



# Lawrence Brook School PTA

## Welcome Packet

2022-2023



**Volunteer Today**

**For a Better Tomorrow**



# Lawrence Brook School PTA

## One School, One Team

Dear Lawrence Brook Families:

Welcome to Lawrence Brook School! Whether this is your first year, your last year, or any year in between here at Lawrence Brook, we are glad to have you join us! The purpose of the Parent Teacher Association, or PTA, is to serve as advocates for our children, support our wonderful faculty and principal, and help keep our families informed of relevant information about their children's education.

Don't forget, we have added the role of *Family Relations Coordinator* to our Board of Directors. The intent is to bridge the gap between the PTA and families who feel disconnected due to a language barrier and/or special needs situations. If you would like to be connected to this chairperson who can be of assistance to you, please email [LawrenceBrookPTA@gmail.com](mailto:LawrenceBrookPTA@gmail.com).

Over the years, LBS PTA has become one of the strongest in the district, and we hope that this year is no different. Lawrence Brook families and teachers work together to build a strong community for our children, where they can build lifetime of friendships, unforgettable memories, and the strong foundation they need for their future. Our PTA is the engine behind many programs and initiatives that bring our children together, and create a fun learning environment. We are proud to support our school and our children.

In the enclosed pages, you will find a great wealth of information. You will read about gifts the PTA has given to Lawrence Brook, find out this year's event dates, and learn how you can participate in the PTA. Please follow us on Facebook, and check our website regularly throughout the year to stay informed of the most current information.

Please join us to make a difference in the lives, education, and welfare of our children. Thank you for your support!

Sincerely,

Lawrence Brook School PTA Board  
[LawrenceBrookPTA@gmail.com](mailto:LawrenceBrookPTA@gmail.com)

On [MemberHub](#), you can:

- Pay your PTA dues (\$10/member)
- Contribute to class party funds (\$10/student)
- Donate any amount to the PTA
- Purchase tickets to events
- Order Spirit Wear

Visit <https://lbs.memberhub.store/>



## How has LBS PTA Supported the School?

LBS PTA is proud to support academics, athletics, arts, and technology at Lawrence Brook Elementary School. The PTA sponsors school assemblies and provides student supplies to enhance our children's educational experience. LBS PTA also works hard to build a strong LBS community by hosting several family-oriented events throughout the year for our families, teachers, and administration.

**Some examples of gifts made possible by the PTA in the last five years:**

### **Educational Enhancements and Software:**

- Playground Gazebo for outdoor learning
- Indoor/outdoor recess materials
- "Bears Feelings Bins" and "Bears Safe Spot" Initiatives
- Over \$10,000 in books to enhance classroom libraries
- Student folders and agendas
- Cultural Arts assemblies including Author's Visit

### **Some events the PTA sponsors each year:**

- Staff Welcome Back Breakfast
- Scholastic Book Fairs
- Picture Day
- Halloween Trunk or Treat
- International Night
- Family Fun Night
- Field Day Student Giveaways
- Ice Cream Social
- Spirit Wear Sales
- Staff appreciation luncheon & thank you gifts

### **New Technologies:**

- Two water filtration and water bottle filling stations
- Musical playground
- Laser HD projector
- Portable Interactive White Board for Media Center

**THIS YEAR'S GOAL  
IS TO INCREASE  
STUDENT  
PROGRAMMING**



**BECOME A  
MEMBER**  
JOIN TODAY!

Lawrence Brook School has a wonderful tradition of parent volunteerism that helps create a fun and academically-rich environment for our children.

We welcome you to be a part of this tradition, and we appreciate any help you can provide depending on your schedule and availability.

### **STEP 1: BECOME A MEMBER TODAY**

Just by becoming a member, you support our school and our children. Membership is only \$10 per person. To sign up online, please use our quick and easy membership link at [MemberHUB](https://lbs.memberhub.com/store) at <https://lbs.memberhub.com/store>.

If you prefer paying by cash or check, please fill out our membership form in this packet and submit it along with your check made payable to LBS PTA to your child's teacher. Please remember to seal your envelope and mark it "PTA Membership". You can also mail your payment and form directly to the school, Attn: PTA.

### **STEP 2: VOLUNTEER**

Whether it's once a year or every event, it doesn't matter. We need you! Your time and expertise are welcomed and valued. However, it shouldn't be about the PTA needing you. When you volunteer, you will be surprised to see how excited and happy your child is to see you in the halls of Lawrence Brook School. While what we do matters to the school overall, all of us are involved because of the joy that it brings to our children.

Thank you for your consideration. We look forward to having **YOU** as a member!





# Lawrence Brook School PTA Membership Form 2022-2023

## Parents! Grandparents! Caregivers! Neighbors!

*Anyone in the LB community can become a member for just \$10*

**Please register online at: <https://lbs.memberhub.store/>**

If you prefer submitting a paper membership, PLEASE PRINT your information below and have your child turn it into his/her teacher with CASH or CHECK made payable to LBS PTA.

You may also mail directly to the school "Attn: PTA" to ensure we receive it.

Name of 1 <sup>st</sup> Member: _____		
Membership Type ( <i>please circle</i> ):	Family Member \$10	Faculty/Staff \$10
Email: _____	Phone: _____	
Name of Students(s): _____		
Grade(s): _____		
Teacher(s): _____		
Name of 2 <sup>nd</sup> Member: _____		
Membership Type ( <i>please circle</i> ):	Family Member \$10	Faculty/Staff \$10
Email: _____	Phone: _____	
Name of Students(s): _____		
Grade(s): _____		
Teacher(s): _____		

*\*\* If additional memberships are needed for parents/grandparents, please submit a second page with all the required information as outlined above, and include the additional memberships in the payment information below. This form can also be found on the LBS PTA website. \*All members will be automatically subscribed to the Lawrence Brook PTA's email communication list.*

<b>MEMBERSHIP FEE \$10 PER PERSON</b>	<b>\$</b>
<b>DONATION (optional &amp; tax deductible)</b>	<b>\$</b>
<b>TOTAL DUE</b>	<b>\$</b>

Please note: Forms in this packet can be emailed to [LawrenceBrookPTA@gmail.com](mailto:LawrenceBrookPTA@gmail.com) by scan or photo



## How Can You Volunteer?

Below are various ways you can get involved. Remember that to be a volunteer, you must be a PTA member.

**GENERAL VOLUNTEERING** Identify an event/fundraiser that you would like to work and let us know you are interested by completing the volunteer form. You can also speak with any board member or email us at [LawrenceBrookPTA@gmail.com](mailto:LawrenceBrookPTA@gmail.com). Once we hear from you, we will connect you with the appropriate chairperson who will direct you from there. Also, please check your email for our SignUp.com requests throughout the year. These emails will indicate specific dates and times when help is needed. You must formally sign up to volunteer so we can add you to the volunteer list. This is extremely important and a safety precaution. If you are not on the list, you will not be granted access to the school.

**CHAIRING EVENTS AND FUNDRAISING INITIATIVES** If you are interested in chairing an event that has no chairperson listed, or if you are interested in apprenticing to chair an event next year, please reach out to Kelly Reilly at [kellyreilly1022@gmail.com](mailto:kellyreilly1022@gmail.com).

**ATTEND AND WORK CLASS PARTIES** There are four class parties during the school year: Halloween, Winter, Valentine's Day, and End of Year. These parties have district-wide designated dates that are made available in the beginning of each school year. You may sign up to volunteer for these parties by submitting the Room and Point Parent Volunteer Form found in this packet and on our website. You will be given an opportunity to identify which class parties are most convenient for you to attend. Each classroom has one Point Parent and multiple Room Parents. There is no limit to the number of people who can sign up to become a Room Parent, however, there are only two parents permitted to attend each party. We work hard to ensure every parent in a class gets assigned the same number of parties throughout the year.

**POINT PARENTS** are responsible for coordinating their child's class parties. They serve as the liaison to the classroom teacher and plan and coordinate all the class parties. This includes but is not limited to communicating with the teacher about party details, sending parents' solicitation letters for the party fund, and requesting food, supplies, and crafts/activities for each party. They also organize class gifts for teachers, and ensure food donations are compliant with district policies, etc. Point Parents track party expenses and manage the class party fund under the supervision of the Room Parent Coordinator. Point Parents must make certain that all Room Parents (including the point parent) are assigned equal participation to the class parties. Additionally, Point Parents must be responsible and work closely with the Room Parent Coordinator throughout the year. If the selected Point Parent cannot carry out his/her responsibilities, the Room Parent Coordinator can reassign it to a Room Parent at any point during the school year.

**ROOM PARENTS** are assigned to attend specific class parties and help their classroom's Point Parent with whatever is needed for every class party (including those they aren't attending) throughout the year. We strive to have Room Parents work at least two parties each year. Depending on the number of Room Parents each class has, that number will vary. The Room Parent will receive all relevant information about their party assignments and party needs from their class' Point Parent.

**Please do not limit your participation to class parties. We need your help!**  
Please submit your membership registration today at <https://lbs.memberhub.store/>.  
Thank you!



## VOLUNTEER SIGN UP/INQUIRY

Please fill out this form and return it to school with your child or email the completed form to [LawrenceBrookPTA@gmail.com](mailto:LawrenceBrookPTA@gmail.com).

Parent Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please check each event that you would like to volunteer for during the 2022-2023 academic year. The chair for each event that you select will reach out to you as the event day nears. Thank you for your consideration.

Scholastic Book Fair:        \_\_\_\_\_ Fall                    \_\_\_\_\_ Spring

Picture Day:                    \_\_\_\_\_ Fall                    \_\_\_\_\_ Retakes

Tricky Tray:                    \_\_\_\_\_ Fall

\_\_\_ APEX Program & Fun Run

\_\_\_ Teacher Appreciation Flower Sale

\_\_\_ Family Fun Night

\_\_\_ Teacher Appreciation Luncheon

\_\_\_ Holiday Shop

\_\_\_ Theater Week

\_\_\_ International Night

\_\_\_ Trunk or Treat

\_\_\_ Ice Cream Social

\_\_\_ Yearbook

\_\_\_ Plant Sale

\_\_\_ I can help with all events.

\_\_\_ I can help during school hours only.

\_\_\_ I can help in the evening only.

\_\_\_ I am interested in learning more about chairing an event.

*Please note: Forms in this packet can be emailed to [LawrenceBrookPTA@gmail.com](mailto:LawrenceBrookPTA@gmail.com) by scan or photo*



**Our meeting will be in person with a Hybrid option.**  
*A Zoom link will be emailed to all PTA members by Noon on September 19<sup>th</sup>*

***\*\* If you would like to serve as a Room Parent/Point Parent for your child's class, it is strongly recommended you attend this meeting \*\****

To be a volunteer, or serve as a Room Parent/Point Parent, you must be a member of the LBS PTA. Please remember that you must pay your \$10 membership dues annually to be a member in good standing. If you haven't already paid your LBS PTA membership dues for 2022-2023, please do so as soon as you can. While we will accept memberships through the end of June, you must **submit your membership payment and Room Parent/Point Parent Form no later than SEPTEMBER 23, 2022** to be eligible to serve in the 2022-2023 academic year. This deadline is intentionally two days after our Mandatory Meeting in case you have questions for us before you submit your paperwork.

**DO NOT HESITATE** to contact us at [LawrenceBrookPTA@gmail.com](mailto:LawrenceBrookPTA@gmail.com) with questions or to request the Zoom link if you think your paperwork will be late.

Thank you for your consideration! We look forward to having **YOU** join the PTA!





## ROOM AND POINT PARENT VOLUNTEER FORM

Please fill out and return this form to school with your child (or email a photo of this form to [LawrenceBrookPTA@gmail.com](mailto:LawrenceBrookPTA@gmail.com)) no later than September 21, 2022. One form per PTA member, per child. You can also complete the Google Form found in the original email with this packet.

**Remember:**

To be a volunteer, or serve as a Room Parent/Point Parent, you must be a member of the LBS PTA. **It is strongly recommended** that you attend the Mandatory PTA Volunteer meeting on Wednesday, September 21, 2022 to be eligible.

***Please print:***

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher's name: \_\_\_\_\_

***Circle all that apply:***

I would like to volunteer as a:                      **ROOM PARENT**                      **POINT PARENT**

I can attend the following parties if state and district guidelines allow:

Halloween Party 10/31/2022

Winter Party 12/23/2022

Valentine's Day Party 2/14/2023

End of Year Party 6/15/2023

*Please note: Forms in this packet can be emailed to [LawrenceBrookPTA@gmail.com](mailto:LawrenceBrookPTA@gmail.com) by scan or photo*



# Lawrence Brook PTA 2022-2023

## Event Calendar

### August:

- 29 - Kindergarten Orientation
- 29 - New Student Orientation

### September:

- 2 - Staff Welcome Breakfast
- 12 - Back to School Night
- 21 - Mandatory PTA Meeting**
- 23 - Ice Cream Social \*\*
- 30 - *Ice Cream Social Rain Date*

### October:

- 3 - PTA Meeting**
- 10 - Picture Day\*
- 12-14 - Scholastic Book Fair \*
- 26 - Trunk or Treat \*\*
- 28 - *Trunk or Treat Rain Date*
- 31 - Halloween Class Party \*

### November:

- 14 - PTA Meeting**
- 20 - Tricky Tray at Forsgate Country Club, Monroe, NJ (Sunday) 12PM-4PM \*\*

### December:

- 8 - Picture Day Retake \*
- 14-16 - Holiday Shop \*
- 23 - Winter Party \*

### January:

- 9 - PTA Meeting**
- 27 - Family Fun Night \*\*

### February:

- TBD - Sensory Film Event
- 14 - Valentine's Day Snack \*
- 24 - International Night \*\*

### March:

- 6 - PTA Meeting**
- 8-10 - Scholastic Book Fair \*
- 20-24 - Theater Week \*\*
- 28 - 4th Grade Spring Social \*\*

### April:

- 11-21 - APEX Program & Fun Run \*
- 27 - 4th Grade Basketball Game \*\*

### May:

- 2 - Teacher Appreciation Luncheon \*
- 8 - PTA Meeting**
- 10-12 - Plant Sale \*
- TBD - Field Day \*\*

### June:

- TBD - Donuts for Dudes \*\*
- 15 - End of Year Party \*

\* These events take place during school hours

\*\* Check flyers for event details.

### **ALL EVENTS ARE SUBJECT TO CHANGE**

*All events need volunteers, all volunteers MUST BE PTA MEMBERS. Sign up emails are sent to PTA members throughout the year.*



## CLASS PARTY FUND

Every year, Lawrence Brook School students look forward to the special class parties planned by their teachers and the PTA Room Parents. This year, your children will enjoy four parties: Halloween, Winter, Valentine’s Day, and End of Year.

This year, the PTA is asking parents to contribute **\$10 per child** to help cover the cost of party expenses. For added convenience, the \$10 can be paid at <https://lbs.memberhub.store/> . Please make your contribution to your child’s grade level and classroom. Funds will be distributed per class.

You can also send in this page with **CASH or CHECK (payable to LBS PTA)** in a sealed envelope by **October 1<sup>st</sup>**. Please be sure to label the envelope “PTA PARTY FUND” and include your CHILD’S NAME, GRADE and TEACHER on the outside of the envelope. This money is used to provide crafts and fun activities for our classroom parties.

### FOOD ALLERGIES

In addition, if your child has ANY food allergies, please list them below. This information is necessary to ensure the safety of your child and will be passed on to the Room Parents. Lawrence Brook is a **LATEX-FREE** school. **All foods will be purchased through child nutrition.**

Please direct questions to Julie Peysakhova, Room Parent Coordinator at [juliepey91@gmail.com](mailto:juliepey91@gmail.com)  
For questions regarding food allergy procedures, contact the school at (732) 613-6870.



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Enclosed please find a \$ \_\_\_\_\_ donation for the class party fund.

Child’s Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Teacher(s): \_\_\_\_\_

**My child is allergic to the following foods:** \_\_\_\_\_

*Please note: Forms in this packet can be emailed to [LawrenceBrookPTA@gmail.com](mailto:LawrenceBrookPTA@gmail.com) by scan or photo*



## Lawrence Brook School PTA

### Executive Board

Kelly Reilly	President
Sarah Brandon-Grable	President-Elect
Lynda Graham	Treasurer
Brittany Barkow	Corresponding Secretary
Jennifer Megna	Recording Secretary
Bridget Ahmed	VP Fundraising
Angela Batel	VP Fundraising
Nicole Onyrscuk	VP Membership
Christina Maffa-Johnson	VP Cultural Arts

In addition to the LBS PTA Executive Board, there is a PTA Board of Directors, which consists of the officers named above, the Lawrence Brook School Principal, and chairs of the LBS PTA's standing committees. **The 2022-2023 LBS PTA Board of Directors consists of:**

**All members of the LBS PTA Executive Board and:**

- Elizabeth Dunn, Principal, Lawrence Brook School
- Nicole Onyrscuk, Community Relations
- Sarah Brandon-Grable, Family Relations Coordinator
- Brittany Barkow & Jennifer Megna, 4<sup>th</sup> Grade Committee Chairs
- Lindsay Greene & Tanya Hughes, Hospitality Chairs
- Julie Peysakhova, Room Parent Coordinator
- Brittany Barkow, Yearbook

**PTA Event Chairpersons**

APEX Program & Fun Run (Vacant)	Spirit Wear – Bridget Ahmed
Holiday Shop – Brigitte Gladis	Teacher Appreciation – Angela Batel
International Night - Bridget Ahmed & Lynda Graham	Theater Week – Rakesh Kadir
Picture Day – Amanda Ackerman	Toolbox – Kelly Vuong
Plant Sale – Amanda Ackerman	Tricky Tray – Lynda Graham & Kelly Reilly
Scholastic Book Fair – Sarah Brandon-Grable	Trunk or Treat – Bridget Ahmed & Angela Batel



**Questions:**

[LawrenceBrookPTA@gmail.com](mailto:LawrenceBrookPTA@gmail.com)

**Like Us on Facebook:**

<https://www.facebook.com/LBSPTA>

**LBS PTA Website:**

<https://www.ebnet.org/Page/6767>

Check your child's backpack and your email regularly for information about PTA events. Don't forget to stop by the PTA bulletin board in the LBS lobby for various updates, and join our Facebook page. **We are committed to staying connected as a school and as a community.** This year may change frequently, and our plans may go haywire, but together as the strong parents and staff we have always been, our children will continue to make the best memories possible at Lawrence Brook Elementary School!

**One School, One Team  
Let's do this together!**



# LBS PTA Tricky Tray

## ATTEND

Sunday, November 20th, 12pm-4pm  
Forsgate Country Club, Monroe, NJ  
\$45/pp online only

Reserve bundle packages to pick up at event



## DONATE

[PTA Amazon Wish List](#)

Make a monetary donation at  
<https://lbs.memberhub.com/store>

Donate gift cards or basket items



## VOLUNTEER

[Planning Committee](#)  
[Event Day Volunteers](#)



## LBS SPIRIT BAGS

Own a business? We want you to advertise! Supply the PTA with 300 business cards, brochures, and/or swag. Each guest will receive a spirit bag to bring home.