



## From the PTO: Buzz Book Confirmation Open

The Buzz Book is an invaluable way to get phone and address information for the kids in your child's class, to be used for play dates, birthday parties, get-together's, etc. It also includes important dates and phone numbers for the school and PTO.

**Buzz Book Confirmation is now OPEN - [Detailed Instructions \(click Here\)](#)**

**CONTEST: The top three class rooms with the most students in their class list (by percentage) on 9/27/2019 will win one of three parties!!**

**1<sup>st</sup>: Pizza Party - 2<sup>nd</sup>: Popcorn Party - 3<sup>rd</sup>: Popsicle Party**

We will be using <https://graceabbottpto.membershiptoolkit.com> to host our online Buzz Book, but we NEED your help! All existing and new Abbott families need to confirm and update their own information so that the most current information is published to the school families. **Even if you do not plan on purchasing the Buzz Book, please confirm your information!**

### How will I access the Site to Update My Information?

**ALL NEW and Existing Families:**

- Click on the Register/Login button.
  - Select "Create Account" and fill in the name, email, and password information.
  - Click "verify my email" and then check your email for a link to complete the process. The link expires in 2 hours. If you do not receive the email, check your spam or junk folders.
  - Once you have verified your email address, log back in and finish the registration process.
1. Complete the **Parent/Family and Student Information**.
  2. Complete the **Directory/Publish Preferences**.
  3. Once these forms are complete, you will be able to purchase the Buzz book online or use the form below to pay by cash or check.

*For families with more than one household, please read the [detailed instructions](#) to decide how you want the households to be entered.*

**\*\*\*\*All families need to complete the process of entering, updating or confirming their information BEFORE 9/27/2019 so the Buzz Book can be published quickly. \*\*\*\***

### Will there be a Cost for the Buzz Book?

For \$3.50, you will receive a paper copy of the Buzz Book and access to the Book online. You can pay using PayPal (after confirming) or Cash/Check using the form below. Additional copies are \$3.50.

### What if I do nothing?

**If you are an existing family and you do not confirm your information, or if you are a new family and you do not enter any new information, then the Buzz Book Committee will do it for you. However, if the Committee does it for you, you will not gain access to the online directory nor will you receive a paper copy.** Also, since Millard is an 'opt-out' district, all of your information will be available online and printed to those who do purchase the Buzz Book, whereas if you validate your own information, you will be given the opportunity to opt-out of printing or online viewing of certain information (for example, an e-mail address). Additionally,



## From the PTO:

validating your own information will allow for quicker online access and print copies of the Buzz Book. Please take a few minutes to confirm/enter your information.

**Even if you do not plan on purchasing a Buzz Book, please validate your information!**

### Is the Information on the Site Secure?

Your privacy is important to us and if there is any information you do not want viewed on the online directory or not published in the paper copy, you will have the opportunity to not display that information within the site. Please keep your data entered on the website, but just choose to ‘opt-out’ of those fields you do not want displayed online or in the paper directory.

The Millard policy indicates that families must have the option to opt-out of the Buzz Book. This means a family is automatically in the directory unless they specifically opt out. If you would like more information about the site security you can view the MembershipToolkit.com privacy and security policy by going to the site below. <https://www.membershiptoolkit.com/privacy-policy>

**Your information will remain private and only to be used for families of Grace Abbott.** This directory of information is provided to you by the Grace Abbott PTO so that you may communicate more easily with fellow students and parents. It is not to be used for commercial purposes nor shared with the public at large. If you are caught doing so, your account can be revoked by the PTO and you may be asked to return your printed Buzz Book.

The Grace Abbott PTO reserves the right to send you e-mail messages regarding PTO announcements, meetings, or activities. Your e-mail will not be spammed nor shared or sold to any other person or business outside of this directory.

### When will I get my Buzz Book online/paper?

As soon as you purchase the Buzz Book online, you will have access to the Directory. **\*\*Be aware, until everyone has confirmed their information and/or the Committee has gone through it, some information may be incomplete or inaccurate. We will send an e-mail when all the information is accurate.** The paper copies will be sent home at a later date once it has been formatted and printed. This will be completed by the committee as quickly as possible.

## Buzz Book Cash/Check Order Form

**Before purchasing the Buzz Book**, please confirm your family/student information online! New and existing families go to the web address: <http://bit.ly/abbottbuzzbook>. You will be notified when the Buzz Books are sent home.

**\*\*\*IF YOU ORDERED ONLINE, YOU DO NOT NEED TO USE THIS FORM\*\*\***

**Choose:** Yes, I confirmed/entered my family information online:

Parent Name: \_\_\_\_\_

Number of Books at \$3.50 each: \_\_\_\_\_

Student Name/Grade/Teacher: \_\_\_\_\_

Total Enclosed: \$ \_\_\_\_\_

Primary E-mail: \_\_\_\_\_