers. One of the many benefits of joining the Green Oaks Volunteers is the sense of community from forging strong and lasting bonds with others dedicated to our children, their education and their overall well-being.

The PTA and the Green Oaks Volunteers helped fund and build the Green Oaks track, contributed to the 2016/2017 Computer Lab refresh, subsidized library and classroom book purchases, funded the purchase and installation of the Multi-Purpose (MP) Room sound system, paid for copier supplies and maintenance, and provided the means (both monetary and operational resources) to continue a long list of extracurricular activities to enhance student experiences at Green Oaks Fundamental School.

**We hope you will join our Volunteer Community for the 2021/2022 school year.**

Thank you so much again for choosing to be a part of our Green Oaks family!

-Kevyn Sarmiento, PTA President



## ***Green Oaks PTA Fundraising campaign under construction!***

We are happy to announce that as a PTA we are looking into changing up our fundraising campaigns! We are still working out some of the details at this time, but we will let you know what we've been working on as soon as it's ready!

In the meantime, if you are able to contribute any amount of money to the PTA (like we normally ask for FOGO) to help pay for class expenses and school programs, please read below for how to donate. Thank you so much for your support!

### ***Donate via PayPal/Venmo/Credit Card:***

Visit our website and click "Donate"

Venmo handle: @GreenOaksPTA



**venmo**

### ***Donate via Cash or Check:***

Make checks payable to Green Oaks PTA and either mail to or drop off at the school.  
(Please detach and include the completed form below)

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## **2021-2022 PTA Donation**

Drop off or mail to: Green Oaks Fundamental, 7145 Filbert Ave., Orangevale, CA 95662

Student Name(s): \_\_\_\_\_

Student Grade(s) & Teacher(s): \_\_\_\_\_

Donor Name: \_\_\_\_\_

Circle one:    Cash                      Check

Amount Enclosed: \$ \_\_\_\_\_

On behalf of the Green Oaks PTA - thank you for your continued support! Contact us at [greenoakspta@gmail.com](mailto:greenoakspta@gmail.com) for more info!



# Join the Green Oaks PTA and make a difference!



**Everyone can join** – parents, grandparents, students, aunts, uncles, school staff, and community members. Membership is \$10.00 per person and covers 3rd District dues and helps fund PTA-sponsored programs (e.g., Box Tops, Reading Rocks, Red Ribbon Week, Faculty Appreciation, Art Guides, Beaver Buck Store, Skate Nights, and so much more). PTA membership is neither direct nor indirect support of National PTA political alliances.

PTA membership affords Green Oaks services, including legal counsel and insurance at PTA-sponsored events. PTA members are eligible for discounts at companies including Staples, Enterprise, Legoland, Sylvan Learning, Comcast, TrueCar, Academy of Sciences, and more. Your contributions help the PTA Board fund a number of PTA Programs that enhance our students’ Green Oaks experience.

### Pay with Cash, Check, or Credit/Debit (through Paypal)

- **Cash & Check:** Make checks payable to Green Oaks PTA and either mail to or drop off at the school.
- **PayPal/Credit Card:** <https://greenoakspta.wixsite.com/greenoakspta/support-us> and click “Donate”

The Green Oaks PTA Board comprises nine non-faculty and four faculty representatives. These representatives are volunteers dedicated to serving the Green Oaks parents, faculty, and students.

The 2021/2020 PTA Board members are listed below.

Board Positions	Member	Email Address
President	Kevyn Sarmiento	<a href="mailto:kevynmadison@gmail.com">kevynmadison@gmail.com</a>
VP of Media Relations	Katrina Espinoza	<a href="mailto:katrinalespinoza@gmail.com">katrinalespinoza@gmail.com</a>
VP of Fundraising	DeDe Clark	<a href="mailto:delynneclark@gmail.com">delynneclark@gmail.com</a>
Secretary	Amber Cushen	<a href="mailto:acushen@hotmail.com">acushen@hotmail.com</a>
Treasurer	Shauna Henderson	<a href="mailto:shaunamama3@yahoo.com">shaunamama3@yahoo.com</a>
Auditor	Tim Roibu	<a href="mailto:Timur.toibu@gmail.com">Timur.toibu@gmail.com</a>
Parliamentarian	Brandi Sandoval	<a href="mailto:adam.brandisandoval@gmail.com">adam.brandisandoval@gmail.com</a>
Historian	Amber Sweeney	<a href="mailto:seansween1@gmail.com">seansween1@gmail.com</a>
Financial Secretary	OPEN	
Principal	Rob Reynolds	<a href="mailto:rob.reynolds@sanjuan.edu">rob.reynolds@sanjuan.edu</a>

### IF PAYING WITH CASH OR CHECK, PLEASE DETACH BELOW AND RETURN WITH MEMBERSHIP DUES

Drop off or mail to: Green Oaks Fundamental, 7145 Filbert Ave., Orangevale, CA 95662

PTA Member Name(s): \_\_\_\_\_

Green Oaks Student(s) Name(s), Grade(s), & Teacher(s): \_\_\_\_\_

Number of Memberships: \_\_\_\_\_

Total Amount Enclosed: \$ \_\_\_\_\_

On behalf of the Green Oaks PTA – thank you for your continued support! Contact us at [greenoakspta@gmail.com](mailto:greenoakspta@gmail.com) for more info!

## **PTA Frequently Asked Questions (FAQs)**

### **What is PTA?**

PTA stands for Parent-Teacher Association. The PTA is the oldest and largest child advocacy association in America. At our school, it is a formal organization comprising parents (and other family members), teachers and staff. The PTA helps organize hard-working and dedicated volunteers to implement school improvement programs, raise money to support those programs and to fund student enrichment opportunities (e.g., Red Ribbon Week, Special Assemblies).

### **What is the difference between PTA and a PTO or other parent support organizations?**

PTA is a national organization. Green Oaks PTA is autonomous and is supported by a national structure. The national PTA provides legal and financial support and, as affiliates of the National PTA, we receive reduced insurance rates. We are not politically affiliated with the national PTA.

PTO, HAS, PCC, PTSA, and other independent parent groups, are completely independent; much like Charter Schools. Although there is a National PTO organization, it does not provide the resources that the National PTA provides. Also, PTO insurance rates are much higher.

### **What is the difference between PTA dues and Classroom Contributions/Donations?**

PTA dues are divided between the National PTA organization and Green Oaks. 2019/2020 school year PTA dues for Green Oaks are \$10.00 per member. \$5.00 is payable to the National Council and \$5.00 stays with Green Oaks to help fund PTA-sponsored programs including: Jog-A-Thon, Fall Performance, Box Tops rewards, Art Guide Program and many other school activities.

The Classroom Contributions/Donations stay with the class for which they were donated to help offset expenses the teachers personally incur for supplies not covered by San Juan School District. These contributions may be used to reduce overall costs for field trips and help fund special class projects and events. The faculty and PTA appreciate your support!

### **How can I get involved in the Green Oaks PTA?**

From formal board positions to working from home or behind the scenes to organize and facilitate events – there is a place for you. Your level of involvement is up to you. We are always in need of board members and committee directors. We also need people to help support those committees. Anything you do - whether obtaining donations for an event, making copies of flyers or helping mastermind an entire project – counts as volunteer hours.

### **Why are volunteer hours so important? Why should I take the time to report them?**

Without volunteers, Green Oaks could not sustain PTA-sponsored programs for the students. It is important to log your volunteer hours because they are reported to the District each school year and are factored into Green Oaks' scores/school ratings.

### **I volunteered as a Committee Director - What do I do next?**

Thank you for stepping up! Please work with the PTA Board to schedule your event (if not already assigned) and obtain faculty approval for your plan. We recommend forming a team to help orchestrate the event. The PTA Board members are available to support you.

## **How do I advertise my event (may I send home flyers in homework folders)?**

All materials must be approved by the PTA Board and designated faculty representatives. Please draft your material and submit to the Board for review and approval through email to [greenoakspta@gmail.com](mailto:greenoakspta@gmail.com) with the due date and request clearly labeled in the email subject line. The PTA Board will help coordinate printing and placement of the materials in the faculty inboxes for distribution through homework folders. Please reach out to a Board member for assistance.

## **How do I know if my event is PTA-funded?**

You may inquire with the PTA Treasurer at: [greenoakspta@gmail.com](mailto:greenoakspta@gmail.com).

## **How do I get reimbursed for pre-approved expenses?**

If you have approval to spend money for a program or classroom event, you may submit a *request for reimbursement* form, available in the office (cabinet under the front counter - door on the right), or online at:

<http://downloads.capta.org/toolkit/forms/PaymentAuthorizationRequestForDisbursement.pdf>

Complete the form (including a note from the teacher if the expense is to be covered from classroom contributions), attach the appropriate receipts and place in the Treasurer slot in the same cabinet where you located the form. The Treasurer will process your request and issue a check within 10 business days of approval/receipt of completed forms.

## **How do I obtain a cash advance for approved PTA-related expenses?**

Please complete and submit a request for cash advance, available in the same cabinet listed above and online at: <http://downloads.capta.org/toolkit/forms/RequestForAdvancePaymentAuthorization.pdf>

## **Where do I leave items for PTA (e.g., requests for reimbursement, money for deposit)?**

Requests for reimbursement or advance may be placed in the Treasurer's inbox. Monies for deposit must be placed in the locked black PTA box in the front office or the office safe. For other items (e.g., merchandise donations for an event), please contact a PTA Board member directly.

## **Who has access to the locked black PTA box in the front office?**

The PTA Board Financial Secretary has access to the locked PTA black box. The Financial Secretary (or their designee) may open the box with another PTA member present.

## **I have an idea I would like to share with the PTA Board. What should I do?**

We welcome all ideas! Please email [greenoakspta@gmail.com](mailto:greenoakspta@gmail.com) or attend a PTA meeting to share your idea – we will add you to the agenda. You also may talk with a Board member.

We all are **VOLUNTEERS** doing the best we can to support a positive Green Oaks experience for students, teachers, parents and guardians. We thrive on synergy and respect. Please contact a Board member directly or through the above email if you have questions/ideas. We will respond as soon as possible. Thank you for your contributions to the Green Oaks community.

**Without YOU there is no Parent in PTA.**



## **2021-2022 Green Oaks Fundamental PTA Calendar**

*\*\*Please note that meetings will be held via Zoom until we are cleared to meet in person. Zoom meeting information will be sent in the weekly email newsletter from the school\*\**

### **Tuesday, September 7th**

5:15pm - PTA Board Member Meeting  
6:15pm - General Parent PTA Meeting

### **Tuesday, October 5th**

5:15pm - PTA Board Member Meeting

### **Tuesday, November 2nd**

5:15pm - PTA Board Member Meeting  
6:15pm - General Parent PTA Meeting

### **Tuesday, December 7th**

5:15pm - PTA Board Member Meeting

### **Tuesday, January 5th - NO BOARD OR GENERAL MEETINGS**

### **Tuesday, February 1st**

5:15pm - PTA Board Member Meeting  
6:15pm - General Parent PTA Meeting

### **Tuesday, March 1st**

5:15pm - PTA Board Member Meeting

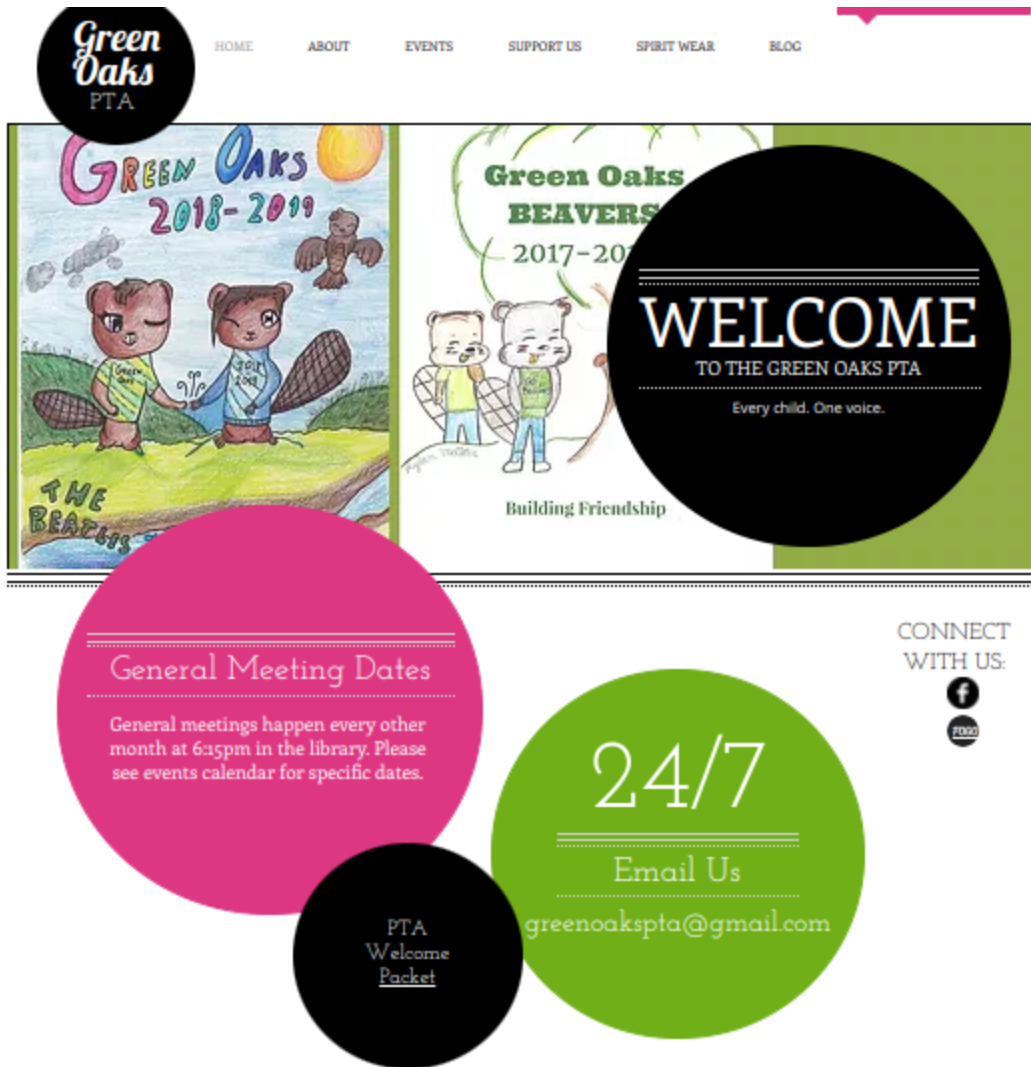
### **Tuesday, April 5th - NO BOARD OR GENERAL MEETINGS**

### **Tuesday, May 3rd**

5:15pm - PTA Board Member Meeting  
6:15pm - General Parent PTA Meeting

Check out our new Green Oaks PTA website! Visit for information on upcoming PTA sponsored events, how you can help out, and more!

[www.greenoakspta.wixsite.com/greenoakspta](http://www.greenoakspta.wixsite.com/greenoakspta)



*Scan the QR code with your mobile device to visit the website now!*





# Purchase Green Oaks Spirit Wear!

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share your school spirit!

\$5 of every purchase comes back to support our school!