



**BOARD POSITIONS MUST BE FILLED:** AT THE END OF THIS SCHOOL YEAR, THERE WILL BE 3 BOARD POSITIONS THAT MUST BE FILLED. THREE OF THE FOUR CURRENT BOARD MEMBERS HAVE EXCEEDED THEIR 2 YEAR BOARD MEMBER LIMIT, WE ARE NO LONGER ABLE TO HOLD BOARD POSITIONS. IT IS TIME TO PASS THE TORCH. THE CURRENT BOARD MEMBERS WILL BE ABLE TO HELP NEW BOARD MEMBERS THE FOLLOWING SCHOOL YEAR TRANSITION IN TO THEIR NEW POSITIONS AND LEARN THE ROPES. PLEASE CONSIDER VOLUNTEERING FOR A BOARD POSITION. WITHOUT A PTA BOARD, THERE IS NO PTA, AND WITH NO PTA, THERE WILL BE NO MONEY FOR THE FOLLOWING PROGRAMS: ARTIST IN RESIDENCE PROGRAM, TECHNOLOGY, BACKPACK BUDDIES, TEACHER ALLOTMENTS, SCHOOL EQUIPMENT, GRADE LEVEL FUNDS, ASSEMBLIES, STUDENT STORE, ASSISTANCE WITH FIELD TRIPS, SCHOOL COMMUNITY EVENTS, AND THE LIST GOES ON. OUR SCHOOL DEPENDS ON THE PTA FOR SO MUCH, PLEASE CONSIDER VOLUNTEERING YOUR TIME AND BECOMING A BOARD MEMBER.

President: *Open position for 2018-2019* The President engages people including parents and staff and builds connections between the school and parents. Runs PTA meetings, leads event planning, works closely with school administration, communication between the school, parents and teachers.

Vice President: *Open position for 2018-2019* The Vice President manages the PTA Facebook page, creates flyers, newsletters and bulletin boards and works closely with the president. Leads the PTA meetings if the President is unable to attend. Creates and makes bulletin boards for the school (PTA bulletin board in front hallway). Generates a monthly newsletter to be sent home with the school newsletter and works closely with school administrators.

Treasurer: *Open position for 2018-2019* The treasurer uses Money Minder accounting computer program to manage and balance the budget. Responsible for reimbursement of funds to teachers, staff and parents. Money management skills and good forecasting skills. Runs the school auction for Spring Family Dance Party and in charge of the money boxes during events. Responsible for deposits and keeping receipts and reimbursement slips. Works closely with school administration regarding budget and funds.

Secretary: Position filled for 2018-2019 The secretary takes notes during PTA meetings and types them up and is responsible for getting them signed at the next meeting. Email management of the PTA gmail account and committee sheets. Responsible for printing and handing out PTA membership cards. Assists in planning and executing plans for community events.

## OTHER PTA POSITIONS

Volunteer Coordinator: manage help desk and volunteers for events. Tracking volunteer paperwork and providing volunteer training on a monthly basis. Requires working with confidential information and understanding the responsibility of having to work with confidential information, and a commitment to abide by confidentiality expectations.

Sunnyside DOGS Coordinator: Recruitment of new Sunnyside DOGS and management of current Sunnyside Dogs. Daily management of schedules, checking the Sunnyside DOGS email account, emailing schedules and communicating with teachers, staff and administrators. Provides printed schedules for DOGS by the volunteer computer and emails copies of DOGS schedules to administration and front office personnel. Provides a weekly sign up sheet to teachers to sign up for DOGS. Works closely with school administration and volunteer coordinator.

Passive Fundraising/Restaurant Night Out Coordinator: Set up and organize restaurant night out events including creating flyers, copying them and distributing them to teacher's boxes for being sent home. Provides information to VP to post on the PTA FB page restaurant night out information. Box top counting and sending box tops in for passive fundraising. Responsible for class parties/prizes for box top winning classes and passing along the box top trophy to the class that collects the most box tops each period.

Back Pack Buddies: This is a great way to give back to the community by just giving about 20 minutes once a week. This often qualifies for community service as well for students. Every week, specified number of bags of food need to be distributed to classrooms at the end of the day, and the list is picked up at the office after school. Usually, food bags are distributed on Thursdays, however at times, food distribution will be on other days due to food needing to be passed out the day PRIOR to the last day of school for that week.

Jog-a-Thon Laps & Auction Coordinator: We have been so lucky to have an amazing parent run the auction and organize funds and laps for Jog a Thon for years now. However, his student will be in 5th grade next year, so it is time for someone to learn the ropes while he is still here to teach someone how he runs the auction. He has a great system down for both Jog-a-Thon and the auction, so it's just a matter from him this year and next.

Student Store: Student store has been an amazing way to raise additional funds for the student's needs. When the student store is open every Friday there is school, on average, over \$3,000 a year is raised! This last year, student store was open about once a month and about \$1,200 was raised. This year, student store money was used to purchase new books for the grade levels to use for reading groups. However, student store will NOT be opening this year if someone does not volunteer to take charge of it. The parent(s) running student store are responsible for ordering product, scheduling dates that student store will be open, set up and clean up of student store, volunteer organization for student store, signage advertising student store and dates it will be open (as well as letting VP know the dates it will be opened to post on FB), and delivery of purchased product to students at the end of the day. Previous parents who have helped with student store can train new parents who are ready to take this on. Student store does not need to be open every Friday of the school year, it can be as little as once every other month, once a month, or weekly, it is up to you how often you are able to commit to having it open.

