



901 Pennsylvania Avenue  
Oakmont, PA 15139

## Welcome Back Tenth Street Teachers!

Here is some helpful information pertaining to the PTO.

- The PTO would like to thank you for your hard work. As a token of our appreciation, a teacher supply fund has been established. Each teacher can submit for up to \$100 of reimbursement for classroom items.
  - A copy of the reimbursement form that must be submitted to the treasurer is attached.
  - A copy of your receipts must accompany your reimbursement form. We ask that you retain all original receipts.
  - We request that these funds be used for items other than basic classroom materials that can be purchased through the school district's funds.
  - Please submit all reimbursement forms and receipts to the PTO Treasurer's mailbox by June 1, 2020.
- The PTO subsidizes field trips and in-school assemblies. If you have suggestions for something new or of interest to others, please let us know through the PTO mailbox. The PTO will also consider helping with grade level projects (for example, we have been helping with the 4<sup>th</sup> Grade memoir project), so please do not hesitate to ask for help to further your ideas. We do ask that you submit a request to the PTO for these funds so that approval can be voted upon at our monthly meetings.
- The PTO has its monthly meeting on the 2<sup>nd</sup> Tuesday of the month. (Occasionally, the 2<sup>nd</sup> Tuesday is not available, so please check the school calendar for exact dates.) All are welcome to attend, although we understand this makes for a long day. The parents really appreciate your interest and time, and enjoy meeting teachers from different grade levels.

If anyone would like to speak at one of our PTO meetings, to present any ideas or suggestions, please contact me to make arrangements. [PTOTenthStreet@gmail.com](mailto:PTOTenthStreet@gmail.com)

- If you ever need extra help with classroom collections, projects, etc., let the PTO know and we can refer someone from our volunteer lists.

Thank you for all you do for our students and school! Tenth Street would not be the wonderful school that it is without the care and attention of people like you.



Kristen Hemingray  
PTO President  
[PTOTenthStreet@gmail.com](mailto:PTOTenthStreet@gmail.com)  
412-626-8464



901 Pennsylvania Avenue  
Oakmont, PA 15139

## \$100 Teacher Fund

The \$100 Teacher Fund is provided by the PTO to supplement classroom related supplies or expenses. Please attach a copy of your receipt(s) to this form and submit your request to the PTO Treasurer's mailbox by June 1. Please contact [TreasurerTenthStreet@gmail.com](mailto:TreasurerTenthStreet@gmail.com) with any questions.

Date of Request	
Date of Purchase(s)	
Teacher's Name	
Make Check Payable To	Name:  Address:   Phone:  Email:
Expense Detail	
Total Amount Requested	

TREASURER USE ONLY	
Date Issued: _____	Check #: _____ Check Amount: _____
Confirmation # (If applicable): _____	