

PTO Openings for the 2010-2011 School Year

Officers:

First Vice President (Fundraising): Chair all fundraising projects and oversee and monitor the income producing committees which include Partners in Education, Beach Bash, Fall Family Athletic Event, Kroger Card/Box Tops, Grant Liaison, T shirts, and Yearbook.

Third Vice President (Communications): Create a school directory and oversee the Web Liaison and Publicity Committees.

Treasurer: Account for all revenues and expenditures and maintain an accurate, auditable record; pay all expenses of the PTO; prepare and present a written financial statement at each PTO meeting or at any time when asked by the Board; and have an accounting or bookkeeping background due to the complexity of sales tax requirements. (CPA certification is a PLUS!)

Standing Committees:

"Big Bear/Little Bear"-New Family Liaison (2 open positions) Put families who have just moved into the school in contact with an existing Buckalew family to make their transition an easier one.

CATCH/Fall Into Fitness Liaison work with the PE teachers to coordinate Fall Into Fitness as well as provide support for implementation of the District's healthy lifestyle initiative- (CATCH).

Community Partners: Coordinate recruitment of area businesses, manage their participation in the program, and prepare the advertisements for Student Directory printing.

Hospitality: (2 positions) Provide refreshments at designated meetings including all site based meetings; organize special teacher events such as luncheons and monthly staff treats.

Library Book Fair Coordinator: Work with the Librarian to coordinate the fall and spring Book Fairs

Partners in Education: Responsible for coordinating Buckalew's One Stop Shopping Program at the start of the school year.

Web Liaison: Responsible for maintaining the PTO on-line payment system and the Buckalew PTO web site.

Yearbook: Responsible for the publishing and sale of an annual yearbook.

Buckalew Elementary
PTO Board Nomination Form

Name: _____

Phone # _____

E mail: _____

Board Position Nominating for: _____

Why would this person be good in this position: _____

Please list any past experience _____

Return by March 5th. Please print this form, put into a sealed envelope marked PTO Nominations, and send to the front office. You may also e mail the form to the address listed below.

Jennifer Gann
Past President/Nominating Committee Chair
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