

# Have a question about Shepard?

Check below for answers to the most commonly asked questions to the PTO:

## **MEMBERSHIP/MEMBER DI:**

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### **Q How do I sign up for membership? What does it include? How long is it?**

(<https://paperlesspto.keritech.net/Spd/custompage.cfm?cpid=1873>)

- Go to [www.shepardpto.com](http://www.shepardpto.com)
  - Login or create account.
  - After you create an account, go to "For Sale" and purchase your membership.
  - You will then receive an email with your personal directory access registration key.
  - Download Paperless PTO on your smartphone.
  - Members receive access to our online directory and Paperless PTO app, can purchase PTO events at an advance purchase member discount rate, and more.
  - Membership is valid for one school year only. You must re-join every year.
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### **Q Why do I pay a membership?**

The PTO is a nonprofit volunteer-run organization that provides educational programs and items to Shepard Middle School. We rely on membership support as we continue to enhance our school for all our students. (Examples of items purchased recently include: furniture & portable PA system, digital scales, items for the LC and STEM program.)

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### **Q How do I check if I purchased an item already on the PTO website?**

Login to your account on our website. Go to "My Account" on the red banner. You have access to your orders, profile and directory/directory entry profile. You may view or edit your account at anytime.

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### **Q Why is my child not in the directory?**

Only members' student(s) are listed in the PTO online directory. This directory may also be printed directly from the website.

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### **Q How do I get a refund for an item/event I purchased online by mistake?**

On the PTO website homepage, click on HELP the select contact Shepard PTO and request a refund. Please include your order number, student name, parent name and item purchased.

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### **Q How do I print or download a copy of my class from the directory?**

Login to your PTO account. Select: My Account, view Shepard Directory or Class Directory, print download

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### **Q I can't find the email with my app registration?**

Login to your PTO account. Under My Account, scroll down to My Directory App and your current registration key will be listed on this page.

## **FAMILIES IN NEED PROGRAM:**

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### **Q If I need financial assistance for PTSO items or services how does my student qualify? Who do I contact?**

- All matters related to financial assistance are handled with confidentiality. There are a few ways to qualify for financial assistance. One way is through the district and those participants also qualify for some PTSO items. The principal and the PTSO Treasurer will contact you regarding details.
- If you do not qualify under the district's financial assistance program, but circumstances arise where your family needs help in order to participate in school/PTSO activities, you may still contact the principal or Shepard PTSO Treasurer at [shepardmiddleschooltreasurer@gmail.com](mailto:shepardmiddleschooltreasurer@gmail.com). Qualification is a case-by-case basis and all inquires are confidential.

### **Q How can I help a family in need?**

- The best way to help a family in need is to donate to the PTSO Families in Need Fund. We collect money throughout the year so we can help families who may be struggling with unforeseen circumstances. This item is located on our website. Login to [www.shepardptso.org](http://www.shepardptso.org) and select "For Sale" and scroll down to "Donation – Families in Need". Proceed to check out accordingly.
- If you know a family that may be experiencing a hardship, please have them contact the principal and our Treasurer ([shepardmiddleschooltreasurer@gmail.com](mailto:shepardmiddleschooltreasurer@gmail.com)) directly, as she is happy to talk to the parent in confidence.

## **VOLUNTEERING:**

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### **Q How do I volunteer for a PTSO Committee?**

While some committees are full, we welcome all volunteers. Email us at [shepardptso@gmail.com](mailto:shepardptso@gmail.com) and we will help you find an opportunity that fits your interest, or go to [www.shepardptso.org](http://www.shepardptso.org) and select volunteer sign-up on the red banner on the home page. For a complete list of our committees, along with a description select "VOLUNTEER INFORMATION" or click <http://www.shepardptso.org/Spd/custompage.cfm?cpid=1852>

### **Q Are there any opportunities to volunteer in the school?**

There are limited opportunities to volunteer at school. Here are a list of events to watch for that may have in school volunteer opportunities:

- Cardboard Challenge (Fall)
- World Culture and Diversity Fair (Spring)
- Book Fair at Barnes and Noble (December)
- Reality 101- 7th grade/201- 8th grade
- Treat Day Bake Sale (1st Wednesday of each month.) Contact Terry Weiner at [www.weinterfamily@sbcglobal.net](mailto:www.weinterfamily@sbcglobal.net)
- Special Lunch website (<https://ptgms.com/schools/dps109/shepard//login.php>) for volunteer opportunities.

Or go to "volunteer sign-up" on our website.

## **MISCELLANEOUS:**

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### **Q Where can I find important dates:**

Important district dates are on the district website [www.dps109.org](http://www.dps109.org) and school/PTSO dates are located on our calendar at [www.shepardptso.org](http://www.shepardptso.org)

### **Q Can anyone attend the PTSO meetings and when are they?**

Anyone can attend PTSO meetings. They are held on select Thursday afternoons at 2 pm at Shepard. See the calendar on our website.

### **Q What is special lunch and how do I sign up?**

Special lunch is a Shepard PTSO fundraiser and service offered to all PTSO member students. Go to our website for link to special lunch ordering and more information. Special Lunch is managed by Robin Bear at Lunch Solutions.

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**Q Where do I purchase Spiritwear?**

Spirit wear is available for a limited time online only. Stay tuned for ordering link to spirit wear vendor on the PTSO website.

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**Q If I didn't order school supplies in the spring, where can I find the school supply list?**

Go to "More Info" on Red Banner in our home page or click: <http://www.shepardptso.org/Spd/custompage.cfm?cpid=2159>

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**SPARTAN DAY AND PTSO SALE ITEMS:**

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**Q What items are for sale by the PTSO online?**

Online website will open sometime in August. Stay tuned for more information. See "Recommendation" chart below for sale items.

**Recommended Purchase of PTSO Items for Sale By Grade**

Item	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
MEMBERSHIP	yes	yes	yes
DONATION: Families in Need	yes	yes	yes
DONATION: Legacy Book	yes	yes	yes
Teacher/Staff Holiday Gift Fund	yes	yes	yes
Deerfield Discount Card	yes	yes	yes
Locker Ladder	yes	maybe	maybe
6 <sup>th</sup> Grade Bash*	yes	-	-
6 <sup>th</sup> Grade Social Dance*	yes	-	-
Nightlife (December)*	yes	maybe	-
Nightlife (March)*	yes	maybe	-
8 <sup>th</sup> Grade Graduation Event – Graduates*	-	-	yes
8 <sup>th</sup> Grade Graduation Dinner*	-	-	yes

- NOTE: Membership fee helps support PTSO programs and educational purchases that provide benefits to the entire Shepard Middle School community. Membership includes access to directory and 2 apps, weekly newsletter, \*member advanced purchase rate for PTSO events, and more.
- Special Lunch and Spirit-wear – see online link at [www.shepardptso.org](http://www.shepardptso.org)
- Yearbook is not a PTSO sponsored item. However, we recommend purchasing from the school's vendor on the sale date as extra copies may not be available. Link available on our website for your convenience
- \* 8th Grade graduation items will be sold at a later date. Stay tuned!

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**Q What is Spartan Day?**

Spartan day (formerly known as fee day) takes place in August, before school starts, and is run by SMS (not the PTSO).

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**Q Where do I pick up pre-ordered school supplies? Where do I pick-up pre-ordered locker ladder?**

The PTSO will distribute school supplies and other miscellaneous items (locker ladders/Deerfield Discount cards) at Spartan Day.

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**Q What if we can't attend Spartan Day?**

Contact the SMS office. Pre-purchased school supplies not picked up at Spartan Day will be available for pick-up in the office.