

WE NEED YOUR HELP!

Parent involvement is critical for a successful school, so volunteer as a PTA officer or a committee chair for 2016-2017. Most jobs take only a couple of hours a month and some are seasonal. Please help us spread the workload so we can keep our school great! **There will be no returning board members next year. If all of the ELECTED OFFICER positions cannot be filled, then the PTA will not be able to bring you any of the wonderful events and programs on this form.**

Elections: April 28th, 2016 at 6:30pm school cafeteria before Art Night Begins

Nominations Due: April 27th, 2016

Any trouble or further questions? Contact the PTA board at bellsferrypta@gmail.com.

Please list a name to nominate along with their contact information. You can nominate yourself too! Keep in mind, all positions can be shared. Please check the position(s) you would like to fill.

I nominate _____ Email Address/Phone Number _____

ELECTED OFFICERS THESE MUST BE FILLED FOR THE PTA TO CONTINUE!

_____	President	Time commitment 10-20 hours a month; year round; on going; responsible for delegation and management of PTA.
_____	Vice President	Time commitment 10-20 hours a month; year round; on going; responsible for back up of President.
_____	Secretary	Time commitment 10-20 hours a month; year round; on going; keep the minutes of the general meetings and the executive meetings; maintain master documents; help recruit committee chairpersons; maintain event calendar.
_____	Treasurer	Time commitment 10-20 hours a month; year round; on going; responsible for and have custody of funds; present at all PTA events where money is collected; prepare financial reports.
_____	Parliamentarian	Time commitment 10-20 hours a month; year round; on going; assure meetings are conducted in accordance with bylaws using Roberts Rules of Order.

COMMITTEE CHAIRS

_____	Volunteer Coordinator	Time commitment 2-3 hours a month; year round; on going; recruit and source volunteers for monthly PTA events
_____	Publicity Chair	Time commitment 2-3 hours a month; year round; on going; responsible for communicating with the larger PTA body about events and updates to those events utilizing all media platforms including social media (great for a tech savvy parent).
_____	Grade Parent	Time commitment 2-3 hours a month; year round; on going; room parent who coordinates the efforts of his/her grade level for different events throughout the year. 6 needed.

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COMMITTEE CHAIRS (CONT'D)

_____	Membership Chair	Time commitment largely in the beginning of the year probably about 5 hours in August and September; minimal effort after September; organize and manage PTA membership drive and maintain membership records
_____	Hospitality	Time commitment 2-3 hours a month; year round; on going; welcome new students and families to our school and coordinate all hospitality events like coffee and tissues, staff appreciation, etc.
_____	Yearbook	Time commitment 2-3 hours a month; year round; on going; increased time commitment in March/April (about 5 hours each month); Ensure that photos are being taken throughout the year; petition parents and teachers for photos; layout and design yearbook; coordinate with Herff Jones (yearbook company) for printing and delivery; perfect for working parent who needs/wants a creative outlet; most of work can be done from phone or computer
_____	Box Tops	Time commitment 1-2 hours a month; year round on going; responsible for collecting box tops from teachers and organizing them to turn them in for credit for items for the school; organizing contests and campaigns around collection of box tops
_____	Spirit Wear	Time commitment 1-2 hours a month; year round on going (biggest time commitment at the beginning of the school year; organizing design and printing of school logo paraphernalia including t shirts, cups, magnets, etc. for sale to support PTA goals.

EVENT CHAIRS

_____	Bandit Birthdays	Time commitment 1 hour a month; stuff goodie bags for monthly birthday; be at school the last Friday of the month to hand them out to students
_____	Bingo for Books	Time commitment about 10 hours--5 leading up to the event to prep and 5 at the event; organize and plan Bingo for books event with event committee
_____	Holiday Marketplace	Time commitment 13 hours in late November, early December; organize and lead the Holiday Marketplace committee to set up, organize and take down event
_____	International Night	Time commitment 15 hours in January; Organize, prep, recruit table captains for event and lead committee helpers
_____	Fall/Spring Festival	Time commitment 30 hours in either the Fall or Spring depending on when we decide to do a festival; organize and lead the securing of all festival needs including games, inflatables, etc.; lead team of people who are chairing smaller pieces of the festival
_____	Movie Night	Time commitment 10 hours-5 hours prep and 5 hours at event; lead team to organize and set up and take down event including the selection of the movie and refreshments.
_____	Penny Wars	Time commitment--10 hours--lead team to set up event, partner with Publicity Chair to make sure everyone knows and that totals are updated daily; monitor the Penny War table before school each day of Penny War week
_____	Read-A-Thon	Time commitment--5 hours in the month it occurs Partner with Bingo for Book Chair to schedule a fun read a thon leading up to Bingo for Books; focus challenging children on reading excellence
_____	Copy Coordinator	Time commitment 1 hour a week Lead a team of parents who are scheduled to come in 1 hour a week to make copies or do miscellaneous tasks for one grade level

Your Name _____ Email Address _____