

SMA Room Parent Manual 2011-2012

September, 2011

Dear Room Parent:

Thank you for your commitment as Room Parent for your child's class. We have a great school community and our parental involvement directly benefits our children and our SMA community.

You will serve as the communication link between the PTO and your class as well as between your child's teacher and the other class parents for class activities and school functions. We want to continue our goal of "continual and regular communication" in an effort to promote and support all school activities and events. To foster that communication we have compiled an information packet that will streamline your job as main communicator, and help keep everyone in your class informed. This document can be downloaded at:

<http://www.stellamarisacademy.org/parents/room-parent>.

Enclosed please find a "calendar" of events that will require organization and/or volunteers and guidelines for school activities and teachers' gifts.

The one favor that is asked of all room parents is that **at least one representative per class is present at each PTO meeting**. The meetings are held the second Tuesday of each month at 8:15 a.m. in the school office meeting room.

Your Room Parent Coordinator for the 2011-2012 year is:

Jennifer Bonakdar (858) 657 9187

Thank you in advance for all of your time and support. Please feel free to contact us with any questions, concerns or suggestions.

Sincerely,

Jennifer

Room Parents for 2011- 2012

- K. Julie Moreau cjmoreau@sbcglobal.com
- 1. Therese Goldman Theresegoldman@yahoo.com
- 2. Cat Guillermo catguillermo@gmail.com
- 3. Jennifer Bonakdar yllodaisy@hotmail.com
- 4. Nina Foxx Nina@ninafoxx.com
- 5. Lillian Nadhir lulus1973@yahoo.com
- 6. Julie Doody jdoody@roadrunner.com
- 7. Francesca E. jfbf@yahoo.com
- 8. Lisa Tooman lhtooman@earthlink.net
- CarmenOrtega cortega2@san.rr.com

ROOM PARENT RESPONSIBILITIES

The Head room parent is the primary point of contact and coordinates activities. However, that does not mean the head room parent is the only parent responsible for the execution of activities. We recommend the divide and conquer approach. Request that different parents sign up for specific responsibilities so no one individual feels overwhelmed. By getting everyone involved we will all be able to have a fulfilling and enjoyable year!

The following list gives you an idea of what room parents are responsible for:

1. Interface with the teacher: plan parties, field trips, help in any way, big or small.
2. Be a liaison between parents, teacher, and PTO. A parent from each class is requested to attend the monthly PTO meetings and report any pertinent information back to your classroom parents. The meetings are generally held on the second Tuesday of every month at 8:15 am in the School Office meeting room.
3. Organize parent volunteers to support PTO events - especially the Annual Gala event.
4. Organize cards and gifts: Teacher (Teacher Appreciation, Birthday, Christmas and End of Year), Assistants (if applicable, Christmas and End of Year), Mrs. Lowell (Principal Appreciation Day), and Father Rafferty (Pastor Appreciation Day).

Communication Tips:

The Wednesday weekly notices are sent via E-Mail. If you would like to submit an item for the Wednesday Notice please send an email to Anne Noya no later than 3:00 p.m. the Monday prior to the Wednesday Notice distribution.

PTO Web page: To have items posted on the PTO web page, please submit documents to Julie Hollis no later than 3:00 p.m. 2 days prior to the posting date.

Parish Hall: All events requiring use of the Parish Hall must first be cleared on the church calendar. To do this, contact the church office at 454-2631. If maintenance staff services are needed please let the Church office know what is required.

ANNUAL CALENDAR 2011-12

September

- 9-1 School starts
- 9-7 Back to School Coffee in Parish Hall after Drop Off
- 9-9 Faculty Lunch sponsored by 8th Grade
- 9-16 Spell-a-thon Kick-off
- 9-22 New Family Reception 6:00 pm; Back to School Night 7:00
- 9-21 Ice Cream Social Jr. Yard 2:00 – 2:45
- 9-23 School Holiday- Teacher In-Service Day
- 9-28 Ice Cream Social Sr. Yard 2:00- 2:45
- 9-30 Family Fun Night Junior Yard 6-9pm-Hosted by the 8th Grade

October

- 10-5 School Picture Day-Mass Uniform
- 10-7 School Holiday – Teacher in-service
- 10-10 School Holiday Columbus Day
- 10-11 PTO mtg. 8:15 a.m. and room parent breakfast in the Parish Hall
- 10-12 School Picture Make Up Day
- 10-14 Faculty Lunch sponsored by 7th Grade
- 10-14 Spell-a-thon Testing
- 10-26 Fall open house
- 10-28 Student holiday Teacher in-service day

November

- 11-1 All Saints Day Procession 9:15 (children dress as Saint)
- 11-8 PTO mtg. 8:15 a.m. in School office Conference Room
- 11-18 Thanksgiving Baskets due in school office
- 11-22 Thanksgiving Break begins; back to school 11-28

December

- 12-2 Faculty Lunch sponsored by 5th Grade
- 12-4 La Jolla Christmas Parade – SMA Float 2pm
- 12-13 PTO mtg. 8:15 a.m. in School office Conference Room
- 12-15 SMA Christmas Program, 1:00 and 6:00 pm in Parish Hall
- 12-19 Christmas Break begins (12:30 dismissal on Friday, Dec.16)

January

- 1-3 School Resumes
- 1-6 Faculty Lunch sponsored by 4th Grade
- 1-10 PTO mtg. 8:15 a.m. in School office Conference Room
- 1-16 School Holiday Martin Luther King Day
- 1-29 SMA Open house
- 1-30 Catholic Schools Week begins, Principal Appreciation Day
- 1-31 Pastor Appreciation Day

February

- 2-1 Teacher Appreciation Day
- 2-2 Student Appreciation Day/International Lunch
- 2-3 Grandparents' Day
- 2-3 Faculty lunch sponsored by 3rd Grade
- 2-11 Annual Star Gala Fundraiser
- 2-14 PTO mtg. 8:15 a.m. in School office Conference Room
- 2-20 School Holiday-Presidents Day

March

- 3-2 Faculty Lunch sponsored by 2nd Grade
- 3-9 School Holiday
- 3-10 2nd Grade First Reconciliation 10:00 am
- 3-13 PTO mtg. 8:15 a.m. in School Office Conference Room
- 3-16 Faculty Lunch sponsored by the 6th Grade
- 3-22 Family Math Night 6-7pm

April

- 4-5 Holy Thursday 12:30 Dismissal
- 4-6 School Holiday- Good Friday
- 4-9 Easter Vacation April 9-13
- 4-17 PTO mtg. 8:15 a.m. in School Office Conference Room
- 4-20 Faculty Lunch sponsored by 1st Grade

May

- 5-4 May Crowning 10:30 (bring flower to adorn Mary) and SMA Mass 11:15 a.m.
- 5-4 Faculty Lunch sponsored by Kindergarten
- 5-8 PTO mtg. 8:15 a.m. in School Office Conference Room
- 5-12 2nd Grade First Communion 9:00 am and Reception hosted by 3rd Grade
- 5-23 Art show/Band concert in Parish Hall
- 5-28 School Holiday Memorial Day
- 5-31 SMA Talent show 12:45-2:45

June

- 6-1 Faculty Lunch hosted by PTO
- 6-6 K-3 Poetry Reading in Jr. Yard
- 6-8 8th Grade Graduation 4:00 pm and Reception following
- 6-12 PTO mtg. 8:15 a.m. in Admin Building Conference Room
- 6-14 Last Day of School 12:30 Dismissal

ANNUAL EVENTS

Back to School Night and New Family Reception, September 22: All parents are invited to attend Back to School Night. The evening begins in the parish hall where Mrs. Lowell will provide highlights of the new school year and introduce the teachers, PTO President, Board President, Dad's Club President, and Gala Chair. Immediately following, parents proceed to their children's classrooms, where they are able to meet their children's teachers. A reception is held prior to the meeting from 6-7pm, for new parents and their "mentor" families. Sorry NO children.

Family Fun Night- Friday, September 30: 6:00 – 9:00 pm: An Annual event hosted by the 8th Grade. This is an evening of relaxation and fun for the entire family and a great way to bring the SMA families together to kick off the new school year. A group called Maximum Impact will provide non-stop dancing, games, and fun activities and the PTO will provide the food and drinks. Volunteers are needed for planning, coordination, set up and clean up. Please contact :Jennifer Bonakdar at (619) 804 8611 to volunteer.

Spell-a-Thon, October 14: During the third week of school, the children are given a list of words (Kindergarteners receive a list of questions) that they will have to spell on Spell-a-Thon Day, October 14. The goal is to raise money for SMA, and we are being asked to contribute to the event or solicit outside monetary support. All collections are due October 31. We need parental volunteers to help organize the folders, correct the tests, and count the money. To volunteer, please Contact Rosie Haggerty (858) 459-7447.

All Saints Day procession, November : Instead of dressing up for Halloween, the kids dress up as a chosen Saint. There is an assembly at which the Saints will be discussed, then a procession around the block to show off the costumes. This event will take place on November 5 following morning drop-off.

Thanksgiving Baskets, November 18: Each year Mrs. Lowell identifies families in the San Diego area who are in need. Thanks to the generosity of the SMA families a basket is given to these families who provide the ingredients for a special meal to celebrate the Thanksgiving holiday. Each class takes responsibility to prepare one basket of food. (Baskets will be provided.) Room moms can assign one to two volunteers to handle the shopping, preparing, and wrapping of the baskets, or each class can make this a class project and have individual students bring in items. All baskets should be in the school office by November 18, 2011. Please contact

Thanksgiving Basket Contents. Each recipient family should receive the items listed below to make a complete dinner. No variations please.

2 boxes stuffing	1 box corn muffin mix	1 piecrust/Graham Cracker
2 cans gravy	2 boxes mashed potatoes	1 can pumpkin pie filling
2 cans cranberry sauce	1 can yams	1 paper tablecloth
2 cans corn	1 pkg marshmallows	2 packages napkins
2 cans green beans	1 pkg hot cider	2 packages cups
2 cans chicken broth	1 package mixed nuts	

A \$75 Grocery Store Gift card is provided by the PTO. This is put into the basket for the family to purchase perishables such as turkey, vegetables and fruit.

La Jolla Christmas Parade, December 4: The parade will be on December 4, 2011. Volunteers are needed to design and construct the Stella Maris float. Please contact: Silvina Savage (858) 581-2512 if you would like to assist.

Christmas Pageant, December 15: This is a time for our SMA community to join together to celebrate the true meaning of Christmas. All families are invited to join in the festivities in the Parish Hall as we watch our children sing Christmas carols and perform the true meaning of Christmas.

Catholic Schools Week, January 29th – February 3rd: This week-long event celebrates the students, the teachers, our pastor, and grandparents. Events scheduled for this week require much advance preparation. An Open House will be held on Jan 29th in all classrooms. Students will celebrate Principal Appreciation Day (Mrs. Lowell) on January 30th and Pastor Appreciation Day (Father Jim Rafferty) on Tuesday. The school will celebrate "Teacher Appreciation Day" on Wednesday February 1st by presenting letters of thanks from each student to their teachers. SMA families are asked to bring in dishes that represent their ethnic background to share amongst the students and teachers at the International Luncheon on February 2nd. Students will also celebrate "Student Appreciation Day" on February 2nd. Finally, on February 3rd the school will celebrate "Grandparents Day" by inviting grandparents to the school for a reception, classroom visits, and Mass held in their honor.

Annual Fundraiser: Our annual fundraiser will take place on Feb 11, 2012. Volunteers will be needed in all capacities – making phone calls, updating the database, addressing and mailing invitations and thank you notes, obtaining and transporting auction items, creation of the program, set-up, and clean-up. Details and meetings dates will be provided. If you would like to volunteer, please let Kimberly McSherry (858) 793-1232 know how you would like to be involved.

Auction Item: Each class will be responsible to provide a live auction class project that has been made or customized by the students. Please designate a class captain in September for this project. This project can be time consuming.

Teacher Feature: Each classroom teacher donates their time and participates in a teacher outing with the student/s who wins the feature. A volunteer parent will be responsible for making a poster that represents/explains the donation.

The PTO will reimburse each class up to \$300 for costs associated with the class Auction project and Teacher Feature. Please keep receipts and turn them in along with the Request for Reimbursement form to the PTO treasurer.

May Crowning: On May 4th, 2012, please send a flower with your child for the crowning of the Virgin Mary statue in the Junior Yard. Volunteers are needed after drop-off that morning to adorn the statue with the flowers. Please contact Lillian Nadhir (858) 623-9997 or Irena Strumlauf (858) 220 1267

Throughout the Year

SMA Teacher and Administrator Recognition

Gift Giving: Gift giving to teachers and administrators is entirely voluntary. However, many parents would like to show their appreciation and thanks to school staff. Each class should decide whether they would prefer to give a collective gift, or to give an individual gift. The following is a suggested guide for collective gifts from a class to a teacher:

Teacher's Birthday	\$ 50
Teacher Appreciation	\$ 50
Christmas	\$100
End of Year Gift	<u>\$150</u>
Total for the Year	\$350

If you decide to make a collective gift (and cater the Faculty Lunch) it is easiest to take a class collection at the beginning of the year instead of collecting for each gift. If your class chooses not to give a collective gift we recommend acknowledging your teacher's birthday with a card signed by the students and providing a treat for the class.

Below please find a comprehensive list of Teachers/Administrators' birthdays:

Class	Teacher	Birth Date	Class	Teacher	Birth Date
Kindergarten	Mrs. Jenkins	8/21	Library	Mrs. Zipp	8/8
First	Miss McClain	7/11	Spanish	Mrs. Girmann	9/7
Second	Mr. Gaulin	2/15	PE	Mr. Guay	9/27
Third	Mrs. Ostertag	9/19	Computers/Math	Miss. Neath	9/25
Fourth	Mrs. Zack	10/22	Resource Teacher	Mrs. Caughey	1/28
Fifth	Miss Cantillon	7/28	Art	Mrs. McGarry	8/16
Sixth	Miss Mareschal	3/4	Junior Yard assistant	Mrs. Sanchez	12/14
Seventh	Mrs. Maguire	3/5	Front Office	Anne Noya	2/10
Eighth	Mr. Erickson	2/22	Accounting	Valerie Joseph	7/3
Pastor	Father Rafferty	8/1	Senior Yard Assistant	Jackie Cain	3/24
Principal	Mrs. Lowell	5/29	Extended Care	Janelle Bobbitt	5/5
Administrative Assistant	Julie Hollis	12/27	Music	Crystal Pridmore	1/29

Faculty Appreciation Lunch: Each class has been assigned a First Friday of the Month to provide lunch for the Faculty. Lunch should be provided for 24 people; ready to eat at 12:50 p.m. Responsibilities include providing food, drinks, tableware, set-up and clean-up. The class determines whether to prepare or purchase the food. Please check with Jennifer Bonakdar (619) 804 8611 for questions or concerns. This year's schedule is listed on the next page.

Month	Class	Month	Class
September	8 th Grade	February	3 rd Grade
October	7 th Grade	March	2 nd Grade & 6 th
November		April	1 st Grade
December	5 th Grade	May	Kindergarten
January	4 th Grade	June	PTO

Everyone a Reader (EAR): This is a tutoring program that requires one hour of time once or twice a week. You will work with four students, one at a time, for one hour total. We are looking for parents or grandparents who can come in by 8:15 to help children in grades 1st through 3rd with their reading. If you would like to help, please contact; Mr. Matt Gaulin 2nd Grade teacher

Stella Maris Hot Lunch: Hot lunch from Trio Foods will begin on Monday, September 12, 2011. We need volunteers to help serve the lunch (cut fruit, monitor line progression, etc.) in the Junior & Senior Yards. Contact the School Front Office to volunteer, and look for more info in the Wednesday e-Notice.

Class Parties: Check with the teacher for the number of class parties for the year. They will take place on designated Fridays. Please see the school policy on approved treats.

Field Trips: Check with the teacher as to number and dates of field trips for each class. The teacher typically takes care of sending the permission slip home and collection of any money and signed permission slips. The teacher may ask the room parent to obtain a list of drivers but teacher is responsible for assuring approval of drivers. Drivers are required to complete a driver information sheet and return to the school office along with a copy of their driver's license and insurance information. All drivers must complete Safe Environment Training.

Class Events for Second and Third Grades

First Reconciliation for Second Graders

First Reconciliation takes place on March 10 at 10:00 a.m. It is a family event, however, both parents are not required to be present. Parents are encouraged to participate in Reconciliation to set an example for the children. There are no school sponsored festivities following Reconciliation.

First Holy Communion for Second Graders followed by Reception which is hosted by Third Grade Parents

First Holy Communion will take place on Saturday, May 12 at 9:00 am. The children prepare in class for most of the year; however, approximately two weeks prior to First Communion, parents are asked to participate with the children at home to better prepare for the sacrament.

Parents are allowed to invite as many people as they wish to First Communion, but please be aware that seating is on a first come, first serve basis with the 2nd graders occupying the first two rows on the left-hand side of the church. The children are expected to be at school early (Mr. Gaulin will notify families of the time), as individual and class pictures are taken before the Mass. Absolutely no pictures are to be taken during the ceremony, as it detracts from the reverence of the mass and the sacrament. Additionally, no cell phones should be on during the Mass.

The Reception following the Mass is for everyone. The 3rd Grade parents organize the reception with breakfast items and decorated tables. Ideas for the reception are as follows:

- Take the number of children in the class multiplied by 8 (assume family of 4 plus 2 sets of grandparents) for the total number of guests for which you are providing.

- Decorations are simple, i.e. flowers on each table. Contact the Parish Office for flowers.

- Possible food items can include muffins, bagels, croissants, donuts, fruit, coffee, juice, milk and a sheet cake if desired. In addition, check with the teacher if other items are needed for the class on the following Monday (possible items could include a congratulatory poster or snacks).

- The PTO will pay for up to \$200 for the reception and the food served at school the following Monday. Please turn receipts in along with the Request for Reimbursement to the PTO Treasurer.

7th Grade Events

Lunch for the 8th Grade from In 'N Out Burger

This lunch is sponsored and organized by the 7th grade class. The 7th grade room parents coordinate this event with Mr. Erickson. It is typically held the last week of school for the 8th graders.

TIMELINE:

- 1) **Costs:** Since the 7th grade pays for both the 7th and 8th grade students' lunch if you are collecting class funds you may want to take the cost of this event into consideration at the beginning of the year or you may choose to collect the money necessary to cover the cost closer to the event. In any case, please make the families aware of this event/cost.
- 2) **Coordinate date and time** with Mr. Erickson and once a date is established reserve the Parish Hall through the Parish secretary (858) 454-2631.
- 3) You will need **volunteers** to assist with the following:
 1. Ordering the food (typically hamburgers and french fries- you may want to consider if there are students with special food needs).
 2. Picking up the food (best if person has large car as In and Out puts food in large boxes).
 3. Purchasing drinks, cups and ice.
 4. Supplying desserts (can purchase or ask parents to supply).
 5. Setting up the serving table with food, drinks and dessert.
 6. Clean up of the hall (7th grade students should help with this).
- 4) **At least one week in advance**, determine how many hamburgers and french fries to order and call In 'N Out Burger to place the order. The manager may require you to come in to the store to place your order in advance.
 - a. Ask for \$ amount of your order
 - b. Arrange date and time for pick up of order
 - c. Ask for a separate box of condiments and napkins.
- 5) **At least one day** before the luncheon make sure the person picking up the order at In 'N Out and the person responsible for drinks is given the money to cover the costs.
- 6) **On the day** of the luncheon make sure the hall is set up and the food delivered by the established time. The 7th grade students serve the 8th grade students before they are allowed to eat. Once all are finished eating direct the 7th grade students to clean up all trash and wipe down the tables. Parent volunteers need to take responsibility for any remaining food and drinks and make sure the hall is acceptably cleaned.

7th Grade Duties for 8th Grade Graduation

On Graduation day the 7th grade parents should drop off desserts in the parish hall in the morning. After the ceremony the 7th grade parents and students serve the appetizers and drinks. The 7th grade families must also stay and clean the hall once the 8th grade families have left.

8th Grade Graduation

A binder of information on activities and correspondence from past graduations has been put together and is passed down from class to class to use as a guideline for the current year graduation events.

The significant items to consider are:

Reserving the Parish Hall for the entire day of Graduation

Coordinating the printing of invitations on SMA note cards with the school secretary and distributing to the 8th grade families.

Schedule a meeting with interested 8th grade parents to determine who will be responsible for what tasks and what the parents would like to do to make graduation special for their class. Ideas to consider:

1. Selecting and ordering the food for the reception
2. Purchase of drinks, paper goods and additional food beyond what is catered
3. Decorations for the reception hall
4. Music
5. Beach party the night before graduation
6. Gifts to teachers (Mr. Erickson and all support teachers, some classes elect to give something to all teachers)
7. Gift for school (past classes have donated a framed picture of the class)
8. Autographed picture frames (picture of student with place on mat for students to sign)
9. Memory boards
10. Flowers for Church and Reception
11. Collecting money and reimbursement

Mr. Erickson takes care of planning the mass, assigning pews to the families, and ordering caps and gowns.

The school budget allocates a certain amount for caps and gowns and the food served at the reception. If the parents wish to have more food than what is covered by the budget the families need to include this in the amount collected from each family. The catered food provided is typically a variety of appetizers. The 8th grade parents purchase nonalcoholic drinks such as soda, bottled, flavored and/or sparkling water, lemonade, iced tea and coffee and any additional food desired. The 7th grade parents provide dessert however, if the 8th grade families want a cake they should order and include in their budget.

Once specifics are defined, determine the cost to the parents by dividing the total expected costs of graduation expenses by the number of students in the 8th grade class. Send out a notice to the families to let them know what the cost is and when they need to pay. The easiest method is for one parent to take responsibility for collecting the funds and then reimburse the appropriate party for specific costs.

Eight Grade Parents decorate the parish hall the morning of Graduation (includes arranging memory boards, setting tables with table clothes and centerpieces and any other decorations desired). The 7th grade parents drop off desserts in the parish hall in the morning. After the ceremony the 7th grade parents and students serve the appetizers and drinks. The 7th grade families must also stay and clean the hall once the 8th grade families have left.

Room Parents' Breakfast

The purpose of this breakfast is to invite parents to become more involved and to inform the head and co-head of each class of their responsibilities. This breakfast will be combined with the first PTO meeting of the year.

1. The Room Parent Coordinator(s) plan the breakfast. The goal is to bring in people to help decorate the room and prep and serve the food if need be.
2. Reserve the Parish Hall for the date with the church and with maintenance staff so that the room can be set up with necessary tables and chairs.
3. Provide a notice to Julie Hollis for inclusion in the Wednesday e-mail announcements as soon as school begins inviting all interested parents to attend.
4. In advance of the meeting e-mail the head room parents the room parent manual so they have a chance to review in advance of the meeting. Encourage them to ask questions at the meeting. The head room parent should encourage any parent who wished to be involved to attend the breakfast.
5. Food can be catered – suggest the following: fruit, bagels and cream cheese, juice and coffee. Beverage suggestions: Juice, coffee with cream and sugar, tea and water.
6. Room mom coordinator will order food, order/ provide drinks and provide plates (paper is fine), cups, napkins (again paper is fine) and silverware (plastic works great). Vases of flowers (Costco and Vons have good prices for roses) for each of the tables and serving tables are a nice touch but are optional.

Room parent responsibilities are discussed at the monthly PTO meeting. At the first meeting the parents will be presented with a brief overview of the duties outlined in this manual. The room parents will also have an opportunity to ask any questions they may have. Any items relating to a specific class will be addressed individually at the end of the meeting.

EXAMPLE Class Donation Request for Gifts and Other Classroom Functions

Dear SMA Families,

Below are a list of "Special Events" that occur during the school year that the teacher and students deserve to be recognized for. So we don't have to worry about forgetting these special events or try to determine what to get the teacher for these occasions we would like to collect a small amount from each family and have the room parents take responsibility for providing a collective gift from the class.

The suggested monetary values for collective gifts from the class are:

Teacher's Birthday	\$50
Teacher Appreciation	\$50
Christmas	\$100
End of Year Teacher Gift	\$150
Class Teacher Feature	
Faculty Luncheon	
Class Parties	
Total	

If you voluntarily choose to go in collectively for the teacher and class parties each family would just need to give (classroom treasurer name) a check or cash for (\$X- total divided by number of students in the class).

Feel free to contact us if you should have any questions. Thanks for all your support and looking forward to a great year!

**PTO
2011-2012
REQUEST FOR REIMBURSEMENT**

The following items have been purchased for the benefit of Stella Maris Academy.
ORIGINAL receipts must be attached.

Purpose: _____

Person requesting reimbursement: _____

Submit form to: PTO Treasurer Julie Moreau
Questions: contact Julie Moreau at cjmoreau@sbcglobal.net

<u>Date of Purchase</u>	<u>Description of Purchase</u>	<u>Amount</u>	<u>Receipts attached</u>
_____	_____	_____	()
_____	_____	_____	()
_____	_____	_____	()
_____	_____	_____	()
_____	_____	_____	()
Total		\$ _____	

Please make reimbursement payable to: _____

Address: _____



Date: _____ **Check #:** _____ **Account #:** _____