



2022-2023

PTO Welcome Packet

For new members of the parent-teacher organization
known as Liberty Elementary Academic Fund (LEAF)

www.pghleaf.org | www.facebook.com/PghLibertyPTO | president@pghleaf.org

Welcome!

Welcome, Liberty families! Liberty Elementary Academic Fund (LEAF) is the parent-teacher organization for Pittsburgh Liberty K-5. We exist to help the entire Liberty community—you, your children, our teachers, and our staff. Your voice is welcome and needed at the table. We need to know what your families are seeking to help our students succeed. Even if you can't make a meeting, you can reach out on email, phone, text, or Facebook to let us know your thoughts and ideas. We are looking forward to another great year together!

Mission

LEAF is a 501(c)3 organization formed in 2014 by the parents and teachers of Pittsburgh Liberty K-5. LEAF's mission is to support the students, teachers, and families at Liberty K-5 through fundraising, volunteering, and community events. LEAF's fundraising provides necessary classroom supplies, supplemental educational tools such as Study Island, Spanish cultural celebrations including dia de los muertos, field trips, extracurricular activities, and student scholarships

for advanced learning opportunities. Teachers and parents collaborate to address and prioritize financial needs. LEAF volunteers have implemented a backpack program for students in need of extra food on the weekends, facilitate gently used uniform sales, and organize monthly events for the school community outside the school day (craft night, art auction, skate night, game night). Funding from LEAF has also allowed our students to showcase their talents at a district level (Spanish dance team, boys & girls basketball teams, Shakespeare monologue and scenes competition). Over a 2 year period, LEAF undertook the task of raising funds for the resurfacing of the playground and worked with the district to identify and address a drainage problem that was eroding the playground surface. And in 2022, LEAF updated the classroom libraries for every grade level in our school, adding scores of new books featuring characters of color and stories from historically marginalized voices.

Check out our website!

Log on to www.pghleaf.org for:

- Extracurriculars at Liberty
- Info on Gifted Services at Liberty
- Monthly newsletters
- Communications (making sure you're receiving all announcements from the district, the school, your teachers, and LEAF)
- LEAF's newsletter, *El Nido del Águila* (The Eagle's Nest),
- Childcare (extended day, summer camps, etc)
- Kindergarten families' section (orientation video)
- 5th grade families' section (middle school magnet application processes)

Linking Liberty program

Liberty community members are working together to ease the transition for kindergarten and transfer students and their families. We're calling it Linking Liberty!

Are you new to Liberty? Go to the following link to be connected to a current student family: <https://tinyurl.com/LinkingLibertyNew>

Are you a Liberty Veteran that wants to help someone new? Sign up at the following link to be connected to a new family. <https://tinyurl.com/LinkingLibertyVet>

Reach out to Vicki Potter (vicki.potter78@gmail.com) for more info.

Volunteer opportunities for 2022-2023

All the adults who love and care for our Liberty students are welcome to participate in LEAF. You do not need to commit to every week or every month. Any time you can give is appreciated! Unless otherwise noted, contact: president@pghleaf.org

LEAF President & Vice President

This is a team effort! The President and Vice President oversee the organization of LEAF, which includes the following:

- They set the schedule for the year, in coordination with the other officers and school administration; the schedule includes a monthly meeting (in coordination with the Liberty PSCC meeting - Parent School Community Committee) and Liberty family events (first day of school for kindergarten, family fridays, Dia de los Muertos, Fun Fair, Craft Night, Game Night, Ice Skating Night).
- For monthly meetings, the President and VP set the agenda, run the meeting, and elicit parent feedback.
- Serve as a point-of-contact for parent and teacher questions about the organization.
- Work with the communications team on content and timing of newsletters and flyers.
- Coordinate teacher appreciation events several times through the year.

LEAF Secretary: Take notes at our monthly meeting. 1 hour/month

LEAF Treasurer: Responsible for collecting and tracking income from fundraisers, events, and donations. Pays out all receipts and invoices that are approved at the monthly LEAF meetings. Manages spirit wear sales. Manages documentation from the accounts (bank and PayPal) and ensures that taxes are filed annually.

Communications Team: Help with LEAF's newsletter, Facebook page, and flyers. Create and distribute event specific communications to Liberty families, staff, neighbors, local businesses, and local government. Contact Elaine Vitone: [elaine\[AT\]elainevitone.com](mailto:elaine[AT]elainevitone.com) 1 hour/week

Event Planners: Help us plan for school traditions like Fun Fair, Dia de los Muertos, and Ice Skating Night.

Fundraising Coordinators: This team seeks out, recruits volunteers for and coordinates fundraising opportunities. Some options from prior years: Restaurant nights, Election day bake sale, Farmer's market bake sale, Schoolwide chocolate sale, Facebook campaign.

To volunteer, contact us at: president@pghleaf.org

Fundraising opportunities

Spirit Wear Orders: Wear your school pride on your sleeve! (Or, rather, on the front of your shirt/hoodie/sweatshirt!) Orders may be placed online and paid via paypal or credit card. bit.ly/LibertySpiritWear

Donate via Facebook:

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

Post a Facebook Fundraiser:

<https://www.facebook.com/fund/PghLibertyPTO/>

Amazon Smile: If you do any of your shopping on Amazon.com, there's an easy and automatic way to support Liberty students at the same time. Amazon's nonprofit arm supports a site called AmazonSmile--which is virtually identical to Amazon in terms of pricing, selection, and convenience. When you check out, 0.05% of your purchase price will be donated directly to the charity of your choice. Simply use your usual login credentials, but via the AmazonSmile address instead (smile.amazon.com). Then, when the site prompts you to select your charity, type "Liberty Elementary Academic Fund" in the search bar.