

MSPTO

Together we achieve more

SERVING EC UPPER ELEMENTARY & MIDDLE SCHOOL



CONNECT WITH US:

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VOLUNTEER POSITIONS

PTO BOARD

PRESIDENT

- Face to Community and Administration
- Monitor Email
- Delegate tasks to board/committee
- Lead for School Calendar
- Prepare Agendas

VICE PRESIDENT

- Support President
- Liaison to Coordinators & Committees
- Campus Communication
- Class Parent Liaison

SECRETARY

- Weekly Bulletin
- Organize Email
- Organize Drive
- Document Distribution
- Website Update
- Google Sign Ups
- Athletic Booster

TREASURER

- Monitor Email
- Bank Management
- Check Deposits & Reimbursements
- Legal Document Submissions
- Budget Overviews
- Communication with administration
- Christmas Gift Distribution

HOSPITALITY

- First Day of School
- Staff Lounge
- Christmas Gift Distribution
- Life Events
- Teacher Appreciation
- Monthly Fellowship
- Back to School Picnic

COMMUNICATION

- Class Parent Liaison
- Letter Board Update
- Assist with Staff Lounge
- Social Updates
- Website Update Assist
- Welcome Packet Lead

PTO BOARD REQUIREMENTS :

- MINIMUM 2 YEAR COMMITMENT
- AVAILABILITY TO FULFILL RESPONSIBILITIES OF PTO POSITION
- PROMPT COMMUNICATION WITH PTO BOARD
- COORDINATE ONE EVENT
- AVAILABILITY TO ATTEND PTO MEETINGS AND EVENTS
- PROFICIENCY WITH GOOGLE DRIVE, SHEETS, AND DIGITAL COMMUNICATIONS

COORDINATOR & COMMITTEE MEMBER REQUIREMENTS :

- AVAILABILITY TO FULFILL TIME COMMITMENT
- PROMPT COMMUNICATION WITH PTO BOARD AND COMMITTEE MEMBERS
- BASIC PROFICIENCY WITH GOOGLE DRIVE, SHEETS, AND DIGITAL COMMUNICATIONS

COORDINATORS AND COMMITTEES

VOLUNTEER COORDINATOR

- Manage Chic Fil A/ Pizza servers
- Manage parent/student volunteers for PTO events (where applicable)
- Help with minor event logistics
- Manage signup genius

CO- TREASURER COORDINATOR

- Assist Treasurer in day to day responsibilities
- Lead Christmas Gift Distribution

HOSPITALITY COORDINATOR

- Assist Hospitality Board Lead
- Lead Staff Lounge Stocking
- Back to School Nights Assistance
- Support Christmas Gift Distribution

PARENTS IN PRAYER COORDINATOR

- Lead Parents in Prayer (Weekly)
- Connect with parents for encouragement
- Include prayer requests for teachers and staff

CARNIVAL COMMITTEE

- 1 lead volunteer per grade
- assist board member lead
- organize parent volunteers
- set up and break down evening of event

8TH GRADE COMMITTEE

- Organize fall bowling
- Coordinate 8th grade dance
- Organize End of Year Day
- Coordination Dates and Logistics with Principal
- Manage/Create parent volunteer form
- Lead communication of events

EVENTS

- Movie Night
- Moms Night Out
- Dads Night Out
- Dude & Student Night
- Snowtubing
- Carnival
- Parents Night Out

FAITH | EXCELLENCE | COMMUNITY