



Parent Volunteer Form

Positions and Committees

NAME	PHONE	EMAIL
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Next year, I will have students in grades:

Pre-k	K	1	2	3	4	5	(circle all that apply)
6	7	8	9	10	11	12	

Executive Board Positions

(Voting Rights)

- | | |
|---|------------------------------------|
| <input type="checkbox"/> President | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Treasurer |

Communications

- ☐ Chair *(Voting Rights)*
- ☐ Co-Chair *(Voting Rights)*
-
- ☐ Website
- ☐ Newsletter
- ☐ Parent Emails
- ☐ Bulletin Board
- ☐ School Directory
- ☐ Staff Birthday Cards
- ☐ Monthly Staff Spotlight
- ☐ No Preference
- ☐
- ☐

Fundraising

- ☐ Chair *(Voting Rights)*
- ☐ Co-Chair *(Voting Rights)*
-
- ☐ Spring Break Fundraiser
- ☐ Winter Break Fundraiser
- ☐ Cornhole Tournament
- ☐ Sneaker Drive
- ☐ Box Tops for Education
- ☐ Book Fair
- ☐ Penny Wars
- ☐ Valentine's Fundraiser
- ☐ No Preference

Family Events

- ☐ Chair *(Voting Rights)*
- ☐ Co-Chair *(Voting Rights)*
-
- ☐ Open House/Block Party
- ☐ New Family Dinner
- ☐ Santa's Workshop
- ☐ Family Learning Night
- ☐ Fairytale Ball
- ☐ Screen Free Week
- ☐ Pre-k Ice Cream Social
- ☐ No Preference
- ☐
- ☐

Student Activities

- ☐ Chair *(Voting Rights)*
- ☐ Co-Chair *(Voting Rights)*
-
- ☐ 5th Grade Liaison
- ☐ 8th Grade Liaison
- ☐ Parent's Night Out
- ☐ Elementary Yearbook
- ☐ No Preference
- ☐
- ☐
- ☐
- ☐

Staff Support

- ☐ Chair *(Voting Rights)*
- ☐ Co-Chair *(Voting Rights)*
-
- ☐ Immuni"tea" Bar
- ☐ Staff Appreciation Week
- ☐ Custodian Appreciation
- ☐ Crossing Guard Appreciation
- ☐ Nurse/Lunch Staff Appreciation
- ☐ Staff New Year Welcome
- ☐ Admin Professionals Day
- ☐ No Preference



ON THE BACK ...

- Position Descriptions
- Committee Descriptions
- Comment Box

Community

- ☐ Chair *(Voting Rights)*
- ☐ Co-Chair *(Voting Rights)*
-
- ☐ Distinguished Service Award
- ☐ Business Sponsorships
- ☐
- ☐
- ☐
- ☐
- ☐

President - The president shall preside over meetings of the organization and executive board, serve as the primary organization contact, represent the organization at outside meetings, 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.

Vice President - The vice president shall assist the president and carry out the president’s duties in his or her absence or inability to serve. The vice president may also assist with the duties of the secretary as needed.

Secretary - The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minute book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

Treasurer - The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting , make a full report at the end of the year, and prepare (or arrange for the preparation of) the yearly IRS tax report. The treasurer is responsible to keeping liability insurance premiums paid and current.

Sub-committees (and chairs) will be assigned to each individual activity in the following categories:
Communication, Fundraising, Family Events, Student Activities, Staff Support and Community
The primary Committee Chairs will oversee the progress of but not be responsible for all events.

Note: the actual events and activities planned for the following year will be decided by voting board members at the June planning meeting but the lists on this form represent many that are most likely to occur. Details about any event, activity, position or project/task can be shared with you by a current PTO board member. Please ask!

Stay up to date on all our events at: WWW.EASTROCPTO.COM/
Follow us on Facebook: <https://www.facebook.com/groups/ERPTO>
Please contact us with any questions: ERPTO2021@GMAIL.COM

Comments - Suggestions - Feedback

The ERPTO strives to support and advocate for our children by partnering with staff, families, and wider community to create a safe and inclusive learning environment where all students can thrive socially, emotionally, and academically.