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# Holiday Staff Gift Cards

The PTO gift card program for teachers and staff of Manhattan School District 114 is back by popular demand. It's a great way to simplify your holiday gift giving and make sure the gift is one they'll love. It's easy, just fill out the attached gift slips and send them in with payment. We'll handle the rest!

Once all gift contributions have been received, each staff member will be contacted with the total amount of their combined gifts from all students (individual contributions are confidential). Staff members will then choose where they would like to receive gift card(s) from. The week before winter break, each staff member will receive a card containing the list of participating student's names along with the gift card(s) they selected.

## **Please fill out ONE gift slip per Student, per Teacher or Staff Member**

- STUDENT'S NAME (so we can include them on the card), GRADE, and PHONE NUMBER or EMAIL (in case we need to reach you)
- STAFF MEMBER'S NAME (school staff list provided on back)
- Please CIRCLE the dollar amount (available in increments of \$5)  
Remember, all contribution amounts are confidential.
- Total ALL gift slips and write ONE check made payable to **Manhattan PTO**. You can combine gifts from more than one child in the same check and envelope, just make sure there are SEPERATE gift slips filled out for each teacher and child.
- Please return your check and filled out slips in a sealed envelope addressed to the PTO by **December 5, 2018** and no later, so that we'll have enough time to get the gifts before winter break.
- Email any questions to [manhattan114pto@gmail.com](mailto:manhattan114pto@gmail.com)



Thank you for considering this  
program for your gift giving needs!

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