



# General Information and Board Member Descriptions

## WHAT IS PTO?

Our Parent Teacher Organization (PTO) is a nonprofit group of parents, teachers and staff working together to support and enrich the educational experiences of all students at Groves Elementary. Our goals are to encourage interaction between family and school, work with teachers, staff, and the community, and assist in efforts to solve school needs through volunteering and funding. The PTO works closely with school administration to meet this goal.

## WHO CAN BE A MEMBER?

Parents, grandparents, guardians, community members, teachers and staff can, and are encouraged, to join Groves PTO. Becoming a member does not mean you automatically sign up to volunteer, it just means you support our group and believe in what we are doing. Membership begins in August at the beginning of the new school year. Please consider joining to help achieve our goals!

## BENEFITS OF MEMBERSHIP

Most importantly, PTO gives you a voice! Your membership entitles you to vote at meetings on PTO business. Joining also gets you connected and helps you stay informed. You will be part of the team helping to make positive changes. Additionally, you may volunteer to help with our many events throughout the year. Volunteering is encouraged but not required. In a way, just paying your dues helps us fund programs that enhance your child's learning experience.

## PROGRAMS AND FUNDRAISING

Our primary objective as a PTO is to provide our school with funds, programs, resources, and services that will enrich and maximize the education of every child and benefit the school. To meet this objective, we fundraise. Here are a few programs we sponsor and/or support: spirit shop, teacher appreciation events, book fairs, veterans day events, red ribbon week activities, school parties, field day events, spring fundraising event, grade level special events and various other fundraisers throughout the year.

## PTO MEMBERSHIP VS PTO BOARD POSITIONS

Anyone can become a PTO Member by simply paying his or her dues. PTO Board Membership requires a little more involvement and time. PTO Board positions are a one school year term. To be eligible for nominations, one must have a student enrolled (or enrolling) in Groves Elementary. Nominees must also complete a volunteer background check with the district and be able to attend monthly board meetings. If you are interested, please review the available positions and complete the "Board Application" form. Once all forms are submitted, the Nominating Committee will select a slate of officers to be presented and voted on at the PTO meeting in May.

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\*\*\*All Board Positions MUST ATTEND PTO functions such as meetings and fundraisers\*\*\*



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## President

Must have 1-year experience on a PTO/PTA Executive Board

- Serve as the key leader for the PTO board and the organization
- Oversee day-to-day operations and all committees
- Serve as an ex-officio on every committee; except for the Nominations and Audit Committee
- Work closely with administration, preserve the lines of communication between the PTO and the faculty/staff
- Finalize the activities calendar with administration
- Organize and plan the faculty/staff Back-to-School Luncheon
- Work with Spring Fundraising Chair and Spring Fundraising Committee on all respective duties

## 1st Vice President

Must have 1-year experience on a PTO/PTA Executive Board

- Serve as an assistant to the President; where needed
- Assist the president and carry out the President's duties in his or her absence or inability to serve
- Help President oversee committees and train committee chairs
  - Act as the liaison between committee chairs and the Executive Board.
- Coordinate and meet with all grade level leads on their respective duties, parties and budget for parties
- Work with grade level leads in selection of room parents

## 2nd Vice President

Must have 1-year experience on a PTO/PTA Executive Board

- Serve as an assistant to the President; where needed
- Assist the President and carry out the President's duties in 1st Vice President's absence or inability to serve
- Help President oversee committees
- Oversee the sponsor drive for the Spring Fundraiser
- Work with the Spring Fundraiser Coordinator on planning and executing the event

## Treasurer

- Prepare IRS tax reports and state sales tax filings
- Maintain strict records of income and expenses

- Responsible for collection of insufficient funds to the PTO
- Responsible for all deposits and disbursements of PTO monies
  - Reconcile monthly bank statements
- Submit all books and records for a yearly audit
- Submit to an outside audit every two year or when new Treasurer is voted in
- Prepare all financial statements – these must be maintained in a timely manner and presented at all monthly PTO meetings and be readily available for review

Per the bylaws, this position will not be elected by general membership but by incoming board.

## Secretary

- Record minutes of all PTO board and general meetings
- Notify all PTO board members of an impending meeting
- Reports prior minutes at monthly meeting
- Send out minutes to all PTO board members
- Assemble and distribute agendas/information packets at meetings
- Updates all external communication (marquee, monthly newsletter)
- Responsible for collecting Birthday Marquee data and organizing and updating marquee with monthly Birthdays
- Work with the computer staff to keep the PTO section on the home website updated

## Spirit Shop Coordinator

- Research, order, purchase and sell all spirit-type products (Must be approved by President and Vice Presidents first)
  - Fill all merchandise orders, replace and replenish spirit shop items, if necessary, upon approval of the board
- Maintain an up-to-date inventory list of all spirit shop items available for sale
- Set up at all events to sell merchandise
- Manage online database

## Grizzly Fall Festival Coordinator

- Coordinate and execute all aspects of Grizzly Fall Festival
- Communicate with President and 1<sup>st</sup> VP on plans to submit to administration
  - Coordinate games and rides, hire food vendors, hire booth vendors, etc.
- Report to PTO President and 1<sup>st</sup> VP

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## Spring Fundraising Coordinator

- Coordinate and execute all aspects of Spring Carnival
- Work with committee on planning auction and raffle items and classroom baskets
- Coordinate vendors, hire booth vendors, etc.
- Recruit sponsorships and solicit various businesses for basket donations
- Report to PTO President and 2<sup>nd</sup> VP

## Veterans Day Color Run/Field Day Coordinator

- Coordinate and execute all aspects of Color Run and Field Day and classroom baskets
- Coordinate vendors, hire booth vendors, etc.
- Work with PE coaches on Field Day logistics
- Report to PTO President and 1<sup>st</sup> VP

## Holiday Market/Staff Appreciation Week Coordinator

- Coordinate and execute all aspects of Holiday Market and Staff Appreciation Week
- Coordinate vendors for holiday market and secure entertainment (choir, etc)
- Work with Grizzly Appreciation Coordinator to plan Staff Appreciation Week in May
- Work with indoor beautification with holiday set up/take down
- Report to PTO President and 2<sup>nd</sup> VP

## Yearbook Coordinator

- Responsible for layout of Yearbook
- Solicit sponsorships and business ads for yearbook
- Coordinates sales and distribution of annual publication
- Create records of sales throughout the year
- Promote sales at events and send home flyers via paper and/or social media
- Create committees to assist with aspects of the yearbook
- Manage and assign grade level photographers to school functions
- Must be available to photograph events such as First Day of School, Red Ribbon, Week, Veteran's Day program, school fundraisers, and other events during school hours and outside of school as determined.

## Grooving Grizzly Fun Coordinator

- Coordinate monthly appreciation breakfast/luncheons for teachers and staff
- Help with Teacher Appreciation in May
- Organize teacher/staff birthday recognition
- Plan and execute "Woo-Hoo! It's The First Day of School Breakfast" for parents

## Beautification Indoor Coordinator

- Decorate for all indoor holidays and events such as Halloween, Thanksgiving, Christmas, Teacher Appreciation, etc.
- Help decorate for Fundraising Events

## Beautification Outdoor Coordinator

- Care for all flower beds and memorial trees around the campus
- Organize campus clean up days
- Plant new flowers and mulch the beds as needed

## Grade Level Coordinator

One coordinator is needed for each grade level – K to 4

- Help 1<sup>st</sup> VP with recruiting and selecting room parents for each classroom in your grade
- Organize your Room Parent Get Together/Party Planning meetings for your grade level
- Submit party plans to 1<sup>st</sup> VP for administration approval
- Check with school nurse for your grade level allergies and contact parents to let them know of food being served at parties
- Encourage party fee payment via Membership Toolkit
- Meet with PTO 1<sup>st</sup> Vice President and Treasurer to determine annual budget for parties
- Request necessary funds to purchase items for parties – all receipts for purchases must be turned in within one week of each party
- Communicate grade level class Carnival Baskets to room parents, help collect your grade level class baskets from room parents
- Purchase and distribute party items for your designated grade level which were agreed upon for each party
- K-2nd will have 3 parties (Winter, Friendship, and Spring) and 3rd-5th will have 2 parties (Winter and Friendship)
- It is mandatory that Room Parent Coordinators are on site during party days to assist room parents with supplies and duties.

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## 5th Grade Coordinators

- Act as 5<sup>th</sup> Grade Coordinator (see above)
- Organize 5th grader Manners Banquet and other special events as needed
- Coordination with 5<sup>th</sup> Grade lead teacher on events
- Must attend Manners Banquet and other special events in order to assist the 5th grade team.

## Watch D.O.G.S. Coordinator

- Recruit members and verify district clearances
- Work with counselors to set schedules
- Create sign-ups each month

## Spirit Night Coordinator

- Set up monthly spirit nights with local restaurants and businesses
- Make and distribute Spirit Night flyers via paper and/or social media

## Volunteer Coordinator

- Create a contact list for possible volunteers
- Work with event coordinators to create volunteer signups and distribute to contact list

## Social Media/Website Manager

- Update PTO website
- Upload event sales information into Membership Toolkit
- Help executive team and coordinators promote public information on Facebook, Instagram and Twitter

## Yearbook Photographers

One photographer is needed for each grade level (K-5),

- Take and give/upload pictures to Yearbook Coordinator
- Work closely with Yearbook Coordinator in planning of school yearbook
- Must be available to photograph events such as First Day of School, Red Ribbon, Week, Veteran's Day program, school fundraisers, and other events during school hours and outside of school as determined.

## Grizzly Fall Festival Committee (4)

- Work directly with Fall Festival Coordinator and assist with any task needed
- Help recruit sponsors, solicit donations, and work with vendors
- Help set-up and clean-up
- Help recruit volunteers to work

## Spring Fundraising Committee (4)

- Work directly with Spring Fundraising Coordinator and assist with any task needed
- Help recruit sponsors, solicit donations, create baskets, and work with vendors
- Help set-up and clean-up
- Help with auction and raffle
- Help recruit volunteers to work