October 3, 2014

Dear LCS 5th Grade Parent,

Fifth grade is an exciting time for your children, made even more memorable with a yearbook commemorating your child’s last year at LCS!

This year’s yearbook will be approximately 80 pages, soft bound and will have hundreds of photos documenting all 6 years at LCS with a concentrated focus on the 5th grade. Care will be taken to ensure that every child is in the yearbook within a range of 8-12 times so that all children can enjoy their LCS memories.

**What parents need to do for 5th grade yearbooks**

Parents play a very important part of the yearbook process. There are several dates that are important so be on the lookout for the following requests from the yearbook committee:

* **Due in November**:
* Yearbook Order Form and check payable to LCS PTO. (**Attached and DUE 11/5/14**) – **yearbook cost is $30.00**
* Name of your child and their hobbies - (**Attached and DUE 11/5/14**)
* **Requests coming in 2015:**
* The “Favorites” survey, which we will emailed to you for your child to complete **(Late Winter)**
* Submission of 2- 4 photos of your child throughout the years at LCS, which will be placed on the 5th grade bulletin board in June in the cafeteria as part of the 5th grade celebration (note these photos will NOT be returned and are not for the yearbook) **(Early Spring)**

Yearbook signing day will be generously hosted by 5th grade teachers at the end of the school year.

In order to guarantee the preferred rate, we need to prepay for the books now. Please fill out the attached form and return it ASAP with a check for $30.00.

Best regards,

*The LCS PTO 5th Grade Yearbook committee*

**Child Information Form**

**5th Grade Yearbook**

1. Name of Child - exactly how you want it to appear in the yearbook. Full name, nickname, whatever you want. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Please list 3-5 hobbies/sports/activities that you would like listed under your child’s name in the yearbook:
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please provide the following for your child and return via backpack to: A. Keenan by November 5, 2014. Please write “Yearbook” on your return envelope.**

**Could be in the same envelope as the check.**

**Order Form**

**5th Grade Yearbook**

**DUE November 5, 2014**

Dear Parent,

By placing your order NOW, you will be able to purchase the yearbook at a very affordable price. We only have 1 time to place an order in November for books, any orders past this date will not have this **heavily** discounted rate.

**In order to get your copy(ies) of the yearbook, you must fill out the following form and return with a CHECK made Payable to LCS PTO in the amount of $30.00 by November 5, 2014.**

Best wishes and thanks,

*The LCS 5th Grade Yearbook Committee*

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**Order Form**

**5th Grade Yearbook**

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fifth Grade Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Copies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Amount (# of copies of yearbook X $30.00:\_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this portion of the form along with a Check Payable to LCS PTO to: A. Keenan via backpack. Please put “Yearbook” on the Envelope.**