

**2009-2010**  
**PTA Membership – Wilchester Directory & Email Communication –**  
**Wilchester Yearbook**  
**Release & Order/Enrollment Forms**

**Completion of these forms is the only way to be listed in the Wilchester directory or included in the Yearbook.** This form saves on paper and allows families to write one check. **Please read the following instructions completely to ensure your order and listings are placed correctly.**

1. Complete only one order form per family.
2. **Complete each section entirely.** This allows us to get your order and information to the appropriate chairpersons.
3. If you would like to be listed in the Wilchester Directory, complete Section B, INCLUDING YOUR SIGNATURE. **You must complete Section B to be listed in the directory and to receive PTA newsletters and information via e-mail, even if you are not ordering a directory.**
4. If you would like your child’s picture to be included in the Yearbook, complete Section C, INCLUDING YOUR SIGNATURE. **You must complete Section C for your child to be included, even if you are not ordering a Yearbook.**
5. Complete Section D for total order and amounts. **Double check your order and totals.**
6. Write a check for the total amount (Section D) payable to Wilchester PTA.
7. Leave **the entire form intact** (Sections A-D), even if you are not ordering every item. You may keep this instruction page with the receipt for your records.
8. Return the form to your child’s teacher, or the “PTA Order Forms” box in the office.
9. **THE ENTIRE FORM AND PAYMENT IS DUE BY SEPTEMBER 8<sup>TH</sup>.** We do not print many extras of the directories or yearbooks. So, order now to ensure that you receive one.

**Parent Copy – Order Summary**  
*(For your records – copy info from Section D.)*

Order	# and Size/Type	# and Size/Type	Totals
A. PTA Membership	_____ \$10 per Family	_____ \$5 per individual	\$
B. Wilchester Directory	_____ \$8 per Full Size	_____ \$8 per Mini Size	\$
C. Wilchester Yearbook	_____ \$28 per book	_____ \$5 for Embossing	\$
<b>TOTAL</b>			<b>\$</b>

*For questions, contact Elizabeth Bruce, VP Ways & Means at 713-463-5564 or ewbruce@comcast.net*

## **Section A**

### **PTA Membership Dues**

(\$10 Family or \$5 Individual)

Mother's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Father's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

<b>Student's First &amp; Last Names</b>	<b>Teacher</b>
1.	
2.	
3.	
4.	

\_\_\_\_\_ Check here if you are a Wilchester Elementary Lifetime PTA Member.

**Total PTA Dues**      \$ \_\_\_\_\_

*For PTA Membership questions, contact Deborah Hasou, PTA Membership Chair at 713-465-4345 or [dhasou@comcast.net](mailto:dhasou@comcast.net)*

## Section B

### Wilchester Directory and E-Mail Communication

(\$8 Full Size, \$8 Mini Size)

Yes    No

- \_\_\_    \_\_\_    I submitted my information via the Wilchester PTA website and that information has not changed. My child's teacher is listed below.
- \_\_\_    \_\_\_    I submitted my information via the Wilchester PTA website and that information has changed. See below for updates.
- \_\_\_    \_\_\_    I consent to the inclusion of my family in the Wilchester Elementary PTA Directory for the 2009 – 2010 school year.
- \_\_\_    \_\_\_    I consent to my child's inclusion in the Class Roster which will appear in the 2009-2010 PTA Directory.
- \_\_\_    \_\_\_    I wish to receive the Wilchester PTA Newsletter along with other PTA related communication via e-mail using the e-mail address listed below.

***We MUST have your signature in order for your family to be included in the Directory!***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Family Information

Please **PRINT & complete exactly as you wish it to appear in the Directory.**

<b>Father's First and Last Name:</b>	
<b>Mother's First and Last Name:</b>	
<b>Address:</b>	<b>Zip:</b>
<b>Telephone Number: (    )</b>	<b>Email Address:</b>
<b>Cell Phone Number: (    )</b>	<b>(circle) Mom or Dad (one cell # per family)</b>

### Student(s) Information

*You MUST complete the following information, whether or not you submitted information via the Wilchester PTA Website, in order for us to know your child's teacher. All information must be listed for each student to be included in the Directory.*

Student's First Name	Student's Last Name	Teacher	Grade

**Other Information:** \_\_\_\_\_

**(# \_\_\_\_\_ Full Size X \$8) + (# \_\_\_\_\_ Mini Size X \$ 8) = Total Directories Amount \$ \_\_\_\_\_**

*For Directory questions, contact Tracy Ashmore at 713-461-7471 or [tashmore@sbcglobal.net](mailto:tashmore@sbcglobal.net) or Carol Settegast at 713-468-8971 or [csettegast@aol.com](mailto:csettegast@aol.com); For E-Mail Communication questions contact Leigh Haney at 713-461-8422 or [leighhaney@comcast.net](mailto:leighhaney@comcast.net).*

## Section C

### Wilchester Yearbook

(\$28 each, add \$5 for embossing)

\*\*\*I consent to the inclusion of my child(ren) in the Wilchester Elementary Yearbook for the 2008-2009 school year.

*We MUST have your signature for your children's photos to be included in the Yearbook!*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Parent's Name \_\_\_\_\_

Phone # (\_\_\_\_\_) \_\_\_\_\_

<b>Child's First &amp; Last Name</b>	<b>Teacher</b>	<b>Embossed YES</b>	<b>Embossed NO</b>
1.			
2.			
3.			
4.			

(# \_\_\_\_ Yearbooks X \$28) + (# \_\_\_\_ Embossed X \$5) = Total Yearbooks Amount \$ \_\_\_\_\_

*For Yearbook questions, contact Mindy Stephenson at m-mstephenson@comcast.net or Carrie Harper at carriecharper@yahoo.com. Email communication is preferred.*

## Section D

### Order Summary & Total \$ Amount Enclosed

*Treasurers copy. PLEASE complete all information below.*

Parent's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

<b>Order</b>	<b># and Size/Type</b>	<b># and Size/Type</b>	<b>Totals</b>
A. PTA Membership	_____ \$10 per Family	_____ \$5 Individual	\$
B. Wilchester Directory	_____ \$8 per Full Size	_____ \$8 per Mini Size	\$
C. Wilchester Yearbook	_____ \$28 per Book	_____ \$5 per Embossing	\$
<b>TOTAL:</b> (checks payable to Wilchester PTA)			\$