



Shell Beach Elementary PTO

Nominations & Volunteer Chairs for 2018-2019 School Year

We all share the goal of wanting SBE to be one of the best schools, wanting our children to have a great school year and to learn while having fun! If you want to help decide how PTO fundraising monies are spent consider getting involved!

- Parent involvement is critical for a successful school, so volunteer as a PTO officer or an Event Chair for 2018-2019. 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 Shell Beach Elementary a great school! Join us – it's rewarding, it's important, it's even fun!
- Nominate yourself or someone else. See the back of this form for position descriptions. If you have any questions, please contact:
Alexis Vosburg lexis23@ca.rr.com or **Kim Kaufman** kngzgirl@hotmail.com
- **Elections will be held at the PTO General Meeting on Thursday May 10th at 6:00pm in the school Library.** All candidates for officer positions must be registered with the Nominations Committee before **April 30th**. Please return this form to your child's teacher or to the school office **before April 30th**.

Elected Officers: (11 positions each with a 1 year term)

(Executive Board to be elected at 5/10 Meeting)

	Nominee Name	Contact Info
President:	_____	_____
Vice President:	_____	_____
Secretary:	_____	_____
Treasurer:	_____	_____

Grade Level Rep: (circle Grade Level:)

Kindergarten 1st 2nd 3rd 4th 5th 6th _____

(7 open positions one for each grade level Kindergarten-6th grade. Must be the grade your student will be in for the 2018-2019 school year)

Event Chairs: (Volunteers) Volunteer Name:

Contact Info:

Trunk or Treat	(Oct)	_____
Jog-A-Thon	(Sept)	_____
Dinner Auction	(March)	_____
Spelling Bee	(Spring)	_____
Book Fair	(Fall/Spring)	_____
Teacher Appreciation	(May)	_____
Box Tops	(Quarterly)	_____
Jamba Juice	(Monthly)	_____
Spirit Wear	(All Year)	_____
Give Back Nights	(Quarterly)	_____
Talent Show	(Spring)	_____
Marquee Coordinator	(Monthly)	_____

Officer and Event Chair Descriptions

The PTO Executive Board is comprised of elected officers. It meets on a regular basis to conduct PTO business. Anyone may attend the meetings.

Elected Officers: (expected to attend all scheduled monthly meetings)

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; Sign Documents as approved by the Board; sign checks on the PTO accounts; 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 by the Executive Board; coordinate the general activities of any Special Committees created by the Executive Board; Sign checks on the PTO accounts. Ideally – is willing to serve as President in the future. (Effort: year-round, time varies depending upon roles)

Secretary - Establish (with the President, Vice-President and School Principal) meeting agenda; Keep and provide copies of the minutes of all general meetings and all meeting of the Executive Board; maintain membership records; Sign checks on the PTO accounts; help recruit committee chairpersons for all vacant standing committees of the board; keep the calendar of events for the PTO. (Effort: 4-5 hours per month, includes attending meetings and typing up minutes)

Treasurer - Help prepare and maintain a yearly budget on the PTO programs; monitor and maintain PTO accounts and funds and financial records; prepare financial reports for each meeting and as needed and present such reports to the Board at regularly scheduled Board meetings; Complete or manage the completion of periodic tax returns, corporate forms, and non-profit forms; Maintain liability Insurance; pay PTO bills; Sign checks on the PTO accounts. (Effort: 5-6 hours per month, average)

Grade Level Representative– One parent representative from each grade (K-6) whose job is to touch base with the teachers of that grade and report at the PTO meetings. The Grade Rep relays what activities are occurring in that grade, if any field trips or programs are planned, if the teachers need volunteers for upcoming events. Works closely with fundraising efforts of the PTO and that grade level. (Effort: minimal, 1-2 hours per month).

Event Chairs (Remember, these are COMMITTEES – there should be many other volunteers to help.)

Trunk or Treat - Organize the October event. Promote and plan the event with the help of other volunteers. Work with Grade level reps to design the event.

Jog-A-Thon - Organize the event. Promote and plan the event with the help of other volunteers. Coordinate donations, set up and schedule class times. Effort is substantial, especially the 2 weeks prior to the event. Time spent depends on how work is divided and how roles assigned. This event is well suited for having Co-Chairs.

Dinner Auction – Coordinate the PTO's annual dinner auction event. Typically includes silent auction, concession sales, live auction and catered dinner. Usually held in March. Significant planning begins by December. Involves a large committee with project leaders for various areas. Effort is substantial, especially the 6 weeks prior to the event. Time spent depends on how work is divided and how roles are assigned.

Spelling Bee – Organize the school's Spelling Bee in spring. Coordinate and promote event to students, recruit judges and arrange awards. Effort can be split among multiple project leaders, but includes 6-10 hours.

Book Fair - Plan 2 one week book fairs per year. Manage volunteers and coordinate with Scholastic. Effort is substantial for the week prior and week of the Book Fair.

Teacher Appreciation – Organize annual teacher appreciation lunch in May. Works closely with Grade Level Reps. Effort is 2-4 hours in May depending on what activities are planned.

Box Tops - Monthly collecting, counting, organizing and mailing in Box Tops. Effort is 1-2 hours per month.

Jamba Juice - Monthly sales. Print order forms, collect money, track orders, place and pick up order, distribute Jamba Juices last Friday of every month. Effort is 4-5 hours per month Sept - May.

Spirit Wear - Coordinate the selection, design, ordering, inventory, and sales of school T-shirts and any related products. Effort varies, peak sales in August and September.

Give Back Nights- Organize restaurants to participate in give back nights where a certain percentage of sales goes to SBE. Promote and plan event. Monthly effort 2 hours.

Talent Show- Organize the event. Promote and plan the event with the help of other volunteers. Set up schedule for rehearsals. Design the program flyer and coordinate with the Clark Center prior to the production. Effort is substantial, especially the 6 weeks prior to the event.

Marquee Coordinator- On the last day of every month take down/put up important information/dates for SBE on school marquee.