



## Allen Creek PTSA

a *partnership* between parents,  
administrators, teachers, and staff to  
*enhance and enrich* our students' education

*Welcome to a new school year, Allen Creek families!*

As we enjoy the last few weeks of summer and start planning for the beginning of this year, please be sure to put the Allen Creek PTSA on your radar. Allen Creek PTSA champions the education of every child in the school and provides advocacy, human resources, management, and funding for a variety of programs—those “extras” that make a school feel more like a community than a building. Allen Creek Elementary would not be the cohesive and inclusive school that it is without support from all of us parents and caregivers.

By supporting PTSA through the annual \$20 membership fee, we will be able to help fund many of the enriching experiences our kids enjoy at Allen Creek School and invest in different ways to enhance our school. By getting involved in PTSA, you benefit by being more connected and engaged with what is going on at school.

In preparation for the upcoming school year, use the list below to help keep your PTSA-related to-dos in check. Contact us at [ace@pittsfordptsa.net](mailto:ace@pittsfordptsa.net) with questions and concerns. We're here to help!

Sincerely,  
Allen Creek PTSA Chair–Sarah Baker

## 2025-2026 PTSA To-Do Checklist

To knock out all your PTSA to-dos at once, go to our website at [ace.pittsfordptsa.net](http://ace.pittsfordptsa.net) for easy links!

- ☐ **Register for PTSA.** Register online at [ace.pittsfordptsa.net](http://ace.pittsfordptsa.net) OR return the paper registration form (found in the middle of the district calendar sent to each family) and payment to your child's teacher. *You must re-register each school year.*
- ☐ **Sign up to receive ACE eNews and District eNews.**
- ☐ **Like and Follow the Allen Creek PTSA Parents page on Facebook.** Search Facebook for Allen Creek Parents and look for the ACES card in the profile picture.
- ☐ **Review PTSA open positions and see if you can help!** Contact [ace@pittsfordptsa.net](mailto:ace@pittsfordptsa.net) if you are interested in an open position or have any questions.



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# Rooms Reps Wanted!

Are you looking for a way to support your child's teacher? Consider volunteering to be a PTSA Room Rep! Room Reps provide an additional communication link between the classroom teacher and Allen Creek families. You don't need to be physically in the classroom either as emails can be sent out when your schedule allows during the day.

Communications may include:

- Encouraging families to support PTSA through annual membership
- Inviting families to sign up for school directory information online
- Sending reminder emails for class and some school activities
- Reminding families to sign up for volunteer opportunities
- Helping with field trip and class activity sign-up sheets (done through Sign Up Genius)
- Requesting donations of class materials (ex. more Purell or snack backups)

In addition to supporting the teacher, Room Reps also help celebrate the teacher by coordinating a class teacher appreciation gift in May through a class donation. For more information on what this volunteer position entails, please click [here](#).

4<sup>th</sup> Grade Room Reps Only: As part of our ACE traditions, 4<sup>th</sup> grade Room Reps help organize the 5<sup>th</sup> Grade Moving Up Ceremony. This extra role involves gathering supplies and volunteers to help create a special memory for the 5<sup>th</sup> Grade Families. The event will take place on Monday, June 22<sup>nd</sup> from 9:30-10:30am.

Typically, two parents per class serve as Room Reps. If you're interested in volunteering, please complete the form below by **September 2<sup>nd</sup>**. If selected, you will be contacted by email with information regarding the role. Two parents are chosen per class, on a lottery basis (if needed). Please provide a phone number and email address where you can be reached.

<https://www.cognitofrms.com/PittsfordPTSA/ACERoomRepresentativeVolunteerForm20252026>

Thanks for considering!

**Your ACE PTSA Team**

[ace@pittsfordptsa.net](mailto:ace@pittsfordptsa.net)



ACE PTSA takes a village of volunteers, and we thank you for your consideration of these open positions for 25-26!

**ACE Building Co-Chair/Shadow 25-26**

Shadow and support our Building Co-Chair, while learning the ins and outs of the job in preparation to takeover for 2026-27. This job is approximately 3 hours a week (some weeks are more labor intensive), but so very rewarding! This job is a 2-year commitment (1 year of shadowing co-chair and one year as lead co-chair).

**ASEP Co-Chair of Program Planning SHADOW (To take over in 2026)**

ACE is famous for our incredibly rich ASEP programming. We need to start planning for when our current ASEP leadership team transitions as their students graduate from ACE. All ASEP leadership can be done without stepping into the building for those who want to support the program going forward but don't have a flexible schedule during the school day. Shadow and support our planner of fun and calendar keeper, always has the big picture in mind in preparation to take over in 2026.

If interested, please email [ace@pittsfordptsa.net](mailto:ace@pittsfordptsa.net).