



Help us help the school!!

## YOUR PTO IN ACTION 2015-2016

### Programs Supported

- DARE
- Field Trips (\$5/child)
- Families in Need
- Technology Enhancement
- Library Books
- Grant/Special Request Fund
- Long-Term Project Fund

### Events Sponsored

- Birthday Breakfast
- BooHoo/Yahoo Breakfast
- Taste of Park
- Donuts with Dad
- Munchkins with Mom
- Movie Nights
- Book Fairs
- Halloween Dance
- Holiday Shop
- Winter Wonderland
- Sports Night
- Valentine Dinner Dance
- Hunger Games
- Math/Science Night
- Inspiration Day
- Field Day

### Services & Supplies

- Welcome Back Gifts
- School Spiritwear
- Staff Appreciation
- Assemblies

... and much, much more!!

# Park School Campus PTO

## Nominations & Elections for 2016-2017

- ✓ I want **Park School Campus** to be one of the best schools in **Illinois**.
- ✓ I want my child to have a great school year – to learn and to have fun!
- ✓ I want to help decide how PTO fundraising moneys are spent.
- ✓ I want all the students at **Park School Campus** to be successful.

If the above statements are true, then “help us help the school”. Parent involvement is critical for a successful school, so volunteer as a PTO officer or a committee chair for **2016-2017**. There are jobs that take no more than a couple hours a month, some that are seasonal, and a few that require a routine commitment.

Dedicated teachers, staff, and **PARENTS** help make **Park School Campus** a great school! Join us – it’s rewarding, it’s important, it’s even fun!

Nominate yourself or someone else. Many positions can be shared. One individual may also hold several positions (certain positions are excluded). See back of form for position descriptions. If you have any questions, please contact us at [parkcampuspto@yahoo.com](mailto:parkcampuspto@yahoo.com).

**Elections will be held at the PTO General Meeting on Thursday, May 11<sup>th</sup> at 6:00pm in the school library.** All candidates for officer positions must be registered with the Nominations Committee by **May 9<sup>th</sup>**. Please return this form to your child’s teacher or to the school office. Nominated individuals will be contacted for confirmation of nomination.

<u>Elected Officers</u> (Elected at General Meeting)	Nominee Name	E-mail/Phone
President	N/A	N/A
Vice President	N/A	N/A
Secretary	_____	_____
Treasurer	_____	_____

<u>Standing Committee Chairs</u> (Approved by PTO Board and Members of the Executive Board)	Nominee Name	E-mail/Phone
Ways and Means	_____	_____
Volunteer Coordinator	_____	_____

<u>Temporary Committee Chairs</u> (Approved by PTO Board)	Nominee Name	E-mail/Phone
Please list name of committee from back of form.	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

E-mail/Phone: \_\_\_\_\_

## Officer and Committee Chair Descriptions

The PTO Executive Board is comprised of elected officers and standing committee chairs. It meets one evening per month to conduct PTO business. General meetings for the entire membership are scheduled five times per year (September, November, January, March, and May).

### Elected Officers

Officers are elected for a two-year term. In general, the President and Vice President are elected in odd number years; the Secretary and Treasurer are elected in even number years.

**President** - Serve as leader and key contact for the PTO; preside at all PTO meetings; ex-officio member of all committees; coordinate the work of the officers and committees so that the PTO's objectives can be met; review all financial records. (Effort: year-round, on-going)

**Vice President** - Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; serve as coordinator for all un-chaired service events (non-fundraising); ideally, is willing to serve as President in the future. (Effort: year-round, time varies depending upon roles)

**Secretary** - Keep the minutes of all general meetings and all meetings of the Executive Board; prepare correspondence and perform all other duties assigned; maintain master documents; coordinate hospitality activities; organize publicity efforts (e.g., Facebook, newspapers); help recruit committee chairpersons and volunteers in the absence of a volunteer coordinator. (Effort: year-round, time varies depending upon roles)

**Treasurer** - Be responsible for and have custody of all funds; make disbursements as properly authorized; assure that PTO policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed. (Effort: year-round, on-going)

### Standing Committee Chairs

Standing Committees are defined as those with duties and responsibilities in conjunction with multiple different events (at least four). Standing Committee coordinators/chairs are voting members of the Executive Board and hold a one-year term. The Executive Board shall, by majority vote, appoint a coordinator/chairperson for each committee as soon as possible after the last General Membership meeting of the school year.

**Ways and Means** - Develop fundraising ideas and submit to Board for review; serve as coordinator for all un-chaired fundraising activities/events (e.g., dances, family/dinner nights, Spiritwear). (Effort: year-round, times varies depending on roles).

**Volunteer Coordinator** - Recruit/coordinate volunteers for PTO events and school activities as needed; communicate assignments/directions to volunteers; prepare any necessary documentation for volunteers (e.g., name tags, assignments, directions); maintain volunteer database; coordinate volunteer appreciation activities. (Effort: on-going, year round; time peaks with a few big events. Average: 4 hours per month; could range from 2 to 10 hours per month during major events.)

### Temporary Committee Chairs

Temporary Committees are those formed for individual events or duties. Temporary Committee chairs are not members of the Executive Board. If an individual has chaired four (4) or more temporary committees in one school year, they may be considered an Event Coordinator and, therefore, be a Standing Committee coordinator that has voting rights. The Executive Board shall, by majority vote, appoint a coordinator/chairperson for each committee as soon as possible after the last General Membership meeting of the school year. Each shall hold a one-year term. All positions may be shared. Please inquire about more specific responsibilities for each position and exact effort required.

**Birthday Breakfast** - Organize monthly breakfast for 1<sup>st</sup>-5<sup>th</sup> graders.

**Book Fairs** - Coordinate 3 book fairs per year: October, February, and May.

**Breakfast Events** (e.g., BooHoo/Yahoo Breakfast, Donuts with Dad, Munchkins with Mom) - Coordinate service breakfasts for parents/grandparents.

**Catalog Fundraisers** - Research and present catalog fundraising ideas to Board for approval; coordinate sales as necessary.

**Concessions** - Purchase concessions for events; manage sales at events as necessary.

**Family Nights** (e.g., Movie Nights, Sports Nights) - Coordinate bi-monthly family night events.

**Field Day** - Coordinate Field Day for K-8<sup>th</sup> graders in May.

**Halloween Dance** - Coordinate Halloween Dance for 6-8<sup>th</sup> graders.

**Holiday Shop** - Organize holiday shop for students at the end of November/early December.

**Hunger Games** - Coordinate middle school drop-off event in the Spring.

**Inspiration Day** - Plan ~40 classes for K-8<sup>th</sup> grade students in May (coordinate presenters, schedule students, request donations).

**Market Day** - Attend monthly Market Day pick-up on Saturday morning at Meadowview; distribute monthly flyers; organize 2 host months per year.

**Middle School Event** (e.g., Hunger Games) - Coordinate evening event for middle school students. Generally held in the spring.

**Mitten Tree/Family in Need** - Work with social workers to determine family needs; decorate tree; purchase items for families in need at Park.

**Picture Days** - Assist photographers on picture days three times per year.

**School Beautification/Landscaping** - Generate ideas; Coordinate material and labor donations.

**School Supply Packs** - Purchase items for school supply packs; pack orders; distribute orders in August.

**Spiritwear** - Coordinate the selection, design, ordering, inventory, and sales of school apparel and any related products; peak sales in September.

**Staff Appreciation** - Organize various staff appreciation events (e.g., dinner during conferences in October and February, lunch in May, small gifts).

**Taste of Park** - Secure vendors and entertainment for September event.

**Valentine Dinner Dance** - Coordinate tickets, dinner, raffle, entertainment, bake sale, and gift sales for February event; chief family event fundraiser.

**Winter Event** (e.g., Winter Wonderland) - Coordinate evening family event held during Holiday Shop week.

### Most/All Work Done from Home

**Assemblies** - Research student programs and present to Board for approval; serve as primary contact for presenters (3-4 per year).

**Dinner Nights** - Organize monthly dinner nights. Task requires minimal effort (generally phone call to establishment and distribution of flyer).

**Grant Writing** - Seek out grants; advise Board on grants available to PTOs; apply for grants as necessary.

**Newsletter** - Publish monthly newsletter.

**Student Directory** - Collect and format addresses for publication; obtain advertisers; coordinate with printer.

**Trash to Cash** (e.g., Box Tops, Labels for Education, Ink Cartridge/Electronics Recycling) - Submit materials; generate ideas to increase submissions.

**Valentine Dinner Dance (Raffle/Silent Auction Donation Coordinator)** - Seek donations from corporations, local businesses, and area families.

**Website Development** - Design PTO website; update/maintain as necessary.