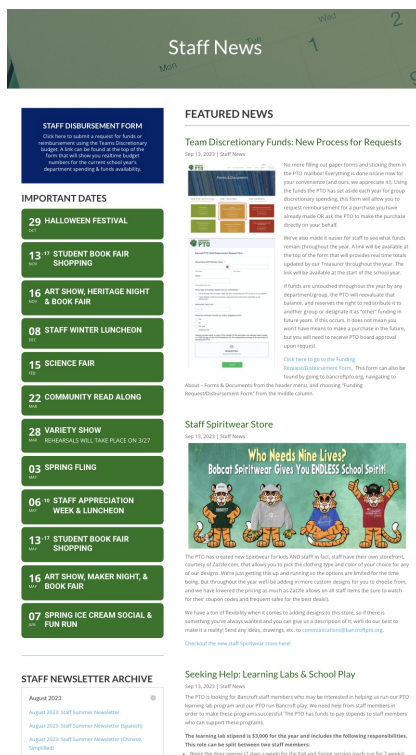


September 2023



Click a link above to visit any of our social media pages or our website.



## PTO Website: Staff Specific News Page

We've received feedback that emailed newsletters might not be the best method of communication for all of you, especially those whose inboxes are regularly inundated with emails.

Have no fear, we have a solution! We have created a page on our website meant solely for you. This includes a shortened list of events that we want you to be aware of, featured news articles, a newsletter archive along with translations, as well as a direct link to the Team Discretionary Funds form (more on that below).

Bookmark this page and check in regularly for updates! If you have any suggestions for additional features we can add to make things easier, [please let us know](#).

[Click Here for the Bancroft PTO: Staff News Page](#)

## Silent Auction Donations Needed



It's that time of year again! The PTO is preparing for our Silent Auction, kicking off the same evening as the Halloween Festival (save the date, October 29th, more details coming soon!). We're looking for donations to add to the staff offerings.

In the past, in addition to the Staff for the Day and Class Artwork

items, we've had some teachers commit to an hour or two after school with a set number of students (winner's choice on who those kids would be) for an activity: watch a movie, make a recipe, do a craft, play a game, learn a new skill, etc. I heard a rumor that someone offered to host an offsite birthday party with games and music for a lucky auction winner once!

We're open to suggestions and incredibly grateful for anything you can contribute. Please reach out to us at [silentauction@bancroftpto.org](mailto:silentauction@bancroftpto.org) to donate today or if you have any questions.

Many thanks to those of you who have already committed to a donation, we truly appreciate it!

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## Room Parents: Contact Info Needed

Thank you all for supporting the new room parent selection process. We're hoping to help finalize the list for each classroom this week and then distribute that to all families along with a request for Classroom Funds no later than early next week. We'll need to get those in the room parents' hands before October classroom parties start to get planned.

**If you do not have room parents yet, keep an eye out for an email from us asking if you need assistance with recruiting, these just went out Tuesday night.** If you already have room parents designated but have not informed the front office, please let Laureen Parvin know as soon as possible. She will confirm those parents have completed/passed CORI checks in place and that they aren't already selected to serve in another child's classroom.

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## Staff Spiritwear



The PTO has created new Spiritwear for kids AND staff! In fact, staff have their own storefront, courtesy of Zazzle.com, that allows you to pick the clothing type and color of your choice for any of our designs. We're just getting this up and running so the options are limited for the time being. But throughout the year we'll be adding in more custom designs for you to choose from, and we have lowered the pricing as much as Zazzle allows on all staff items (be sure to watch for their coupon codes and frequent sales for the best deals!).

We have a ton of flexibility when it comes to adding designs to this store, so if there is something you've always wanted and you can give us a description of it, we'll do our best to make it a reality! Send any ideas, drawings, etc. to [communications@bancroftpto.org](mailto:communications@bancroftpto.org).

**Click here to see the new Bancroft Staff Spiritwear Store!**

## Teacher Funds: New Process



No more filling out paper forms and sticking them in the PTO mailbox! Everything is done online now for your convenience (and ours, we appreciate it!). Using the funds the PTO has set aside each year for group discretionary spending, this form will allow you to request reimbursement for a purchase you have already made OR ask the PTO to make the purchase directly on your behalf.

We've also made it easier for staff to see what funds remain throughout the year. A link is now available at the top of the form that provides real time totals updated by our Treasurer as the funds are used.

If funds are untouched throughout the year by any department/group, the PTO will reevaluate that balance, and reserves the right to redistribute it to another group or designate it as "other" funding in future years. If this occurs, it does not mean you won't have means to make a purchase in the future, but you will need to receive PTO board approval upon request.

**Click here to access the Funding Request Form**

*The form can also be found by going to [bancroftpto.org](http://bancroftpto.org), navigating to About - Forms & Documents from the header menu, and choosing "Funding Request/Disbursement Form" from the middle column.*

## Seeking Help for School Play

The PTO is looking for Bancroft staff members who may be interested in helping us run our school play. We need help from staff members in order to make our programs successful. The PTO has funds to pay stipends to staff who can support these programs.

**The Bancroft play stipend is \$3,000 and can be split between 2-3 staff directors:**

- This role involves directing the Bancroft play,
- We will have parent volunteers organize the costumes, props, communication with parents, and provide support during rehearsals,
- The play will run over 4 weeks and will meet 3 afternoons a week after school with a daytime and evening performance on the last

day,

- The play will take place in January or February.

If you are interested in this position, or have any questions, please reach out to us at [communications@bancroftpto.org](mailto:communications@bancroftpto.org).

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## Want to Teach a Learning Lab?

We're seeking additions to our Fall and Spring Learning Lab lineups.

The Fall session is just around the corner, running from October 30th thru December 22nd (you may choose to run your lab all 8 weeks or a subset of those 8 weeks). If you're interested in participating in either or both sessions, please email [communications@bancroftpto.org](mailto:communications@bancroftpto.org) with the following information:

- Name of your course
- Description of you course
- Cost of the course and if you would like to donate any to the PTO.
- Eligible Grades (i.e. all, K-3, K-5 etc)
- Day for your lab. \*\*Morning labs are only running on Tuesdays and Fridays. Afternoon labs run all 5 days.\*\*
- Start & End time of your Lab. \*\*Mornings can start at 7:45 or 8 and must go until 8:45. Afternoon labs start at 3:45, but instructors must be there by 3:30pm\*\*
- Total Weeks - if you are participating for less than 8 weeks, please list the weeks you'd like to participate.
- Minimum and Maximum Students.

**If you are interested in running a Fall session specifically, please reach out to us no later than Friday, September 22nd.**  
Thank you!

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**HAVE NEWS TO SUBMIT TO THE BOBCAT?** Email us at [communications@bancroftpto.org](mailto:communications@bancroftpto.org). All submissions must be received by the end of the month to be included in the next monthly update.

### Bancroft PTO

15 Bancroft Rd, 01810, Andover

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