



2019-2020
K.D. MARKLEY PTO DIRECTORY & NOTEPADS
Important Information!!

The KDM PTO is excited to announce that we will be using Membership Toolkit for our Directory, Online Sales and Communications starting with the 2019-2020 school year.

If you're new to KDM, the PTO Directory is a great resource that will connect you with other KDM families. The Directory includes parent/student contact information, faculty and staff information, and answers to frequently asked questions pertaining to school policies. **This year, directories will be sold for \$12 each and will include a printed copy, an online version accessible from your PC or smartphone, and one "Note to School" notepad.** "Note to School" notepads are an easy way to alert the school to a change in after school pick-up instructions, early dismissal, etc.

Please visit <https://kmarkley.membershiptoolkit.com> to add/update your family information to be included in the directory. **Correct and updated information is important for PTO communication to KDM families throughout the year.**

Every family will need to create a new account (even if you previously had one with MySchoolAnywhere last year). Once you create a Membership Toolkit Account, you will be able to purchase your directory and have online access to the directory for the 2019-20 school year.

To create your account:

- Go to <https://kmarkley.membershiptoolkit.com/>
 - Click on the Register/Login button.
 - If you already have an account with another organization that uses Membership Toolkit you can use the same email and password to login (ex: GVMS or GVHS). You can then proceed to the numbered steps below.
 - 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. Purchase your directory!
 4. Download the FREE Membership Toolkit App!

Don't miss your chance to have your family included in our 2019-2020 KDM Directory!
Log on and enter or update your information by Friday, September 13th.

Please contact Jessica Larkin at jessicalarkin01@gmail.com with questions.



2019-2020 DIRECTORY ORDER FORM

Student's Name: _____

Teacher: _____

Quantity Desired		Amount
_____	Directory (includes online access & complimentary Notepad)	\$12.00 each _____
_____	Additional Notepads	\$ 2.00 each _____
	Total Enclosed	_____

Cash or Checks accepted. Please make checks payable to **K.D. Markley PTO.**

ORDERS DUE by Friday, September 13th