

**St. Leo the Great Catholic School
Parent Teacher Organization (PTO)
2021-22 Membership Form**

Welcome to another year at Saint Leo the Great Catholic School! We encourage all parents/guardians to take this opportunity to join the St. Leo the Great Catholic School PTO. Membership dues are \$30 and PTO members will be able to receive a hard copy of the school directory and online access to the directory via Membership Toolkit. Please see the back of this flyer for additional information on Membership Toolkit.

SCHOOL DIRECTORY INFORMATION

(Returning families only need to complete their family name(s), email, and any new information)

Parent/Guardian Name

(Primary Contact): _____

Home Address: _____

Mobile #: _____

Work #: _____

Email address: _____

Parent/Guardian Name

(Secondary Contact): _____

Home Address: _____

Mobile #: _____

Work #: _____

Email address: _____

Student(s) Name: Grade: Homeroom Teacher:

_____ Check here to have your contact information **excluded** from the printed directory. (Membership Toolkit will allow you to also exclude your information from the online directory.)

\$30 Membership \$30.00

Additional directories: Number _____ @\$5 each= \$ _____

Total amount enclosed: \$ _____

Make Checks Payable to St. Leo the Great Catholic Church, with a memo: PTO

Membership Toolkit

School Online Directory

In addition to a hard copy directory, PTO members receive an online access via Membership Toolkit.

Why we do this?

- Access to the most current information: This system will help us keep in touch with moving families and those who change their email addresses or phone numbers throughout the school year.
- Reduces errors: Because you enter your information yourself, you can be guaranteed that it's what you want.
- Consolidation: The system allows us to reach out to classes, advisories, and volunteers in a "one stop shop" process.

How does Membership Toolkit work?

- When families join the PTO, they will enter their student and home information into the online directory system.
- Families can choose what information they would like to display. For example: email but NOT an address; address and phone number only, etc.
- Families who join the PTO will be given secure access to the online system and will be able to enter their family information and choose what information they would like to be shown online or in the printed directory.
- Membership Toolkit also provides information on upcoming school events and volunteer needs.

What's so great about the online directory?

- It's secure. Your family will have a unique login and password and the directory can't be lost or stolen.
- You can search by student's first name, grade, teacher, and family last name.
- You can create your own custom list of frequently contacted families.
- You can access the family directory from any internet connected device: your computer, smart phone, iPad, etc.

What makes it secure?

All data is stored behind secure firewalls and can only be accessed by authorized users with a validated username and encrypted password. All data is viewed and passed using SSL encryption