



Help us help the school !!

YOUR PTO IN ACTION

Programs Supported

- Staff Appreciation
- Box Tops for Education
- Accelerated Reader

Events Sponsored

- Open House
- Picnic in the Park
- Laps for Longhorns
- Talent Show
- Penny Wars
- Backyard Bingo
- Class Parties
- Longhorn Family Fun Nights
- End of Year Party

Services & Supplies

- School T-Shirts
- Recruiting Volunteers
- School Swag
- School Technology
- Teacher Wish Lists
- School Fundraising Efforts
- Building Community

Sugar Hill PTO

Nominations & Elections for 2019-2020

- ✓ I want Sugar Hill Elementary to be one of the best schools in Georgia.
- ✓ I want my child to have a great school year – to learn and to have fun!
- ✓ I want to help decide how PTO fundraising monies are spent.
- ✓ I want all the students at Sugar Hill to be successful.

If the above statements are true, then “help us help the school”. Parent involvement is critical for a successful school, so volunteer as a PTO officer or a committee chair for 2019-2020.

Dedicated teachers, staff, and PARENTS help make Sugar Hill Elementary a great school! Join us – it’s rewarding, it’s important, it’s even fun!

Nominate yourself or someone else. (See back of form for position descriptions.) If you have any questions, please email them to sugarhilleslonghorns@gmail.com. Return this form to the PTA mailbox by April 9th. The Executive Board will review them and will reach out to those interested.

Elections will be held at the PTA General Meeting on Thursday, May 2nd at 6:00 in the school gymnasium.

<u>Elected Officers</u> (Elected at General Meeting)	Nominee Name	Contact Info (email and/or phone)
**President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
**Treasurer	_____	_____

<u>Committees Chairs</u> (Approved by PTO Board and Presented at General Meeting)	Nominee Name	Contact Info
Membership	_____	_____
Longhorn Family Fun Nights	_____	_____
Yearbook	_____	_____
Room Parent Coordinator	_____	_____
Backyard Bingo	_____	_____
Spirit Wear	_____	_____
Staff Appreciation Week	_____	_____
Teacher Luncheons	_____	_____
Box Tops	_____	_____
Talent Show	_____	_____
Laps for Longhorns	_____	_____
Penny Wars	_____	_____
Website	_____	_____
Social Media	_____	_____

**these positions can only be held by someone that has served on the Executive Board previously or has had previous experience with these responsibilities

Officer and Committee Chair Descriptions

The PTO Executive Board is comprised of elected officers, and a school representative. It meets one morning per month to conduct PTO business. Chair and Other Positions are required to be at the PTA meetings, which are scheduled quarterly in the morning.

Elected Officers

President** – The President shall preside over meetings of the organization and executive board, serve as the primary contact for the Principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served. Be a signatory on all financial accounts of this PTO. This includes signing and executing all contracts, agreements or other obligations in the name of the PTO.

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Vice President – The Vice President shall act as an aide to the President and shall perform the duties of the President in the absence of that officer. They are also to assume other responsibilities as assigned by the Executive Board. Ideally – is willing to serve as President in the future.

Secretary – The Secretary shall keep all records of the organization, take and record minutes and prepare meeting agendas. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies and brings them to meetings. Keep the calendar of events for the PTO updated. Determine the presence of a quorum prior to any business being conducted.

Treasurer** – The Treasurer shall receive all funds of the organization and have custody of such funds. Keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Board. The treasurer will be present at all PTO events where money will be collected to assure that policies and best practices are followed with regards to funds. He or she will present a financial statement at every meeting and at other times of the year when requested by the Executive Board, and make a full report at the end of the year.

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Chairs and Other Positions (Remember, these are COMMITTEES – there should be volunteers to help.)

Membership – Organize the annual PTO membership drive at our Open House, first PTO general meeting and Curriculum Night. Build a database of names and email addresses and then pass on to our PTO Secretary. Come up with businesses around town that will want to be on our PTO Membership discount card. Work with Executive Board to get cards made before Open House.

Longhorn Family Fun Nights – Work with local businesses to determine Family Fun Night activities, dates and details. Meet with Executive Board to come up with places around town or refer back to places we have been to in the past. Promote and market the events. Come up with volunteers to work the events, greeting those that come and tracking attendance.

Yearbook – Plan and create our school's yearbook. Work with the yearbook vendor to coordinate school yearbook and pricing. Sell yearbooks at open house, curriculum night and other applicable events. Coordinate photographers to be at all Sugar Hill PTO events to capture the event for the yearbook.

Room Parent Coordinator – Coordinate with teachers to assign a room mom for each class. Distribute and collect "Favorites" sheet for all staff members. Host a room parent training (late August/early September and then again before Winter Parties). Communicate how winter parties will work. Collaborate with Staff Appreciation Week chair so you can communicate week activities to room parents.

Backyard Bingo – Organize a team of volunteers to help all areas of Backyard Bingo. The areas of Backyard Bingo are, ticketing, backyard games, food, bingo game, bingo prizes, baked goods & silent auction. Work with the team and school to oversee venue, food options, activities, ticketing, etc. This event happens at the beginning of the year.

Spirit Wear – Design a minimum of 2-3 Spirit wear choices for the year. Get bids for spirit wear from various vendors and work to coordinate inventory. Sell spirit wear at open house, curriculum nights and other applicable events throughout the year.

Staff Appreciation Week – Organize Staff Appreciation week. Send out reminders and resources via email and/or update our Room Parent Facebook Group with information. Come up with whole school wide activities and the extras we will do to appreciate our staff.

Teacher Luncheons – Coordinate a meal for the staff 3 times per year. 2 Early Release Half Day lunches called Grab-N-Go and 1 Buffet-Style Meal during the winter holiday. Be responsible for setting up, breaking down and decorating.

Box Tops – Create 3-4 contests per year. Organize the contest, advertise and coordinate winner prize for the competition. Recruit 1 volunteer from each grade level to help collect, trim, and check for expired box tops. Turn in Box Tops to the appropriate contact by the cut-off dates as set by General Mills Box Top program.

Talent Show – Organize and plan the school wide Talent Show. Hold a Preview Day and Dress Rehearsal prior to the night. Work with Art teacher to hire a company to help display and sell art work.

Laps for Longhorns – Work in partnership with Boosterthon for our biggest fundraiser! You will need to advertise via posters, flyers, Facebook posts, coordinating text messages and follow the timeline given to us by Boosterthon. Organize volunteers for the actual day of the event. Be the go to person for questions about the event.

Penny Wars – An in school coin fundraiser. Come up with a grade level prize, advertise the event using flyers, posters, etc. Week of event, organize volunteers to collect coins every morning. Announce winner at the end of the week.

Website – Keep website updated with information about upcoming events, programs that we support, how to donate. Post monthly meeting minutes.

Social Media – Post to our Facebook and Instagram accounts upcoming meetings, recent PTA purchases, Giving Tree donations, good things that have happened at the school, how to help, etc.