

*Learn.
Grow.
Lead.*



2026-2027

SCHOOL YEAR

INFORMATION PACKET



**STRONG
COMMUNITY**



**ACTIVE
PARTNERSHIPS**



**SUPPORTING
STUDENTS**



**BUILDING
BRIGHT FUTURES**

Together, we make a difference.



Welcome to the 2026–2027 School Year!

The South Park Elementary Center Parent Teacher Organization (PTO) is excited to welcome you to a new year of learning, growth, and community.

For those who may be new to us, the PTO is a volunteer group of parents, teachers, administrators, and support staff, all dedicated to supporting the education and well-being of our children. We work hard to make the school year enjoyable and enriching for students, teachers, and families alike.

Our mission is to:

- Support the educational and recreational needs of students and staff
- Foster open communication between families, teachers, and administrators
- Encourage school spirit and pride in South Park Elementary Center

We use our time, talents, and resources to help our school community thrive—and we'd love for you to join us! Whether you can give a few hours during the day or in the evening, your involvement makes a real difference. Many hands truly make light work.

We're excited to continue using our PTO website to keep you informed about events, activities, and opportunities to get involved. Our general meetings are held once a month to plan events, organize fundraisers, and share ideas. Together, we can create the best possible learning environment for our students.

Thank you for being part of our school community. Here's to a spectacular year ahead!

The South Park Elementary PTO Board



MEMBERSHIP CONTEST!

WE INVITE YOU TO
BECOME A MEMBER.
OF THE *SPEC PTO.*

BY REGISTERING ON OUR
WEBSITE!



VISIT
WWW.SPECPTO.COM

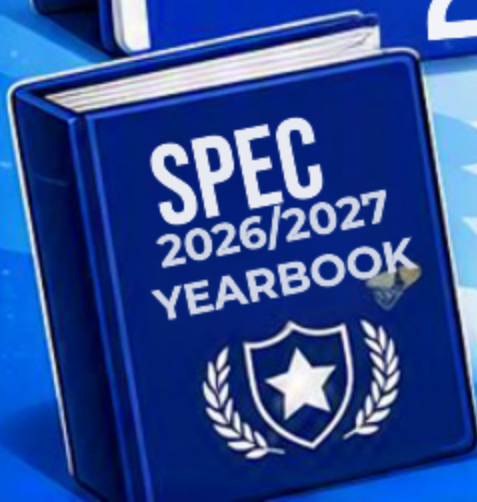
OR



SCAN
THE QR CODE
BELOW

COMPLETE YOUR
REGISTRATION
BY

**SEPTEMBER 30,
2026.**



FIVE LUCKY WINNERS

WILL RECEIVE A 2026/2027

SPEC YEARBOOK!



South Park Elementary Center PTO

Membership Form 2026-2027

The South Park Elementary Center Parent Teacher Organization (SPEC PTO) invites you to become a valued member of our community! Our mission is to enhance the educational experience of every student by funding and organizing enrichment programs, events, and resources. Membership offers parents the opportunity to connect with one another, engage with school staff, and stay informed about PTO initiatives.

Membership Information:

- **Annual Dues:** \$20 per family
- Supports: Classroom celebrations (Halloween, Holiday, Valentine's Day), the Book Fair, Assemblies, GLEE, and more.
- Membership is required to volunteer at PTO events; however, volunteering is optional.

Even if you are unable to volunteer, your membership helps fund activities that directly benefit your child. Our goal is **100% membership**—please help us achieve it!

How to Join:

- Complete online registration and payment at www.SPECPTO.com (under "Forms")
- or return this form with payment by **Wednesday, September 30th**. (checks payable to "SPEC PTO")
- Contact Emily Welsh at emilywelsh1216@gmail.com with any questions!

Contact & Directory Information:

(please print clearly)

Parent/Guardian(s): _____

Telephone: _____ Email: _____

Student: _____ Teacher/Grade: _____

Student: _____ Teacher/Grade: _____

Student: _____ Teacher/Grade: _____

_____ I am joining the PTO and I would like to volunteer. (I am also returning my completed Volunteer Form).

_____ I am joining the PTO but I **DO NOT** wish to volunteer for parties and field trips.

All member names & numbers will be printed in the membership directory unless noted otherwise.

_____ Check here if you **DO NOT** wish to have your information printed in the directory.

South Park Elementary Center PTO
Volunteer Form 2026-2027

Join the Fun – Volunteer with SPEC PTO!

We love having parents involved, and our 2026–2027 volunteer process is designed so everyone gets a chance to participate. Whether it's helping at class parties, joining GLEE events, or chaperoning field trips, there's a place for you!

Here's How It Works:

- Sign up online at www.SPECPTO.com (under "Forms") or return this form by Wednesday Sept. 30.
- Your name will be added to your grade's volunteer list.
- Volunteers are randomly chosen for each event.
- If you can't make it, no problem—you'll stay on the list for the next opportunity.
- Once you've volunteered, you'll take a short break from the list so others can join in. When everyone's had a turn, we start over!

To Be Eligible, You'll Need To:

- Be a PTO member in good standing.
- Have your current clearances on file with the South Park School District.
 - (<https://www.sparksd.org/families/volunteer-clearances>)
- Read and acknowledge the SPEC PTO Volunteer Guidelines.

We can't wait to see you at our events—thank you for making our school community stronger!

Contact Information:

(please complete one form per child)

Student Name: _____

Homeroom Teacher/Grade: _____

Volunteer(s) Name: _____

Email Address: _____ Phone Number: _____

Acknowledgement of receipt SPEC PTO Volunteer Guidelines: _____

(signature needed for all volunteers listed above)

For any questions related to the volunteer process, please feel free to contact Emily Welsh at
emilywelsh1216@gmail.com.

South Park Elementary PTO Code of Conduct

South Park Elementary PTO volunteers are expected to uphold a code of conduct to ensure a positive and productive environment within the school community. This code of conduct generally outlines expectations for behavior, communication, professionalism, and adherence to PTO and school policies.

- **Respect and Courtesy:** Treating everyone with respect. Refrain from any form of discrimination, harassment, or aggressive behavior towards staff, students, and other volunteers.
- **Professionalism:** Demonstrating professionalism in all interactions, maintaining appropriate behavior, speech, and attire while representing the South Park Elementary PTO.
- **Commitment and Reliability:** Honoring commitments, being punctual for assigned tasks, and notifying PTO coordinators in advance if unable to fulfill a commitment.
- **Communication:** Maintaining open and transparent communication with PTO Board Members, Event Committee Members, and school administration, seeking clarification when unsure about tasks or responsibilities.
- **Teamwork and Collaboration:** Collaborating effectively with other volunteers, teachers, and school administrators, fostering a spirit of cooperation and mutual support.
- **Safety:** Prioritizing the safety and well-being of all participants during PTO events, following safety guidelines and protocols provided by the elementary school.
- **Integrity and Accountability:** Acting with honesty and integrity in all PTO activities, reporting any concerns or issues immediately to the PTO Board.
- **Compliance:** Adhering to all school and/or PTO policies, procedures, bylaws, and guidelines.
- **Upholding the PTO Mission:** Being faithful to the educational and character development goals of the school and the PTO mission statement, ensuring these objectives are not compromised.

Failure to comply with the South Park Elementary PTO volunteer code of conduct may result in the loss of volunteer privileges. Violations will be reviewed by the South Park Elementary PTO Board, who will then decide whether to continue granting volunteer privileges. This decision will be documented and communicated to the individual in writing.

South Park Elementary PTO Volunteer Guidelines

All volunteer opportunities:

- You must be a current member in good standing.
- You must have all clearances current and on file with the district.
- You must have your badge to enter the school and volunteer (the office will send you home if you do not have your badge)! If you do not have a badge yet, you will receive it the day of the event from the office. Also bring your photo ID, just in case the school requests it!
- Per SPEC's rule, you are not allowed to bring other children/siblings with you to volunteer.

Homeroom Holiday Parties

- Homeroom parties have 3 parent volunteers for each class
- There are 3 homeroom parties: Halloween, Christmas & Valentine's Day
- If chosen to be a volunteer, your class VP will notify you via email or cell phone. You will then coordinate with the other 2 volunteers how you would like to organize the party.
- ***Volunteers are responsible to purchase all materials for games, crafts, etc. for the homeroom parties.***
- Usually it is 2 games and 1 craft per party. Sometimes the older children would rather only play games, but this is completely up to the volunteers for that party!
- For the games, some volunteers buy small prizes, this is not mandatory, but if you would like to, go for it!
- Teachers will usually have the class split into 3 groups so each student gets to participate in whatever has been planned in rotation.
- The PTO will provide 3-\$5.00 gift cards to each homeroom volunteer group, please hand to the teacher to do a random draw for 3 students. This is in lieu of drinks & snacks.
- For all homeroom parties, please arrive at the main entrance at 2:15 to check in, parties run from 2:30-3:15.
- Although we will have 1 representative from yearbook committee to take pictures of classrooms during parties, if you are a volunteer, please try and take as many photos of all kids and activities so everyone has a chance to be in the yearbook! You can send your photos to yearbookspec@gmail.com, please put description in subject (ex: 1st Grade Halloween Party- Miss Boff)
- The office will email a form to you prior to the party if you would like to take your child home with you as a car rider after the party is over. You can only take the child you are volunteering for with you. If you would like to also take siblings in other classrooms as well, they will be dismissed separately and you will wait in the office for them to be dismissed to you.

PTO Events (Glee Events, Holiday Workshop, Book Fair, etc.)

- Volunteers are to set up, clean up, and assist chair people/teachers with their lesson/activity only.
- Help the chair of the event with any tasks they have given out.

Field Trips

- Must attend 1 general PTO meeting during the school year (before the field trip).
- Must volunteer/participate at one event during the school year (or prior year for fall field trips). Events include:
 - Trunk or Treat
 - Book Fair – Fall or Spring
 - Fall Feast
 - Holiday Workshop
- Field trips are sometimes physical and require a lot of walking, up and down big hills, and carrying lunches. Please make sure you are physically capable.
- Responsibilities of field trip volunteers are to help the teachers with their students to stay together and keep/distribute the student lunches.

*If you have any questions about your clearances, email Todd: todd.naylor@sparksd.org, he can confirm if they are on file or expired. On your volunteer badges, there is a date at the bottom of the card, that is the expiration date of clearances you filled out.



Thank you!

2026-2027 SPEC PTO BOARD CONTACT INFORMATION

Emily Welsh – President

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Jamie Gallegor – Parliamentarian

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