

Please complete this form and return via email or to the office by May 12th.
2021 – PTO BOARD MEMBER ELECTION – 2022

*Help us help your child have a wonderful experience at South O!
 Thank YOU for doing your part!*

PARENT / GUARDIAN'S NAME _____

PHONE _____ EMAIL _____

CHILD'S NAME / GRADE / TEACHER _____

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Please check the board position(s) below that you are interested in. All positions can be shared. Please contact Allison Dvorak (s.oceansidepto@gmail.com) with any questions. Elections will be held at the PTO general meeting on Wednesday, May 19th at 6:00pm via zoom. Open floor nominations will also be accepted.

OFFICER DESCRIPTIONS

- President** – Serve as leader and key contact for the PTO; preside at all PTO meetings; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTO's objectives can be met. 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; assume other responsibilities as assigned, coordinate the general activities of any Special Committees created by the Executive Board. Effort: year-round, varies
- 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 on school computer. Facilitates the writing of Thank You notes to community. Effort: 3-4 hours per month
- Treasurer**- Be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTO events where money will be collected; assure that PTO/District policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit. Effort: 20-40 hours per month, depending on calendar of events
- Fundraising**- Manage the coordination of the PTO's fundraising activities. Events include catalog sales and family fundraiser nights. Effort: 6-8 hours a month
- Donations Coordinator**- Outreach to businesses who will donate items and/or cash for a large events as well as to support any of the PTO fundraising events. Enable recognition of donors. Follow up with thank-you correspondence. Effort: Varies, requires more time before silent auctions.
- Community Development Coordinator**– Community outreach to encourage participation, includes updating South O's Facebook page with current events and accomplishments. Attend monthly South O Neighborhood meetings. Organize the annual PTO family giving drive. Maintain participation records. Coordinate hospitality activities. Effort: Varies
- ELAC Liaison** – Work with Community Development Coordinator to integrate various communities to encourage participation and embrace the cultural differences within our school. Facilitate bilingual communications as needed. Effort: Varies
- Volunteer Coordinator** – Recruit and collect list of volunteers for PTO events and school activities. Assure that volunteer data is recorded and available to both the Board and teachers. Work with teachers, staff,

and leaders of committees to assure volunteers are recruited for programs. Further develop and use email tree. Effort: varies, time peaks with a few big events. Average: 2-4 hrs/month

COMMITTEE CHAIR OPPORTUNITIES

- Fall Carnival** – Coordinate the PTO's annual fall family event. Typically includes development of theme, games and activities, concession sales, and volunteer coordination. Held in October. Significant planning begins 4-6 months prior to event. Involves a large committee with project leaders for various areas. Effort is substantial, especially the 6-8 weeks prior to the event.
- Staff Appreciation** – Coordinate daily recognition for Staff Appreciation Week in May. This also includes a special welcome back breakfast for staff on the first day of school. Works closely with Room Parents. Effort: 3 hrs / prep before and 7 hrs / week of
- Room Parent Coordinator** – Coordinate the parent representative from each classroom (K-5) whose job is to touch base with the teachers of that class and report at the monthly meeting of the PTO Executive Board. The Coordinator relays what activities are occurring in that grade, if any field trips or programs are planned, if the teachers need volunteers for upcoming events. Effort: minimal – 2 hours per month.
- Student of the Month** – Organize treats and goodie folders for the Student of the Month assembly. Assemble folders and keep track of supplies to alert Board if items need to be reordered. Present treats at Student of the Month assembly. Effort: 2 hrs a month.
- Newsletter** – Works with principal to compile monthly dates and news for parents including principal's message. Effort: 4 hours a month

School Events

Organize special school events. Each event will have its own lead volunteer. You will receive information and support for the executive board. Please mark the event you would like to be involved in. Effort varies with each event.

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| <input type="checkbox"/> Father Daughter Dance | <input type="checkbox"/> Mother Son Activity |
| <input type="checkbox"/> Holiday Show | <input type="checkbox"/> Santa Breakfast |
| <input type="checkbox"/> Talent Show | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Earth Day | <input type="checkbox"/> Kinder Round-Up |
| <input type="checkbox"/> Jog-a-thon | <input type="checkbox"/> Green Team |
| <input type="checkbox"/> Car Show | <input type="checkbox"/> Book Fair |
| <input type="checkbox"/> Ice Cream Social | <input type="checkbox"/> Red Ribbon Week |
| <input type="checkbox"/> Box Top Coordinator | <input type="checkbox"/> Staff Appreciation Week |