

Dear Parents,

The PTO-sponsored events that enrich our children's Pinckney experience are only possible thanks to parents and families who volunteer their ideas, talents, energy and time. Won't you please consider being an important part of your child's education by volunteering for, or nominating someone you know, for one or more of the following PTO Board positions and/or Committee Chairs?

The **PTO Board** positions are listed in ALL CAPS (i.e., PRESIDENT, etc.). These officers have voting privileges and attend the monthly Board meetings. The **Committee Coordinators** listed under each PTO Board position are not elected positions, do not hold voting rights, and are not required to attend monthly meetings.

If you would like to nominate someone; or, if you see a position that you are interested in, please write their/your Name & Email address on the appropriate line and return this form to the school's main office via your child's daily folder or send by email to Theresa Horan at [president@pinckneypto.com](mailto:president@pinckneypto.com) by Wednesday, May 6th, 2015. Thank you for your consideration!

Not sure what to do, but would like to get involved? Fill out your name and email below we will contact you soon!

\_\_\_ Yes, I want to volunteer and help out the PTO!

Name & Email: \_\_\_\_\_

**PRESIDENT**

Name & Email \_\_\_\_\_

The President will work with and provide support to the PTO Board members, Committee Coordinators, CPES staff and administration when planning PTO calendar and events. She/he will represent parent and community concerns with the faculty and administration, conduct scheduled PTO meetings, support programs, initiatives, and activities that continue to enrich our children's education. The President will verify that insurance policies are current and sufficient. The President should be present for all major school events and work closely with all of the Board members in ensuring that each position and committee is properly functioning.

**School Publicity Coordinator:**

Name & Email \_\_\_\_\_

Inform local news media of student and school events to promote community awareness; maintain and keep the school PTO Bulletin Board current; assist office staff in maintaining the school's front sign board; and, assist in creating fliers and yard signs, takes photos at events, and assists President with collection of data and execution of quarterly newsletter.

**Back To School Meeting Coordinator:** Name & Email \_\_\_\_\_

Organize and facilitate the dinner and events for the PTO's General meeting at the beginning of the school year.

**Grants Coordinator:** Name & Email \_\_\_\_\_  
Work with Assistant Principal to find curriculum enhancement programs/projects to benefit the children and the school; assist faculty and staff members with application submissions.

**School Beautification Coordinator:** Name & Email \_\_\_\_\_  
Coordinate the updating of the main entrance and cafeteria entrance planters with new plants on a seasonal basis with budget funds.

**VP OF FUNDRAISING** Name & Email \_\_\_\_\_  
This position works with the PTO Board members and CPES administration to develop a fundraising plan for the year. Specifically for the Harvest Ball in October and the Oyster Roast in February. She/he will work closely with Treasurer, President, and Committee Coordinators in managing fundraising efforts throughout the year.

**Fall Event Coordinator:** Name & Email \_\_\_\_\_  
Coordinate the fall family event (Harvest Ball.)

**Spring Event Coordinator:** Name & Email \_\_\_\_\_  
Coordinate the spring family event (Oyster Roast.)

**VP OF SCHOOL ENRICHMENT** Name & Email \_\_\_\_\_  
This position will manage PTO-sponsored school programs; assist Committee Coordinators where necessary; and, work with the PTO Board to determine which programs to continue/eliminate each year.

**Staff Appreciation Coordinator:** Name & Email \_\_\_\_\_  
Coordinate with CPES Administration in planning Staff Appreciation Week. Plan and execute the Staff Appreciation Luncheon including, but not limited to, securing/setting up venue, planning menu; work with the PTO Board in setting up special days for CPES faculty and staff, assist the Room Parent Coordinator in communicating to Room Parent Teams the details of the week.

**Sock Hop Coordinator:** Name & Email \_\_\_\_\_  
Organize and execute annual Sock Hop (4<sup>th</sup> and 5<sup>th</sup> graders only).

**Town of Mt. P Holiday Parade Float Coordinator:** Name & Email \_\_\_\_\_  
Communicate with the Town coordinator, attend one informational meeting set by the Town, design and construct the float with your committee. The Coordinator's and committee's children get to ride on the float during the parade.

**VP OF COMMUNITY PARTNERSHIPS**

Name & Email \_\_\_\_\_

The VP of Community Partnerships is responsible for overseeing Spirit Nights and Passive Fundraising with local and national businesses and oversees the PWCEF Liaison.

**PWCEF Liaison:**

Name & Email \_\_\_\_\_

Attend PWCEF Board Meetings each month and relay information to the PTO Board.

**Spirit Events Coordinator:**

Name & Email \_\_\_\_\_

Coordinate the Chick-Fil-A quarterly fundraisers and any others deemed necessary throughout the year.

**Box Top/Soup Label/Soda Rewards:**

Name & Email \_\_\_\_\_

Collect and organize Box Tops, Labels for Education, and soda rewards for each class; prepare mailing of these items; and, coordinate class competitions and parties for winners.

**TREASURER**

Name & Email \_\_\_\_\_

The Treasurer will facilitate and prepare the Annual PTO Budget; record and receipt monies received; process payments; maintain accurate and complete records for PTO financial transactions; prepare monthly financial statements/reports and all federal and state tax filings; and, serve as liaison with our bank. She/he must work with many Committee Coordinators. Strong prior financial background is required for those considering this position. QuickBooks knowledge would be extremely helpful.

**Treasurer's Assistant:**

Name & Email \_\_\_\_\_

Assist Treasurer before PTO events with data entry of checks, deposits, and orders. This position is done at school in coordination with the Treasurer, utilizing the PTO laptop. Facilitate the distribution of new school year product sales (e.g., t-shirts, water bottles, koozies, and magnets.). Facilitate cashier duties at all PTO functions and events.

**SECRETARY**

Name & Email \_\_\_\_\_

The Secretary will attend the PTO General meeting and each PTO Board meeting, take notes, and produce minutes to be voted on and filed. Maintain a listing of membership, including an e-mail list. Write "Thank You" notes when applicable.

**Community Outreach Coordinator:**

Name & Email \_\_\_\_\_

Work with Student Council to promote and support the charitable events throughout the year. Assist in keeping the "lost and found room" tidy throughout the year and donate the unclaimed items to local charities.

**Volunteer Coordinator:** Name & Email \_\_\_\_\_  
Maintain Master Volunteer list throughout the year. Prepare event volunteer requests, as needed by Committee Coordinators and Board, using Master Volunteer List and utilizing Sign-Up Genius and/or e-mail

**Room Parent Coordinator:** Name & Email \_\_\_\_\_  
Liaise between Committee Coordinators, PTO Board, and Room Parents, communicating in a timely manner (via email and/or copying and distribution of printed material) the information and requirements for upcoming PTO events (e.g. Oyster Roast Baskets, Staff Appreciation Week, etc.) for distribution to class families.