



Dear Families,

We hope you have all had a healthy and safe summer. We want to be the first to welcome you back to the 2020/2021 school year. No matter what it looks like this school year will be filled with great learning and community opportunities for our little Longhorns. The PTO is actively brainstorming safe and creative ways to keep as many events and traditions as possible up and running as long as we need.

The PTO has always been a big contributor to Longfellow. Last year the PTO funded the new door wrap in the school vestibule and renewed the school's Reflex Math subscription. The PTO also helps teachers obtain classroom supplies and sponsors assemblies and guest speakers along with putting on our annual Day of Kindness before Winter Break. The PTO also helps coordinate many fun Longhorn traditions like the Back to School Bash, Book Fair, Bingo Night and Movie Nights. While these may end up looking a little different this year or being postponed to a later date, I assure you we are working hard to make sure our students are excited to be Longhorns.

Attached you will find a form and instructions on how to join the Longfellow PTO. Your membership dues and support are key drivers in the success of all the programs and initiatives listed above. Completing the registration in Membership Toolkit will help ensure you receive all the PTO update emails and have access to contact information for classmates. We look forward to meeting you all at our first PTO meeting of the year (virtually) on September 3rd at 7pm.

1. **Membership Toolkit Instructions** – **NEW FAMILIES ONLY:** Following the set-up instructions enclosed and you will be granted access to the online school directory and the online school store. The school store is used to pay for almost all PTO sponsored events. It takes just minutes to set up and is a convenient way to pay and look up contact information for students, parents, faculty and staff.
2. **PTO Membership Application** – Information about annual PTO membership is available here. Dues can be paid through the school store!

Sincerely,

Your PTO Board

Emilie Gordon – President
Alison Lally – Vice-President
Jen Lasek – Treasurer

OUR PTO NEEDS YOUR HELP!

Your membership
dues support:

Assemblies
Classroom Activities
Directory
Education Needs
Much much more throughout the school year!

\$12 per family (cash or check payable to Longfellow PTO)
Pay Online via PTO Store: Go to www.longfellowpto.net, "Payment" tab
or via longfellowschool.membershiptoolkit.com

To Verify Payment Received:
Please log on to longfellowschool.membershiptoolkit.com – "My Account – Previous Orders"
From Mobile Phone – Please Use the App.
(Please be sure to install the Membership Toolkit app from either [Itunes](#) or [Google Play](#))



\$12 PTO MEMBERSHIP FEE (Per Family) – Return by 9/11/20

** For Cash/Check Payments Only**

Please return the bottom half of this form in an envelope labeled "PTO Membership"

Please Clearly Print Family Last Name



Access the Online Directory & PTO Store

For the 2020/2021 the PTO will continue to use **Membership Toolkit** for our Directory, Online Sales and Communications.

Once you create a Membership Toolkit Account, you will have access to the online directory and be able to make online purchases at the PTO Store.

New families will need to follow the set-up instructions below. Returning families, we ask you review and confirm all of your contact and student information.

Here's what you need to do for set-up:

- Go to longfellowschool.membershiptoolkit.com
- Select "**Create Account**" and fill in the name, email, and password information.
- Click "**Verify My Email**" and then check your email for a link to complete the process.
 - The link expires in 2 hours. If you do not receive the email, check your spam or junk folders
- Once you have verified your email address, log back in and finish the registration process.
- Complete the **Directory Confirmation**.
- Complete the **Directory/Publish Preferences**.
- Once these forms are complete, you will be presented with **PTO Store** to purchase such items as Membership and much much more, all in one convenient place!

NOTE: Once the Primary Account is set up, the Primary User can "invite" other email addresses to access his/her account. This allows the Secondary User to have their own login information, but still have access to the family account.

Questions? Please reach out to the PTO Board at bglongfellowpto@gmail.com



Be sure to download the Membership Toolkit Mobile

App.

