

Help us help the school!!

YOUR PTO IN ACTION 2020 - 2021

Programs Supported

- Teacher Appreciation
- Box Tops for Education
- Fine Arts
- Reading A-Z
- Teacher Grants

Events Sponsored

- Kindergarten Orientation
- RTG Fun Run
- Science Fair
- Fine Arts Day
- Kindergarten Roundup
- Class Programs
- Field Trips
- Bike Rodeo/Fitness Day
- Summer Reading
- Family Game/Movie Nights

Services & Supplies

- School T-Shirts
- Student Directory
- School Sweatshirts
- School Supply Packs
- Volunteers Recruited
- School Fundraising Efforts
- Members of the Court
- Student Planners



Nominations & Elections for 2020-2021

WE WANT YOU!

Parent involvement is critical for a successful school. Volunteer as a PTO officer for **2020-2021**. There are jobs that take no more than a couple hours a month, some are that are seasonal, and a few that require a routine commitment.

Dedicated teachers, staff, and **PARENTS** help make **KES** Elementary a great school! Join us – it's rewarding, it's important, it's even fun!

Nominate yourself or someone else. ALL positions are open and can be shared! (See back of form for position descriptions.) Not sure which position would be best fit? Contact **Rocío Ekblad at rocio.ekblad@gmail.com and we can discuss and find how you can best serve!**

Elections will be held at the PTO General Meeting on Tuesday, May 12th @ 7:00 pm in the cafeteria. A back up option Zoom meeting version will be held if necessary. All candidates for officer positions must be registered with the Nominations Committee by **April 24th**. Please email us with your nomination or screenshot of your form.

Elected Officers

(Elected at General Meeting)

President

Nominee Name

Contact Info

Vice President/Fundraising

VP Membership

VP of Parent Involvement

VP Communications

Secretary

Treasurer

**EMAIL YOUR NOMINATION TO: rocio.ekblad@gmail.com
By APRIL April 24th!**

Officer and Committee Chair Descriptions

The PTO Executive Board is comprised of elected officers, committee chairs, and school representatives. The PTO Executive Board meets once per month to conduct PTO business. Anyone may attend.

General meetings for the entire membership are scheduled four times per year: one in August to approve the budget, one in May to elect officers and two others as selected by the board.

Elected Officers

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, 20-30 hours per month on-going)

Vice President/Fundraising - 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. Ideally – is willing to serve as President in the future. He/She shall act as fundraising coordinator and be in charge of all school related fundraising and shall assume any other responsibilities delegated to the office by the Executive Board. (Effort: year-round, 10-20 hours per month on going)

Vice President Membership – Recruit, enroll and market KES PTO to new members. Update KES PTO membership database. Shall assume any other responsibilities delegated to the office by the Executive Board. (Effort: Beginning of the year 2-4 hours a month and March 2-4 hours for Kinder Registration)

VP Parent Involvement - Shall act as volunteer coordinator and be in charge of all school related volunteers. Help recruit and coordinate committee groups and assume any other responsibilities delegated to the office by the Executive Board. Section (Effort: year-round, time varies depending upon roles)

VP Communications – Update all means of communications on a daily and weekly basis (Facebook, Website, Membership Toolkit, etc.) Create, maintain and distribute a monthly newsletter. (Effort: year-round, time varies depending upon role)

Secretary - Keep the minutes of all general meetings and all meeting of the Executive Board; prepare correspondence and perform all other duties assigned; maintain master documents on computer and a backup on flash drive; help recruit committee chairpersons for all vacant standing committees of the board; keep the calendar of events for the PTO. (Effort: 3-4 hours per month, includes attending meeting and typing up minutes)

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 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: 20-30 hours per month, average)