

BETHESDA ELEMENTARY PTO

VOLUNTEER POSITIONS

2015-2016

As the 2014-2015 school year begins to wrap up, it is time to nominate and fill the PTO Team positions for the following year. We are looking for parents who are committed to our Bethesda School community in providing new and exciting opportunities for our school and volunteering time at our functions. Please find listed below the available volunteer opportunities and responsibilities. If you would like to fill one of these positions please insert your name and return it. If there is someone you feel would be a strong leader in one of the available positions please insert their name and the PTO officers will contact them. Once the individuals have been notified, we will hold a PTO Meeting for the final vote. It is part of the by-laws of a 501 (c) 3 that a vote must take place. (All volunteer positions need to be Tier III volunteers)

After elections, we will have a Meet & Greet gathering for the incoming volunteers to discuss past procedures, ideas and exciting ways to kick-off the new year!

Co-PRESIDENT--responsible for conducting general PTO meetings, PTO Board meetings, attending off-campus county-wide development meetings with WCS superintendent, leading and organizing the PTO team per event, discussing and question answering with school parents via phone, email, and personally. Also responsible for requesting and filing forms for each fundraiser per county regulations. Strength in delegating and leading is helpful. Mainly and most importantly, maintaining an open line of communication between the Principal and staff, the teachers, and the parents of the purposed use of the PTO money for the betterment of BES during the school year in which they are serving as President of PTO.

SECRETARY-- responsible for recording minutes of all meetings. Send minutes to all board members, committee members, teacher liaison, and principal. Send correspondences including thank you cards, letters, etc. Maintain bylaws and perform other delegated duties as assigned.

DRAGON DISPATCH EDITOR—responsible for a monthly newsletter to be distributed at the beginning of each month via e-mail and/or hard copy. This person will be receiving all information and dates that need to be included by those who desire to have their information posted, i.e. scouts, music programs, art programs, PTO meetings, fund raisers, box top collections, picture dates, etc.

SPIRIT NIGHT COORDINATOR—responsible for contacting and scheduling BES spirit nights at participating restaurants and businesses in our area. Other responsibilities include advertising, handing out reminder stickers, and making copies of the flyers to distribute to each class.

Co- SPIRIT WEAR COORDINATOR—responsible for design ideas, ordering, price comparison, and selling the new, as well as any previous, spirit wear items. This person will need to be aware of inventory, selling opportunities and filling any orders throughout the school year.

SPONSORSHIP COORDINATOR—responsible for reaching out to local businesses and recruiting sponsors for Bethesda PTO through email and phone calls. Follow up throughout the year with our sponsors is important, inviting them to school and PTO functions, sending tax deductible forms and thank you cards for their donations, advertising their business on the banner in the school foyer and the banner at school functions.

Co-Membership Coordinator-- This position will:

- Reach out to parents during Ice Cream social and in the beginning of the year in recruiting our BES families to become PTO members.
- send out information to teachers to send home with students in beginning of year.
- create an updated membership form.
- collect family data to be entered into our database. You will work with our Webmaster in creating our online directory.

BACKYARD BBQ COORDINATOR—responsible for coordinating our main fall fundraising event. Plan games, food, entertainment, etc. Promote and advertise the event. This position begins planning in the summer.

SMART CARD COORDINATOR-- This position will meet with the Smart Card rep and pick up the pre-determined amount of cards. This is determined in April for the fall Smartcard fundraiser. The flyers will need to be adjusted to how Bethesda will run the fundraiser (prizes, etc.). You will set up a cut-off date, all info is stapled together and sent home. You will check in with the office several times a week, pick up turned in card orders, then fill the orders. The Smart Card reps. give us a great percentage, and do most of the work. You will meet at end of fundraiser, turn in remaining cards, give them a check, and if prizes are involved they will have them ready to go.

ICE CREAM SOCIAL COODINATOR: This position begins planning in the summer for the Back to School Ice Cream Social in Aug. It is typically held 1-2 days before school starts. This chair will need to coordinate with all the PTO committees, Board members, and local organizations in setting up booths that will be displayed throughout the gym and cafeteria. You will work with the principal in displaying class list for parents and students to view at the event.

I would like to emphasize that the PTO is a team effort. No one is expected to carry the load of any of these positions completely alone. However, it is common knowledge that unless there is a person committed to over-seeing the individual positions they will not reach the full potential of what they could be for the school. Please understand that when you step up to serve in one of these capacities there should be a community of volunteers to call upon to help you succeed. Serving should leave you smiling!😊

~Angela Tatgenhorst, PTO President~

2015—2016 NOMINATIONS

Please return by April 10, 2015

Co-President: _____ # _____

Secretary: _____ # _____

Dragon Dispatch Editor: _____ # _____

Spirit Night Coordinator _____ # _____

Co-Spirit Wear Coordinator _____ # _____

Sponsorship Coordinator: _____ # _____

Co-Membership Coordinator: _____ # _____

Backyard BBQ Coordinator: _____ # _____

Smart Card Coordinator: _____ # _____

Ice Cream Social Coordinator: _____ # _____