



# Valley Forge Elementary School

99 Walker Road | Wayne, PA 19087

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June 18, 2015

Dear VFES Families,

On behalf of Valley Forge Elementary School I would like to take this opportunity to thank Heather Bittenbender for her contributions. Heather has served as the PTO President during the 13-14 and 14-15 school years. In her role she has been an avid school volunteer, with an unwavering commitment to students and dedication to valuing staff.

PTO positions, especially the presidency, require a great deal of long-term planning, coordination and communication with many individuals which Heather did in an efficient, thorough and prompt manner. She utilized her talents and creativity to plan and execute many successful fundraising activities to benefit the students. When working an event with Heather, it was consistently evident that every detail had been considered and addressed; thereby allowing the event to progress smoothly.

Heather possesses personal attributes that helped her excel as PTO President. Fairness, consideration, creativity, humor, dedication, flexibility, loyalty, and compassion were observed daily as she worked with students, parents and staff members. She clearly defined each job to be accomplished, communicated regularly, delegated meaningfully and encouraged group decision-making. In all her work she remembered the importance of valuing and recognizing the time and effort of volunteers and staff members who assisted. Heather often stopped by to thank staff personally for their contributions. Her face to face visits with staff or kind notes of thanks to volunteers were greatly appreciated and enhanced the positive relationship between staff members, volunteers and the PTO board.

In addition to Heather's service on the Board, she coordinated, assisted or led several other events such as the annual Book Fair, Library Volunteer, Music Recording, Staff Luncheons, the 4<sup>th</sup> Grade End of Year Party, Gifts to School and many others. When new opportunities emerged such as the Movie Night, she eagerly accepted the challenges, built a strong planning team to coordinate the event and always offered her time and support to make it a success. Heather is always quick to give the credit to others, but her behind the scenes work helped things run smoothly. One of Heather's favorite events is the Book Fair. She has chaired this event for many years and plans to chair it again next year. The students love visiting the book fair each year and making selections. Heather and her co-chair have implemented the Book Fair Poster Contest to help create an atmosphere of excitement for this beloved event.

Heather has been involved in all PTO sponsored events too numerous to mention, and the hours she has dedicated are too numerous to count. Through her untiring efforts and excellent leadership she has built a Parent/Teacher Organization that functions in conjunction with school personnel to provide unique opportunities for the students and wonderful resources for the school. I will miss her creativity and witty sentiment seen often in those PTO President Falcon letters, her kindness toward staff and fellow volunteers and her unwavering support of all students. I am grateful for the opportunity to work with Heather and thankful for her contributions to Valley Forge Elementary.

With gratitude,

A handwritten signature in cursive script that reads 'Becky Wills'.

Becky Wills &  
VFES Staff and Students