

FAMILY INFORMATION PACKET  
BARDONIA ELEMENTARY CLASS OF 2018 YEARBOOK



Dear 5<sup>th</sup> Grade families,

The Yearbook Book Committee is very excited to start collecting pictures for the *Bardonia Elementary Class of 2018 Yearbook*. The Yearbook is a great way for your child to remember their time at Bardonia Elementary for years to come.

Please, help make your child's Yearbook extra special by selecting and sending us the best and most memorable school pictures you have in your home collection. Please note that we will not be able to use every photo that is sent to us. We have created a **List of Events** (included on page 3 of this document) from K-5<sup>th</sup> to help refresh your memory and make it easier for you when sorting through your photo archives.

As you are selecting photos to submit for the Yearbook, please be sure to include the following:

- **6 individual** pictures of your child, one from each grade level (Kindergarten to 5<sup>th</sup> Grade) at a school-related activity\* (**not** the individual school portraits).
- **1** baby picture
- Group photos of school events, class trips, etc. from each grade level

\*Fifth graders who attended another school before Bardonia may include individual pictures from K-4 from that time to be incorporated into the Yearbook.

**Deadline for submitting photos: MONDAY, JANUARY 8<sup>th</sup>, 2018**

We understand that there are 5<sup>th</sup> grade events scheduled after January 8<sup>th</sup> and we will accept photos from these events as they happen but we need to collect **the bulk of the photos before or by January 8<sup>th</sup>**, so we can work on the layout the yearbook. We are kindly asking you to send the photos listed above as soon as you can, so we can start working on this project.

Additionally, this packet includes information to purchase Yearbook **Boosters**. Anyone can purchase boosters to send messages of congratulations, encouragement and love to your child. Boosters help reduce the cost of printing the Yearbook. Please, refer to the **BOOSTER AD** section of the packet for pricing and deadlines.

Thank you in advance for your help with this project! We believe that together we can make the Yearbook a truly special gift for our children!

This Family Information packet will also be available online on the Bardonia PTA web site, under **5<sup>th</sup> Grade – Class of 2018**. If you have any questions, please contact us at: [bardoniabook2018@gmail.com](mailto:bardoniabook2018@gmail.com)

Sincerely,

*The Yearbook Committee:* Elena Egan [elena@egan.net](mailto:elena@egan.net) (child, Kalina Egan, 5-O), Camille Cascia [cring5@optonline.net](mailto:cring5@optonline.net) (child, Isabella Cascia – 5-S), Boosters: Shawn Slany [shawn.slany@gmail.com](mailto:shawn.slany@gmail.com) (child, Mackenzie Slany, 5-S).

# PHOTO SUBMISSIONS

## SUBMITTING DIGITAL PHOTOS

This year we have chosen Picaboo Yearbooks as the vendor for Bardonia's Class of 2018 Yearbook.

DIGITAL IMAGES are preferred. **All digital images must be saved as .JPG or .PNG.**

You will receive an email from Picaboo with a **Subject:** You're invited to contribute photos to our yearbook named: [Bardonia2018](#)

Follow these steps to upload your photos:

1. Click the link provided in the email.
2. You will be asked to provide your **name** and **email address**, and then select a **Section** to upload your pictures. Select your family's Name from the Drop-down **Section** menu (Your family name is your Section). Click **Browse** to select photos from your computer.

After you select the photos from your computer, you can name your photo as per our naming requirements and add a note in the **Notes** section.

### NAMING YOUR PHOTOS:

All school photos you submit as well as the 1 (one) baby photo must be named with your child's first and last name, and the grade the photos were taken **OR** first and last name, grade and event.

FOR EXAMPLE: JohnSmithGradeK.jpg **OR** JohnSmithGradeKhalloween.jpg

**Baby photo:** JohnSmithBaby.jpg

All group images you submit must be named with your child's first and last name, grade and event.

e.g., JohnSmith1stgradehalloween.jpg.

In the **Notes** section in Picaboo, please list the names of all children in the photo you are submitting or add any comment that might be helpful to us. Also, if you are sending a picture of another child (not your own), please list the name of the child in **Notes**.

\* We appreciate your help with properly naming your photo files as we will be sorting through a lot of images! Once you have uploaded your images, click **Save**.

If you would like to upload more images again later (but before the deadline of January 8<sup>th</sup>, 2018), you can still use the link provided in the Picaboo email you received.

Please, contact us for assistance at: [bardoniabook2018@gmail.com](mailto:bardoniabook2018@gmail.com) if you happen to delete the email.

\*\* To submit photos of ongoing 5<sup>th</sup> grade events after January 8<sup>th</sup>, 2018, you can still use the link in your email but choose Section: **5<sup>th</sup> Grade Events** from the Drop-down Section menu. The Yearbook Committee will be sending emails to guide you and help with submission of photos for 5<sup>th</sup> grade events that took place after January 8<sup>th</sup>.

## SUBMITTING HARD COPY PHOTOS or PHOTOS ON DISC

We will accept hard copies if they are your only option. Please label photos with your child's first and last name and the grade the photo was taken **or** label the photo with the child's first and last name, grade and event. (Follow the naming instructions for digital images.)

Hard copies and images saved to disc should be sent to school in an envelope marked: **ATTN: 5<sup>th</sup> Grade Yearbook Committee**. We will send them home with your child when the yearbook is completed.

Thank you for your help and cooperation with this project!

## LIST OF EVENTS | BARDONIA CLASS OF 2018

<b>RECURRING EVENTS – K-5<sup>th</sup></b>	
<b>Specials:</b> Art, Library, Gym, Music, Computer Lab	PTA-Welcome Back BBQ
	PTA-Family Fun Nights
	PTA-Reflections
	PTA – PARP (Parents as Reading Partners)
Halloween Class Party , Holiday Class Parties, Valentine’s Day Parties	PTA - Theatre Program 2015-2016 (Willy Wonka) and 2017-2018 (The Descendants)
Year End Class Parties	PTA-Talent Show
Student Council	PTA – Book Fair and related Family Fun Nights – Bingo & Morley’s Magic Show - 11/7/2014
Author Visits	PTA-International Night
Science Experts Visits/Projects	PTA-International Night
Dimensions	Nick Serra Invention Convention
Mad Science	PTA - Harlem Wizards @ CSHS – 3/12/2015 and in 2016
Chess Wizards	PTA – Turkey Trot, Field Day, etc.
School Spirit Days, Crazy Hair Day, Career Day, Character Day, Crazy Sock Day, Mismatched day, etc.	PTA – Boulder’s game

<b>EVENTS PER GRADE</b>		<b>Event Date</b>
<b>Kindergarten 2011-2012 (Negrin, Mikesh, Motzinger)</b>		
First Day of Kindergarten		
Hoedown		
Polar Express		
Author Tea		
100 <sup>th</sup> Day of School		
Open House		
<b>First Grade 2012-2013 (Koppel, Rudman, Toder )</b>		
Poetry Reading		
<b>Second Grade 2013-2014 (Rosenblum, Wein, Meister)</b>		
Bear Mountain Trip		
<b>Third Grade 2014-2015 (Soreco,Wanamaker, Boyer )</b>		
Trip to United Water facility		
3rd Grade Recorder Concert		
<b>Fourth Grade 2015-2016 (Gizzi, Kenna, Pisano )</b>		
4 <sup>th</sup> Grade Music Concert		
Memorial Day Parade		
Class Trip - Museum Village		
<b>Fifth Grade 2017-2018 (Del Valle, O'Hara, Soreco)</b>		
PTA, 5th Grade - Car Wash Fundraising Event, October Pink month, Zombie Run, D.A.R.E., 5 <sup>th</sup> Grade Music Concert, Field Day, Class Trip – School of Rock, etc.		

## BOOSTER ADS

We are also accepting orders for **Booster Ads** in the Yearbook. We are offering flexible Booster options with bonus discounts for early bird submissions.

Anyone can purchase a booster ad – parents, siblings, grandparents, aunts, uncles, cousins, friends, even pets. Your booster can be as simple or as creative as you wish. It is a great opportunity to include photos of family events, sports or a picture that captures your child’s interest or personality.

You can choose from the following options for Booster Ads:

- 3-lined text box booster
- Full page booster
- Half page booster
- Quarter page booster

Boosters will be located in the back of the Yearbook and will be printed in color with the exception of the 3-lined text box which will be printed in black and white.

To purchase a booster ad, please complete the following steps:

1. Complete the Booster Order Form.
2. Attach a check made payable to BARDONIA PTA- 5<sup>th</sup> Grade. (see Order Form for pricing options)
3. Submit boosters: Place all booster items in an envelope marked “Yearbook Booster” and return to school: **ATTN: Shawn Slany, C/O Mackenzie Slany (5-)**.

### GUIDELINES FOR SUBMITTING BOOSTER ADS

If you are submitting a 3-lined Booster Box ad, you can send us the text by email to: [bardoniabook2018@gmail.com](mailto:bardoniabook2018@gmail.com) or include a printed copy of your text with your completed Booster Order Form (see sample 3-lined booster boxes in the **BOOSTER SAMPLES** section below.

If you wish to purchase a quarter, half, or full page booster ad, please refer to the attached **BOOSTER TEMPLATES**. They will assist you in preparing your “Camera Ready” Booster ad. “Camera Ready” means that what you submit must be an EXACT replica of the booster ad as you wish it to appear in the Yearbook. Please keep in mind that all boosters must fit within the borders of the space as indicated on the template.

Digital file of your booster is preferred. Please, use the template as a guide. Your digital booster file should be saved as **.JPG or .PNG** image file, **with a resolution of 300 ppi or greater**. You can submit a digital file of your artwork by uploading it to the Picaboo web site OR you can email it to: [bardoniabook2018@gmail.com](mailto:bardoniabook2018@gmail.com) If you choose to submit a hard copy Booster Ad to be scanned by the Yearbook Committee, please use the template as a guide. **DO NOT** paste the pictures, words, etc. to the template itself. Use a separate, clean page.

### **Full Page Booster Orders ONLY**

As an option, the Yearbook Committee is offering all Full Page Booster orders access to Picaboo online tools for creating your Full Page digital booster. If you are interested in this option, please contact us at: [bardoniabook2018@gmail.com](mailto:bardoniabook2018@gmail.com)

**DEADLINE FOR SAVER Price BOOSTERS: MONDAY, JANUARY 15, 2018**

**DEADLINE FOR FULL PRICE BOOSTERS: MONDAY, MARCH 19, 2018**

**(no exceptions!)**

# BOOSTER ORDER FORM

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Quantity	Booster Type	SAVER Submit on or before 1/15/2018	FULL PRICE Submit between 1/16/2018 and 03/19/2018	Amount (\$)
	3-lined BOX (40 characters maximum PER LINE.)	\$5	\$5 (same price)	
	QUARTER Page	\$15	\$25	
	HALF Page	\$30	\$40	
	FULL Page	\$60	\$70	
			<b>Total Enclosed:</b>	

\*Please, make all checks payable to **Bardonia PTA- 5<sup>th</sup> grade**. Thank You!

### 3-Lined Booster Order

Three line boosters can be hand written on the lines below or you can attach a printed copy with your order (refer to instructions/samples below).


## 3-Lined Booster Samples

**3-Lined Booster BOX** (40 characters maximum PER LINE, spaces & punctuation marks included /No photos)

Thanks to <b>all my wonderful teachers</b> , will always remember you and Bardonia! T.J. Smith	To <b>Darla Blue</b> , You Go Girl! Love, Jeanie Marks
<b>Gabi</b> , a great granddaughter, Congratulations and Good Luck at FFMS! We love you, Grammy & Grandpa	To <b>All My Good Friends</b> : Have a great summer and I hope to see you all next year at Felix Festa - Sara Moore
To my BFF's You are the BEST! Good luck in FFMS. Luv ya all! Gabi N.	<b>Mathew</b> , wishing you all the best at FFMS! Have great 3 years. It goes by so fast! Love, Mom, Dad, Tina 2011, Laura 2014