

Join the 2018-2019 Lawrence PTO as a Board Member or Coordinator!

Ever wonder how you can be part of your child's school community?

Being a part of the PTO Board is a unique opportunity to hear about the wants and needs of our school, and also introduce ideas and processes that can affect growth and change! Not only do you gain insight and information about school community requests and educational successes, as well as challenges, you will have a voice in how some of these issues are addressed!

What kind of impact can you make by being a PTO Board Member or Coordinator?

OUR MISSION

Lawrence Elementary PTO is a joint partnership between parent, teachers, and administrators. Our purpose is to support teachers and students in and out of the classroom. We strive to build a campus that creates a positive, well-rounded educational experience.

ENRICHMENT of LEARNING:

The PTO Board allocates general funds to help purchase goods and services that enrich the learning of all students. A perfect example is this year we helped fund the culinary arts program in 3rd grade. We have also created an art committee and, with the support of our principal, we have a dedicated art room to install future art programs on campus.

CREATE COMMUNITY:

PTO strives to make being a part of Lawrence Elementary more than just a place where kids go to class & learn. The PTO Board helps to plan events that make students, families, and staff feel connected on a more meaningful level. From greeting new TK & Kindergarteners with welcome signs on the first day of school, to planning a safe Trunk or Treat Halloween Bash, to organizing Holidays Around the World, Family Movie Nights, Running Club, and so much more!

Being a part of the PTO Board gives you a voice into how we continue to create community at our school!

RECOGNIZE & SUPPORT STAFF:

Feeling appreciated and supported is key to the successful attraction and retention of our teachers and staff. The PTO Board strives to show support for our staff in a number of ways; from more personal recognition, like the organization of staff luncheons and teacher appreciation week, to more operational support like discretionary classroom accounts for teachers. We have also developed a grant program where teachers and staff can submit proposals for costly needs they feel would enhance the learning of students.

Being a part of the PTO Board gives you a voice as to how staff is recognized and supported at our school!

FUNDRAISE FOR THE FUTURE:

In order to enrich learning, create community, and recognize and support staff, the PTO Board must help facilitate fundraising throughout the year. From our donation drive at Orientation, to Wine Country Night, to Read a Thon, to Dining for Dollars and Family Movie Nights, the PTO Board is tasked with finding ways to bring funds **IN** so we can send funds **OUT** by purchasing goods and services that add value to the kind of education offered at Lawrence Elementary

As a Board member, you have a voice as to how and what kind of fundraising opportunities our school participates in and how the proceeds are spent!

LAWRENCE PTO AVAILABLE POSITIONS 2018-2019

Application forms must be signed and returned to the school office by 3:00 PM on Monday, April 30, 2018 or submitted in person at the the PTO Board meeting on Wednesday, April 25, 2018 when called for on the agenda.

If multiple application are returned for one position there will be a **school wide election on Wednesday, May 2nd.**

Positions will be announced on Friday, May 4th The PTO Board positions available are listed on the following page, followed by their position description and more information about the application and election process. If you have any questions, email Eileen Weed at lawrenceptoprez@gmail.com.

Board Position Descriptions

President: (FILLED UNTIL TERM COMPLETION OF 2018-2019 SCHOOL YEAR)

- Preside over all meetings, coordinate and oversee the work performed by the officers and committee chairpersons to ensure alignment with the organization's objectives.
- Be impartial, delegate responsibilities, and offer assistance.
- Serve as the primary contact for the PTO.
- Meet with the Principal to discuss any upcoming activities and plans and seek approval.
- Coordinate the PTO calendar.
- Schedule meetings and distribute materials to the appropriate officers.
- Consult with officers and/or coordinators before events for overall execution purposes
- Act as one of the officers authorized to sign the checks of the organization and perform banking activities.
- Appoint any member to fill any or all PTO positions that become vacant before the end of the term.
- Shall be the deciding vote should there be a tie among Board members.

Vice President:

- Assume responsibility for duties designated by the president.
- Represent the president in his/her absence or upon request. If temporarily representing the president, the vice president must immediately report to the president any new business.
- Support president in overarching PTO projects at large.
- Coordinate schoolwide assemblies.
- Oversee apparel coordinator.

Secretary:

- Keep records and notes of each Board meeting and general meeting.
- Provide minutes from each meeting to be presented at subsequent meetings. Have minutes posted on website after each meeting
- Handle official correspondence as directed by the president.
- Make available to PTO members, any relevant information pertaining to PTO general meetings.

Treasurer:

- Maintain custody of all financial records and PTO funds.
- Maintain current records and submit monthly financial reports to the Board.
- Submit quarterly financial reports for the PTO website.
- Collect monies from fundraisers and tracks sales for the Board.
- Give an end of the year financial report.
- Act as one of the officers authorized to sign the checks of the organization and performs any banking activities.
- Make sure that all donation receipts are out in a timely manner and oversee the teacher accounts within seven to ten days upon receipt.
- Ensure the PTO's books are audited by a Certified Public Accountant each year prior to delivery to the succeeding Treasurer or prior to the fall meeting if continuing as Treasurer: The said accountant shall be elected by the Board.
- Close the PTO's financial books for the year before a new treasurer takes over.
- Treasurer must have some accounting experience
- Ensure that current PTO documentation is filed with the Secretary of State.

Volunteer Chair:

- Organizes and maintains the master volunteer list, committee lists and room parent lists.
- Works closely with officers and coordinators to determine volunteer needs for upcoming events.
- Actively recruits volunteers for all PTO events and maintains an ongoing record of PTO event volunteers.
- Sends volunteer reminders & acts as point person for volunteer check in at PTO events whenever possible.

Fundraising Chair:

- Functions as chairperson for major fundraisers.
- Supervises and supports fundraising coordinators (see list of all coordinator positions.)
- Schedules yearly fundraisers to avoid conflict and maximize volunteer resources.
- Generates ideas for annual fundraising programs. Reviews with PTO Board about scheduling and anticipated earnings.

Coordinator Positions

Coordinator positions are non- Board positions that are integral to the success and function of the PTO!
Coordinator positions have direct links of support to Board Chairs and PTO Board at large. If you would like additional information on job duties, please email lawrenceptoprez@gmail.com.

Family Event Coordinator

With the guidance and approval of the Board:

- Organize movie nights
- Plan and execute beginning of the year celebration.
- Organize chalk walk.

Special Event Coordinator

With the guidance and approval of the Board:

- Plan and execute Trunk or Treat party and Holidays Around the World.
- Plan and execute end of the year celebration.

Club Coordinator

- Researches school club opportunities and meets with prospective clients.
- Advertises clubs and ensures all necessary insurance and district forms have been completed.

Fine Arts Coordinator

- Researches potential opportunities to enhance art program both during and after school.
- Recruits instructors and oversees programs.

Hospitality Coordinator

- Organizes team for kinder sign distribution.
- Plans and executes Boo-Hoo Breakfast to welcome new families on first day of school.
- Plans and organizes staff luncheons throughout the year.
- Plans and communicates theme for Teacher Appreciation Week.

Spirit Wear Coordinator

- Orders needed spirit wear and researches new merchandise possibilities.
- Fills orders throughout the school year.
- Organizes and facilitates spirit wear sales.

Running Club Coordinator

- Market and facilitate Running Club
- Maintain a running log for students participating - keep an email alert list for cancellation
- Handle inventory for running tokens and manage parent volunteers

Box Top Coordinator

- Manage and execute box top drive at least twice a year

2018-2019 Board & Coordinator Application Form

*****Return this page to the Lawrence Elementary Office by 3pm on April 30th or in person at PTO Meeting on 4/25/18*****

Board Positions Available:

- Vice President – 2 year term
- Treasurer – 2 year term
- Secretary – 1 year term
- Fundraising Chair - 1 year term
- Volunteer Chair - 1 year term

Coordinator Positions Available (all 1 year terms; may apply for multiple positions):

- Family Event Coordinator
- Special Event Coordinator
- Club Coordinator
- Fine Arts Coordinator
- Hospitality Coordinator
- Spirit Wear Coordinator
- Running Club Coordinator
- Box Top Coordinator

I would like to apply for the position(s) of _____

Why would you be a good candidate for this PTO Position?

Printed Name

Signature of Applicant

Date

Applicant's email address

Applicant's Phone Number

*****Return this page to the Lawrence Elementary Office by 3pm on April 30th or in person at PTO Meeting on 4/25/18*****