

GREETINGS SHEPARD MIDDLE SCHOOL FAMILIES AND STAFF!

We're looking forward to another great school year & are busy preparing for our August 20th start.

PTSO ONLINE E-STORE OPENS ON TUESDAY, AUGUST 7th

We strongly encourage you to place orders for PTSO items and register for PTSO sponsored events online, before Spartan Day on August 10th. The following items are available for purchase:

- PTSO membership*
- 6th Grade Bash; 6th Grade Nightlife,; 6th Grade Social Dance; Locker Ladders
- Deerfield Discount card (To be delivered at later date); SMS car magnet
- Donate a book to Learning Commons; Families in Need Fund Donation
- Teacher/Staff Holiday Gift Fund

We are once again using the PaperlessPTO, and your PTSO Membership includes registration for the PaperlessPTO app (directory), access to directory, PTSO weekly updates, discount membership rates for advance purchase of PTSO sponsored events, and more. Registration instructions are available on our website <https://paperlesspto.keritech.net/Spd/custompage.cfm?cpid=1873>

***WHY JOIN SHEPARD PTSO:** Join to help support your child's school experience and enhance life at Shepard. The SHEPARD PTSO relies on membership fee donation in order to provide programing, sponsor events, and purchase educational items for our school that would otherwise not happen without the PTSO. *We do NOT have an annual fundraising event and membership dues are a main source of fundraising* . Help us reach our goal of 100 percent family participation/membership!

What does the PTSO Fund: Last year, thanks to our membership support, the SHEPARD PTSO was fortunate to have the funds to purchase many things that benefited all the students, including: **Furniture for the Special Education rooms, track and field uniforms, portable PA system, digital scales in science labs, Career Fair, Cardboard Challenge, Drone and support for STEM lab, & much more.**

SPARTAN FEE DAY IS FRIDAY, AUGUST 10th (9am-12pm / 4pm-6pm)

ALTERNATE FEE DAY IS WEDNESDAY, AUGUST 15TH (3:30-5:00)

PTSO volunteers will be there to distribute pre-ordered school supplies (only), locker ladders, and Shepard magnets. Additionally, students can walk their schedules, and pick up District items (gym uniforms and locks) from the Shepard staff. If you can't make it **to either of the Spartan Days**, please contact the office to schedule a time to pick-up your pre-ordered school supplies and other items. If you did not pre-order school supplies, see our website for a complete list:

<http://www.shepardpto.org/pto/members/documents/Shepard%20school%20supplies.pdf>

SPECIAL LUNCH ORDERING OPENS FRIDAY, 8-10-18 (On PTGMS - Separate Website:

<https://ptgms.com/schools/dps109/shepard//login.php>): Shepard special lunch is managed by Robin Bear and Lunch Solutions. Our favorite vendors will be returning in addition to several new ones. The registration instructions (attached) and link is available on the PTSO website and lunch website.

Please check out our website at www.shepardpto.org for a calendar of upcoming events, descriptions of programs & events, volunteer opportunities as well as FAQ's.

Paige Farber and Steffanie Pinsky, Shepard PTSO Co-Presidents

SHEPARD PTSO MEMBERSHIP & ESTORE - INSTRUCTIONS

Signing up is simple. In order to activate your account, you must:

1. Access the Shepard PTSO website at www.shepardptso.org.
2. For **returning** families, click “login here” under prior email address and password or click “forgot password”.
 - * Verify your account information on your Dashboard.
 - * To make changes:
 - Go to My Profile to add a second parent or update account information already entered.
 - Go to My Info-- My Students then press Add Students, if you have a student new to Shepard. (Make sure to click on “Save Students”)
3. If you are **new** to Shepard PTSO, click on “Create New Account” on the right side of the home page.
 - Complete your information and create/confirm password.
 - Go to My Info—My Profile to add a parent or update any information, including cell phone.
 - Go to My Info --My Students then press Add Students, if you have a student new to Shepard. (Make sure to click on “Save Students”)
4. To Purchase PTSO Membership, go to **red bar** at top of page and select **For Sale** menu. Add PTSO Membership and click Add To Shopping Cart.
5. Complete your purchase by using Visa, MasterCard or Discover or check.
6. Purchase other PTSO items, go to **red bar** at top of page and select **For Sale** menu from the title bar, scroll down to **PTSO ONLINE E-STORE** and then select items for sale. Choose your items and click Add to Shopping Cart.
7. Complete your purchase by using Visa, MasterCard or Discover or check.
8. To Purchase event items available for purchase **without membership** (non-member rate), select **For Sale on red bar**, and select “Non-Member Purchases”.

After you join the PTSO you will receive an email containing your Registration Key and instructions to download the Paperless PTO app so you can access the directory from your mobile device.

NOTE TO NEW FAMILIES: If you already have the Paperless PTO application on your mobile device, simply tap on *Settings* and then *Account Setup* to enter the new Registration Key. Shepard will then be added to your current list of schools.