



The Oak Leaflet

A Publication of the Oak Street School PTO



UPCOMING DATES

Friday, June 10 – End of Year Social, 5:30-7:30pm

Tuesday, June 21 – 1:00 dismissal

Wednesday, June 22 – 1:00 dismissal/LAST DAY OF SCHOOL

Thank you for donating to “Jiggles for Japan”. We raised \$300 for the Red Cross!

END OF THE YEAR SOCIAL

Friday, June 10th is the END of the YEAR SOCIAL from 5:30-7:30pm at the lower playground. DJ Steve will keep the kids busy with music/games, so pack a picnic or pick up a pizza and come out!!

ALL OAK STREET LIBRARY BOOKS ARE DUE TODAY, June 3!

If your child did not return their library books, please encourage them to find the books that are due over the weekend and return them on Monday, June 6. Thank you so much for helping your children be responsible library patrons!

THANK YOU VOLUNTEERS

The PTO Board would like to thank all of its committee chairs and volunteers at our last meeting and brunch. Kindly join us on Friday, June 10th at Chris Corrigan’s house (35 Culberson Road) at 9:30. We will conduct a bit of business and nominate and install the new Board. Please RSVP to Chris at cpcorrigan@optonline.net.

COMMITTEE CHAIRS NEEDED

The following committees need chairs: Craft Night, Directory (Co-Chair), End of the Year Social, Family Reading Night, 5th Grade Baking Committee, 5th Grade DVD, Immigration Day (Co-Chair), Movie Matinee, Pet Day, School Sign, R.I.S.E. Rep., Historian for grades K,2,3. Please consider volunteering your time to keep these great programs alive! Contact Christine Ziegler at cugz@optonline.net with questions or to volunteer.

PTO REIMBURSEMENTS!

Thank you to all volunteers & staff members who have helped on PTO committees this year. All reimbursement requests should be submitted within two weeks of your event or by the last day of school, whichever comes first. Our fiscal year is ending soon, so don't delay! Requests should be submitted to: Kathy Krell, c/o Cameron Krell 3-V. Please include the reimbursement form (attached) and all associated receipts and your request will be handled promptly. Questions, contact Kathy at kkrell@mindspring.com. Thank you!

DIRECTORY UPDATES

Please email any changes to your current directory listing to Jen Staples at staplesfive@hotmail.com anytime between now and August 15th. Student grades and teachers will automatically be updated. Also, if you are interested in being the Directory Chair for the 2012-13 school year, please consider becoming a co-chair in the 2011-2012 school year so that you can learn the process. The bulk of the directory work is done in August and September and can be done at your own home computer. Contact Jen if you are interested or if you have any questions.

SERVICE PROJECT FOR THE HEARTS FOR HONDURAS SCHOOL

This summer, Miss Foy and Miss Malone will return to volunteer at the Hearts for Honduras School in La Entrada, Honduras. The students in this impoverished community are in need of backpacks. If you have any gently used backpacks which you would like to donate, please drop them off with Miss Malone or Miss Foy anytime between now and June 23rd. They will be delivered to a grateful child during this year's trip!

**OAK STREET SCHOOL PTO
REIMBURSEMENT & CHECK REQUEST FORM**

Please complete the form below and send it with all invoices/receipts attached to the Treasurer for payment. Requests can be sent through your child's backpack in an envelope addressed to the "PTO Treasurer" or to her home address: Kathy Krell, 148 Childs Road, Basking Ridge, NJ 07920. Request for reimbursement: The request must be **made within two weeks of your event** and should fall within the approved budget for your event. Copies of all itemized receipts must be attached, as per our accountant's guidelines.

Request for check as payment to a vendor: If a check is needed as an advance payment, please make the request no **less than 1 week prior to the payment due date** and include a copy of the invoice.

Notes: *This form must be signed and itemized receipts/invoices must be provided in order for your reimbursement request to be processed.* Tax exempt forms may be found in the school office and should be provided to merchants, especially for large expenses.

Thank you for your work on behalf of the OSS PTO. Questions, please email Kathy Krell at kkrell@mindspring.com.

DATE: _____ **PTO COMMITTEE:** _____

I hereby request payment/reimbursement for the following expenditures made by me or my committee.

DETAILED DESCRIPTION OF ALL ITEMS PURCHASED	AMOUNT
_____	_____
_____	_____
_____	_____
TOTAL _____	

MAKE CHECK PAYABLE AND SEND TO (INCLUDE STREET ADDRESS OR YOUR CHILD'S NAME/TEACHER TO SEND VIA BACKPACK):

SIGNATURE: _____

(Please do not write below this line)
APPROVED: _____

CHARGE TO: _____

DATE PAID: _____ **CHECK #:** _____

SIGNATURE OF TREASURER: _____