

## *5th Grade Legacy*

**Activity:** This group donation is a great way for our fifth graders to continue a tradition of philanthropy at MBE before promotion to middle school and to leave a lasting impression on current and future MBE students.

**# people needed:** chair only

### **Job description (chair):**

-In January, the 5th grade teachers poll all 5th Grade students (per the chair's request) to find out to whom or to what they think the donations should be put towards. The current principal may weigh in on this, too.

-If there are choices for items to purchase, the teachers can poll the students and let the chair know of the winning item(s).

-A letter/envelope is then sent home to all 5th Grade parents by the chair- the letter is already written from previous years - asking for donations for the legacy.

-Give families about 2 or 3 weeks to send in donations...Have teachers put donations directly in the the PTO Treasurer's box (let the PTO treasurer know to expect these donations - the treasurer keeps track of all donations).

-Communicate with the recipient once the donations are received. Then, they may request a Purchase Order from the PTO Treasurer for the purchase of materials. Any leftover donation money goes into the recipient's fund.

-Thank parents in the Beeks Speaks newsletter for donations and let them know what was purchased.

**Time commitment (chair):** 3 hours max

### **Other Info**

#### **History:**

2009-2010: Purchased books for the library

2010-2011: Purchased extruder for Art classroom

2011-2012: Purchased books to fill in gaps in series in the library.

## **Sample Timeline:** Spring 2010 Details of 5<sup>th</sup> Grade Book Donation Program

- a. Draft letter to parents: 2/19/10
- b. Draft envelope text and letter to teachers: 2/25/10
- c. Print documents and envelopes: 2/25/10
- d. Distribute to teachers to give to their students: 2/26/10 (Fri)
- e. Collection money from front office staff: 3/1-5/10 (Mon-Fri)
- f. Late collection: 3/15/10 (Mon) – would have collected earlier but I was out of town
- g. Have PTO write check to school for transfer of collected funds: 3/22/10
- h. Get recommendations for voting booklist from Media Specialist: week of 3/22/10
- i. Voting by fifth graders: week of 4/5/10
- j. Nameplates put into books; books entered in to library system: beginning of May
- k. Newsletter acknowledgement: May 15, 2010 for June newsletter
- l. Also took a picture of the books that were donated for use as part of the 5<sup>th</sup> grade promotion ceremony, but sadly memory card died
- m. Intended to send the photo to the Beeks Speaks editor for use in the June newsletter acknowledgment.

### **Collection of donations**

- a. Receipts for donations – receipts by request only
- b. Teachers dropped off donations with front office staff daily
- c. Spreadsheet of donors and donation amounts
- d. Number of donors: 15 out of a possible 58 families (from 3 classrooms)
- e. Total amount of donation: \$325
- f. Donations ranged from \$10-\$100, with average donation of \$22 and a standard deviation of \$24)
- g. Number of donors who paid by check: 4 (donations were \$10 each)
- h. Number of donors who paid by cash: 11 (donations ranged from \$10-100)
- i. 8 donors from class 1, 6 donors from class 2, and 1 donor from class 3
- j. The money was used to purchase 20 books

### **Sample Letter to Parents:**

Dear awesome fifth grade parents,

I am collecting money so our fifth graders can donate books to the MBE library.

Because of statewide budget cuts, the library budget for the next school year will likely be significantly reduced. Donation of books by our fifth graders would help out the school.

According to Ms. Lough, MBE media specialist, a library-quality book costs about \$20. Once funds have been collected, I will spend as much money as possible on books. If there is any leftover money (less than \$20), it will be given to the school's general library fund.

Ms. Lough has a list of books that have been requested by students but not purchased due to lack of funds. Our fifth graders will vote on which books will be donated to the library, and there will be bookplates to acknowledge the donation by the MBE fifth grade class of 2010. My goal is to have the books on the library shelves no later than the beginning of May and to have an acknowledgment of the donation in one of the school newsletters.

This group donation is a great way for our fifth graders to continue a tradition of philanthropy at MBE before promotion to middle school and to leave a lasting impression on current and future MBE students.

I hope your family will participate. A \$10 donation per family is suggested, but any amount is welcome and greatly appreciated. Checks should be made payable to "Margaret Beeks PTO." If you would like to contribute, please enclose your donation in the attached envelope and have your child give the envelope to his/her teacher by **Thursday, March 4, 2010.**

Many thanks for your support,