



# Welcome Back to School from the Greenbriar PTO!

Dear Parents,

Hello and welcome to the 2022-2023 school year! We are hopeful that this school year gradually brings back some of our beloved PTO activities. As we have learned, flexibility will be key and we may have to adjust, BUT our goal always remains the same- to provide and create a supportive and caring community for **ALL** of our Greenbriar Greyhounds and beyond.

In this packet you will find information about the Greenbriar Parent Teacher Organization ("PTO"), the programs/activities we sponsor for the benefit of Greenbriar students and their families, fundraising information, and ways in which you can become involved. You will also find instructions for our online registration website, **Paperless PTO** and various other back to school information.

## Key Information for the 2022-23 School Year:

- Check out the PTO website [www.GreenbriarPTO.com](http://www.GreenbriarPTO.com). This is your one stop shop for information, volunteer opportunities, items for sale and much more.
- There are NO paper forms to turn in for PTO Membership, Spirit Wear, etc! Everything can be accessed electronically.
- Spirit Wear Days will be approximately 2 times per month. We are bringing back Pizza days & Dairy Queen/Bundt cakes this Fall!
- Marla's Brown Bag is our sole school lunch program and is available 5 days a week (except for PTO Pizza Days). You can find the link to Marla's below.
- Spirit Wear will be available for purchase online at the beginning of school.

The Greenbriar PTO truly appreciates the efforts, support, and participation of all Greenbriar families and staff. We thank you in advance for your support!

Please see all the pages in this packet for important information.

We look forward to meeting all our new families and seeing everyone soon!

Shelly O'Regan  
PTO Co-President

Lori Green  
PTO Co-President

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

## **Back to School Check List**

**1. Log on to your PAPERLESS PTO ACCOUNT at [www.GreenbriarPTO.com](http://www.GreenbriarPTO.com) and pay for back to school items.**

*Site is LIVE~ Remember to go to the site to purchase PTO membership, birthday signs, pizza & treat days and spirit wear.*

**RETURNING FAMILIES:** Your login will be the same as last year. Please manually update your child's teacher in Paperless PTO once classroom assignments have been sent (MY ACCOUNT > MY STUDENTS). If you have an incoming kindergartener, you can also add them on this page.

**NEW FAMILIES:** Welcome! Your account has been setup for you by our PTO team handling Paperless PTO.

Your login should be your primary e-mail account that was used while registering your child. There is one Paperless PTO account per family.

When you go to Paperless PTO for the first time, click on Forgot my Password, and you can reset your account.

For any questions on your account, please e-mail: [greenbriarptonorthbrook@gmail.com](mailto:greenbriarptonorthbrook@gmail.com)

### **PTO Items:**

- PTO family membership (\$25/family – includes the Paperless PTO App and Fees)
- Student Activity Fund (Suggested amount: \$25 per student) Your tax-deductible donation supports PTO sponsored school activities such as: Field Trips, Welcome Back Lunch for the Teachers, Teacher Appreciation Week, Teacher Wish Lists, and special school events.

### **Also available for purchase through our site:**

- PTO Pizza Day lunches- dates enclosed
- Dairy Queen Blizzard/ Nothing Bundt Cake Treats- dates enclosed
- Birthday Signs – Presale pricing ends 8/19. All sales end 9/2
- Spirit Wear – available for online purchase only. Sample sizes will be at PTO headquarters for teacher meet-and-greet.

ALL ITEMS LISTED ABOVE CAN BE FOUND UNDER THE **"FOR SALE"** TAB ONCE YOU ARE LOGGED IN PAPERLESS PTO.

## **2. Volunteer for PTO COMMITTEES**

Volunteers are essential to the success of numerous activities and events hosted by the PTO. It is our hope to bring back as many of these events and programs as long as it is safe to do so and within District and IDPH guidelines. Please consider signing up for a committee (or multiple committees) to make Greenbriar great!

<https://www.signupgenius.com/go/5080945abae28a0f49-greenbriar>

### **FREQUENTLY ASKED QUESTIONS:**

**What is the PTO and how does it benefit Greenbriar?**

All families and staff in the Greenbriar community are invited to join the PTO. The goal of the PTO is to provide programs, activities and materials to support and enhance the academic curriculum and to enrich the grade school experience for Greenbriar students and their families. We also look to support our teachers throughout the year to give thanks for their amazing work. We truly appreciate and depend on all the parents and teachers who volunteer their time and talents to make our endeavors a success.

Spirit Wear- See our new Spirit Wear items – Remember to order items on the Paperless PTO system.

Birthday Signs –The PTO will put Birthday signs in your yard for your child’s birthday or half birthday (if the child's birthday is in the summer)! Signs are available for purchase through the PTO website. Pre-Sale ends August 19<sup>th</sup> end of day, all sales end 9/2.

PTO Committees – Would you like to get involved but aren’t sure where or how to get started? We can help you find something that fits your time constraints and schedule! There really is something for everyone with both daytime and nighttime activities and events.

A complete description of committees and volunteer responsibilities can be found here:

[https://docs.google.com/spreadsheets/d/1NPoH\\_eGTNMQK9Gr2E99yBocT4zhlw3WmSgcyOUqX\\_68/edit#gid=0](https://docs.google.com/spreadsheets/d/1NPoH_eGTNMQK9Gr2E99yBocT4zhlw3WmSgcyOUqX_68/edit#gid=0)

Paperless PTO– This is access to our Paperless PTO system- This online application contains the Directory and there is an App you can download to your phone! This will be your main site for all things PTO! The PTO system is where one purchases spirit wear, pizza days, blizzard days, and any PTO sponsored items.

### **What does the PTO sponsor or organize?**

\*Art Adventure – Grade specific programs that allow the students to learn about various artists and cultural events that take place throughout the year.

\*Book Fair – Winter opportunity to expand your child’s home library and add new titles to classroom.

\*Fifth Grade Yearbook and Year End activities

\*Marla’s Brown Bag lunch – Marla’s is the lunch provider that Greenbriar uses. See below for Ordering information.

\*Spirit Wear & Spirit Days – The PTO makes Greenbriar wear easy to purchase. and order online!

\* The PTO spends a large amount of time and efforts on teacher recognition and support. Back to school lunches, conference lunches, grants, and so many other programs which happen throughout the year.

### **How does the PTO raise money?**

\*PTO Membership dues: A portion of the **\$25.00 fee per family** covers the cost of our Paperless PTO website, directory and App. The Directory will be accessible only through

the Paperless PTO website or an app on your smartphone or tablet. (No printed directory). In order to receive the App you must be a PTO member and pay the \$25 dues. Membership dues also cover the costs of all Halloween, Holiday and Valentine's Day Class Parties.

**\*Student Activity Fund:** The PTO asks families to donate a suggested amount of **\$25 per child**. 100% of your donation goes directly to helping Greenbriar families in need and funding valued programs like Art Adventure, Science Night, Family Evenings, 5th Grade Celebrations, Field Trips, and many much more. Company matches are also welcome.

**\*Book Fairs, Spirit Wear, Hot lunch program, Pizza lunch, Birthday Signs and Dine & Shares, etc.:** These activities provide additional fundraising dollars in addition to being enjoyed by many families.

### **How do I get involved?**

**\*PTO MEETINGS:** In this packet, you will find a yearlong Calendar summarizing all of the PTO events, including dates for each PTO Meeting. **Everyone** is welcome to join in any and all PTO meetings! **\*Note:** Meetings for the 2022-2023 school year will be held in person with a zoom option for those interested.

**\*VOLUNTEER FOR COMMITTEES:** The PTO is only as strong as its volunteers! Whether you are new or a veteran, please consider volunteering for a committee. It is a great way to get to know the families and staff in the Greenbriar community! Use the Sign-Up Genius link below:

<https://www.signupgenius.com/go/5080945abae28a0f49-greenbriar>

If you have any questions about any roles, please feel free to email Shelly O'Regan or Lori Green. The PTO e-mail account will go to both:  
[greenbriarptonorthbrook@gmail.com](mailto:greenbriarptonorthbrook@gmail.com)

**\*VOLUNTEER FOR ACTIVITIES/EVENTS:** Watch for information in the Greenbriar Gazette or in email blasts from our website throughout the year about how to sign-up for many PTO sponsored activities (i.e. Family Service projects, Art Adventures, etc.).

### **What else do I need to know?**

**\*School Supplies:** If you preordered last Spring, supplies will be delivered to your child's classroom. If you did not pre-order school supplies, the complete list of school supplies can also be found on the Greenbriar website.

**\*Communications:** The Greenbriar PTO will continue to communicate primarily by email, as well as through our Facebook page and the Paperless PTO website.

Paperless PTO: [www.GreenbriarPTO.com](http://www.GreenbriarPTO.com)

Facebook: Be sure to "Like" our page: [www.facebook.com/greenbriarptonorthbrook](http://www.facebook.com/greenbriarptonorthbrook)

# 2022-23 PTO Meeting Dates

## **PTO MEETINGS (Tuesdays)**

### **Meetings will be held in person**

September 13, 2022 @ 8:45 am

October 11th, 2022 @ 8:45 am

November 15, 2022 @ 8:45 am

December 2022 – No PTO Meeting

January 10, 2023 @ 8:45 am

February 14, 2023 @ 8:45 am

March 14, 2023 @ 8:45 am

April 11, 2023 @ 8:45 am

May 9, 2023 @ 8:45 am



## Welcome Back Greenbriar School

REGISTRATION AND ORDERING WILL BEGIN ON August 5th

DEADLINE TO ORDER FOR THE FOLLOWING WEEK is every TUESDAY at 12pm NOON.

### TO GET STARTED

GO to: [marlaslunch.boonli.com](http://marlaslunch.boonli.com) (bookmark that page)

1. Click on Register then Create an Account: School Password for your school: ge331 (case sensitive)
2. Sign In with your username & password
3. To begin ordering click on the calendar date – First Lunch Date is: Monday 8/22

### RETURNING PARENTS

1. GO to: [marlaslunch.boonli.com](http://marlaslunch.boonli.com) (bookmark that page)
2. Sign In with your existing username & password
3. UPDATE YOUR STUDENT(S) PROFILE (Select their teacher/grade)
4. If a student has graduated, select their name & click "remove profile"
5. Once all profiles are updated you can begin placing orders

FIRST LUNCH DATE: Monday, August 22nd

To receive lunch the first week, orders must be placed by Tuesday 8/16 at 12pm.

**PAYMENT INFORMATION** The program accepts payment by Debit Card or Credit Card: Visa, MasterCard & Discover and ACH/ECheck Program

- QUESTIONS: email [marlaslunchinfo@gmail.com](mailto:marlaslunchinfo@gmail.com) or call 224.269.0068
- TECHNICAL SUPPORT (help navigating the site): email [support@boonli.com](mailto:support@boonli.com) or call 800.381.6511

Thank you for participating in our school lunch program!

## 2022-23 Pizza dates

### Thursdays:

September 8, 2022  
September 22, 2022  
October 6, 2022  
October 20, 2022  
November 3, 2022  
November 17, 2022  
December 1, 2022  
December 15, 2022  
January 12, 2023  
January 26, 2023  
February 9, 2023  
February 23, 2023  
March 9, 2023  
March 23, 2023  
April 6, 2023  
April 20, 2023  
May 4, 2023  
May 18, 2023  
May 31, 2023

# 2022-23 Blizzard/Bundt Cake dates

## Thursdays:

September 29, 2022 Blizzard

November 10, 2022 Blizzard

December 8, 2022 Bundt Cake

January 19, 2023 Bundt Cake

March 16, 2023 Blizzard

April 13, 2023 Bundt Cake

May 11, 2023 Blizzard





# Greenbriar PTO Calendar At-A-Glance

## 2022 - 2023

### August

8/6	Kindergarten Meet and Greet	10:00 - 11:00 am
8/16	Meet the Teacher	Kindergarten by Appt 1:30-2:30 grades 1-5
	Staff Back to School Lunch	11:30-12:30
8/17	First Day of School	
9/7	Curriculum Night	6:30-7:30 PM

### September

9/2	Half day of School (School Improvement)	
9/5	No School (Labor Day)	
9/8	First Pizza Day	
9/9	Picture Day	
9/13	PTO Meeting	8:45 am
9/21	Greyhound Gathering	5:00 - 6:30 pm
9/22	Greyhound Gathering Rain Date	
9/22	Pizza Day	
9/26	No School	
9/29	Blizzard Day	

### October

10/5	No School	
10/6	Pizza Day	
10/11	PTO Meeting	8:45 am
10/12	Parent Teacher Conferences	4:00PM- 7:30 PM
10/13	Half Day of School/ Parent Teacher Conferences	1:00 - 8:00 pm

10/14 No School- Teacher Institute Day  
10/20 Pizza Day  
10/31 Halloween Parade and Classroom Parties

## November

11/3 Cultural Fair 6:00 - 7:30 pm  
11/3 Pizza Day  
11/8 No School- Election Day  
11/10 Blizzard Day  
11/15 PTO Meeting 8:45 am  
11/17 Pizza Day  
11/21 – 11/25 NO SCHOOL – Thanksgiving Break

## December

\* NO PTO Meeting \*

12/1 Pizza Day  
12/8 Bundt Cake Day  
12/9 Winter Sings & Book Fair  
12/15 Pizza Day  
12/16 All School Pajama Day  
Classroom Holiday Parties  
12/19 NO SCHOOL – Winter Break

## January

1/3 SCHOOL RESUMES  
1/10 PTO Meeting 8:45 am  
1/12 Pizza Day  
1/13 Half Day of School- Institute Day  
1/16 NO SCHOOL - MLK Jr. Day  
1/19 Bundt Cake Day  
1/26 Pizza Day

## February

2/9	Pizza Day	
2/14	PTO Meeting	8:45 am
2/14	Classroom Valentine's day Parties	
2/15	Full Day of School- Evening Parent/Teacher Conferences	4:00-7:30 pm
2/16	Half Day of School- Evening Parent/Teacher Conferences	1:00- 8:00 pm
2/17	No School	
2/20	NO SCHOOL – Presidents' Day	
2/23	Pizza Day	
2/28	Family Service Night	6:00 - 7:00 pm

### March

3/9	Pizza Day	
3/14	PTO meeting	8:45AM
3/15	Science Night	6:00 - 7:00 pm
3/16	Blizzard Day	
3/23	Pizza Day	
3/27	NO SCHOOL – Spring Break	

### April

4/3	School Resumes	
4/6	Pizza Day	
4/7	No School	
4/11	PTO Meeting	8:45AM
4/13	Bundt Cake Day	
4/20	Pizza Day	
4/26 - 4/27	5th Grade Musicals	7:00 - 8:00 pm

### May

5/1-5/5	Teacher Appreciation Week	
5/2	Teacher Appreciation Lunch	
5/4	Pizza Day	
5/9	Last PTO meeting	8:45AM
5/11	Blizzard Day	

5/18	Pizza Day	
5/24	County Fair	5:30 - 7:30 pm
5/25	County Fair Rain Date	
5/29	No School- Memorial Day	
5/30	Field Day	
5/31	Field Day Rain Date	
5/31	Pizza Day	

**June**

6/1	Last Day of School- Half Day	
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