

# **St. John Greek Orthodox Day School PTSO**

## **PTSO Mission**

The mission of the St. John Greek PTSO is to increase participation of its members to further support and enrich the student's education through effective action and fundraising.

## **PTSO Purposes**

To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.

## **PTSO Core Values**

The St. John Greek PTSO is a professional, non-profit volunteer organization committed to the well-being of all students.

We believe parents are children's first teachers and that parent involvement is essential throughout a child's educational experience.

## **PTSO Goals**

The main goal of PTSO is increase participation. An increase in our bottom line is directly proportionate to increased participation. We will achieve this through:

- ✓ Membership drive  
Welcoming culture, distribution of information about our school, provide resources for academic, social, and spiritual development
- ✓ Strong Leadership  
Organized structure, meetings not to exceed one hour, focused committees
- ✓ Maximizing Fundraisers: Sally Foster, Auction, and Corporate Programs  
Hold only two timely fundraisers per year to avoid competition for the same dollars. Enhance Corporate Program fundraisers which provide school incentives for goods or services that you would ordinarily purchase (Box tops, Office Depot, Westshore Mall, Chick Fil A, etc.)

The Sally Foster and Auction fundraisers are the main sources of revenue for the PTSO budget which funds the following service projects.

- Student Directory
- New Parent Breakfast
- Grandparent's Day Luncheon
- Christmas Program
- Salute the Arts
- Gingerbread Shop
- Field Day
- Volunteer Coffee
- Teacher Appreciation Week
- Scholarships
- Teacher Equipment and Materials Needs
- Library Books

# PTSO Job Descriptions

## Executive Board Positions

Executive Board Members are responsible for leadership, membership drive, and for providing resources and support to committee chairs and the general membership. The members attend a periodic Executive Board Meeting in addition to regular membership meetings. They also approve budget expenditures.

Executive Board Members must institute policies and procedures that create an atmosphere of openness to newcomers. At every meeting and every event, Board Members are to welcome new faces.

Each Executive Board position is for a term of one year. An individual can be re-nominated and elected to serve a second one-year term in the same position. The Executive Board solicits for each standing committee chairperson for the following year.

### President

- Responsible for the overall management of PTSO
- Coordinate the work of all PTSO officers and committees
- Preside and conduct all meetings of the Executive Board and the PTSO
- Prepare agendas for Executive Board and general PTSO meetings (with input from Headmaster and Executive Board Members)
- Review Fundraising Activities
- Attend School Board meetings and provide a PTSO report to School Board Members along with reporting back to the PTSO general membership
- Be authorized to sign checks
- Ensure all communications that go out identified with “PTSO” are approved by the Headmaster prior to distribution
- Respond to communications and interface with school administration, school board, Executive Board members, staff, and community members
- Sign company fundraiser contracts or agreements with Headmaster approval
- Collect PTSO Membership Registration Forms and distribute information to the Volunteer Coordinator to formulate a Volunteer Help List
- Works with Treasurer to manage budget
- Determine PTSO slate in conjunction with Executive Board
- Write and distribute PTSO Newsletter quarterly
- Annually reviews PTSO job descriptions and bylaws
- Prepares and publishes PTSO events calendar with Headmaster along with summer mailing materials

- Email general membership meeting notes to PTSO members
- Responsible for submitting PTSO website updates to Director of Development

### 1<sup>st</sup> Vice President/President-Elect

- Assist President with above, serving as the President's primary aide while maintaining close and frequent communication with the President
- Maintain PTSO calendar and communicate PTSO and school activities to calendars
- Perform duties of the President in her/his absence
- Be authorized to sign checks
- Responsible for PTSO supply and records closet
- Oversee events such as socials, hospitality, meetings, etc.
- Oversee volunteers
- Coordinates Homeroom Representatives and conducts the annual meeting at the beginning of the school year to outline Homeroom Representative responsibilities and expectations
- Serve as a resource to the Homeroom Representatives
- Presides as President the following year

### 2<sup>nd</sup> Vice President

- Coordinate PTSO membership drive when school starts with a goal of 100% participation of completed Membership Registration Forms
- Follow up with the families that submitted a Membership Registration Form with a personal phone call. Thank parents for their time, and remind them what they signed up for.
- Responsible for PTSO meeting promotion - placing the meeting sign at the drop off location the day before and day of the meeting, posting the upcoming meeting information in the *Intouch*, and distributing reminder flyers for special events.
- Greet and welcome members at the door of meetings and events
- Provide nametags to meeting attendees
- Conduct Teacher Survey's and distribute results to PTSO Executive Board, Committee Chairpersons, and Homeroom Representatives

### VP Fundraising/Auction Chairperson

- Responsible for chairing Auction
- Recruits and manages volunteers
- Solicits donations from local businesses

- Review potential fundraising activities
- Coordinate fundraising efforts with the Director of Development
- Supports the President

## Secretary

- Record minutes at monthly PTSO meetings
- Electronically send meeting minutes to President within one week of meeting
- Keep a hard copy of all meeting minutes and bring binder to every meeting
- Be prepared to read the previous meeting minutes if requested and provide several paper copies for members at each meeting for general membership review and voting approval
- Maintains documents needed to conduct PTSO business
- Write thank you notes, birthday cards, sympathy cards, acknowledgements, and general correspondence on behalf of the PTSO

## Treasurer

- Responsible for the management and accounting of all money raised
- Prepare and present monthly financial reports at all PTSO Executive Board Meetings
- Prepare and present proposed budget to Executive Board and general PTSO membership
- Handle all financial transactions
- Maintains and balances the PTSO checking account
- Maintain an accounting of income and expenses and prepares them for audit
- Ensure bank signature cards have current authorized office holders
- Secure two authorized signatures on all checks over \$2,500.00
- Interface with anyone in PTSO who handles money, assuring procedures are followed
- Maintain all financial records
- Keep Executive Board informed of expenditures verses budget
- Keep canceled checks, paid bills, receipts, and bank statements
- Write checks only for items in the budget. Any change in the budget or purchase of major items not on the budget, must have the approval of the Executive Board or general membership
- Provide verbal reports to Executive Board regarding school needs
- Purchase gifts and memorials on behalf of the PTSO

## Past President

- Attend PTSO meetings and events
- Serve as a resource to officers and chairpersons
- Available to provide guidance and support

## Committee Chairpersons

All committee chairpersons are to accurately maintain their position file throughout the year and return the binder to the President at the end of their term of office. Information such as forms, advertising flyers, notes, vendor information, letters, emails, receipts, etc. will serve as a valuable resource to the incoming chairperson.

## Volunteer Coordinator

- Actively participates in PTSO meetings and events
- Organizes and collates data and make a list of volunteers from the membership volunteer forms
- Distributes Volunteer Help List to appropriate committee chairpersons and Executive Board Members
- Responsible for assisting the school staff and event coordinators with identifying volunteers throughout the year
- Recruits and schedules volunteers for PTSO initiatives such as Lunch Program, Christmas Tree Stand, Book Fair, Walk a thon, Field Day, etc.
- Provide verbal reports at meetings when necessary

## New Family Coordinator

- Call new parents (grades 1<sup>st</sup> – 8<sup>th</sup>) in the summer and help familiarize them with St. John
- Follow up with a note or letter and your contact information
- Assemble and distribute materials or Parent Orientation Booklets and possibly a welcome trinket for new students in grades 1<sup>st</sup> through 8th
- Deliver the welcome packets during the first full week of school labeled with the new student's name. Place extras in the PTSO closet for Director of Admissions to give to students who enroll during the year
- Greet and mingle with new families at the Back to School Barbeque, New Parent Breakfast, and New Parent Cocktail Party
- Organize or introduce “parent buddies” to each new family
- Communicate with Director of Admissions, and PTSO Directory Chairperson to receive updates on incoming new families during the year

- Contact families to welcome them as enrolled throughout the school year
- Provide new family contact information to Homeroom Representatives for class notification and Directory Chairperson

### Kindergarten Representative

- Call new parents (Preschool, Pre-Kindergarten, & Kindergarten) in the summer and help familiarize them with St. John
- Answer questions they may have and provide referrals and/or introductions based on their needs
- Follow up with a note or letter and your contact information
- Assemble and distribute materials, Parent Orientation Booklets and possibly a welcome trinket, for new Preschool – Kindergarten students
- Deliver the welcome packets during the first full week of school labeled with the student’s name. Place extras in the PTSO closet for the Director of Admissions to give to new students who enroll throughout the year
- Greet and mingle with new families at the Back to School Barbeque, New Parent Breakfast, and New Parent Cocktail Party
- Communicate with the Director of Admissions and the Directory Chairperson to obtain information on incoming Kindergarten students throughout the year
- Contact new families who enroll after August to welcome them
- Provide new family contact information to Homeroom Representatives and Directory Chairperson
- Primary liaison between Kindergarten teachers, Kindergarten Homeroom Representatives and the PTSO
- Serves as a resource to Kindergarten teachers and Kindergarten Homeroom Representatives
- Assists Kindergarten teachers and Homeroom Representatives with special activities such as “Hooray for Reading”, holiday projects or crafts, end of year Kindergarten Program, etc.
- Attend PTSO meetings and provide information as needed or to solicit assistance

### Middle School Representative

- Primary liaison between middle school teachers, middle school Homeroom Representatives and the PTSO
- Serves as a resource to middle school Homeroom Representatives
- Attend monthly PTSO meetings and provide project status reports as needed
- Provide guidance and assist 8<sup>th</sup> graders with their end of the year Disney trip
- Recruit volunteers as needed for activities (i.e. Career Shadow Day, Field Trips)

## Corporate Programs Coordinator

- Maximize on existing corporate relationships such as General Mills Boxtops for Education, Chick Fil A Family Nights, Office Depot, Westshore Mall, Kash and Karry
- Investigate new opportunities for corporate fundraisers (such as Publix Partners Program, Campbell's Soup Labels for Education, Target Visa School Fundraiser, Let's Eat, Barnes & Noble Weekend)
- Present verbal reports regarding Corporate Programs status at PTSO meetings
- Track payments from fundraising projects and coordinate with Treasurer to ensure bi-annual payments are received. Note: Boxtops for Education monies go to the school account while all others are deposited into the PTSO account. If it's a program like the Campbell's Soup Labels for Education, consult with Mary Larkin to select items from the Campbell's catalog in exchange for the points that are earned.
- Submit a written report to the President after the event has occurred or if ongoing, at the end of the school year
- Advertise programs in the *Intouch*, on bulletin boards, and flyers

### Boxtops Tasks:

1. Meet with Laura Colado and Mary Larkin regarding current status of program and how you can assist Mrs. Larkin who is the Faculty Boxtops Coordinator
2. Contact the Boxtops Program and receive additional coordinator's materials
3. Make collection bins for each classroom and building. Repair or replace when needed
4. Advertise the program through the *Intouch* or bulletin boards
5. Suggest a goal for the year
6. Collect and count the labels from the bins at least once a month
7. Trim or prepare the labels as instructed in the leader materials and mail them to the redemption center (Minimum once each semester)
8. Keep accurate records of what you collect each month and mail in
9. Report progress at PTSO meetings

## Field Day Chairperson

- Meet with Headmaster to discuss logistics and receive input
- Coordinate a team of volunteers to help with this day of outdoor games and activities which immediately follows spring testing
- Plan Olympic-style events at every grade level
- Meet with the Student Council to review events and facilitate discussion for additional ideas or feedback

- Provide instructions to parents and students in the *Intouch* along with a permission form for participation
- Obtain Field Day budget amount from Treasurer for planning
- Make purchases and coordinate healthy snacks, drinks, and lunches for all students
- Locate signs and supplies stored from the previous year's Field Day
- Purchase supplies needed for events and stations
- Order ribbons (rapidribbons 800-752-6595) and awards for participants – every student receives at least one ribbon
- Negotiate price and order St. John bear t-shirts (50% red, 50% blue) for all students and volunteers (volunteer shirts are all the same color, your choice) from Randy Buono of BrandRageous at (813)639-0170
- Distribute t-shirt size forms to teachers and set a due date for return
- Schedule class events rotation – coordinate station rotation with teachers
- Distribute rotation schedule, student shirts, and award sheets to all teachers and staff the day before Field Day is scheduled. Volunteers can receive station schedules, instructions, and shirts the morning of the event.
- Plan for awards ceremony immediately following events, and before lunch
- May solicit donations from businesses for giveaways to students
- List event results in the *Intouch* and post pictures and results on a bulletin board
- Submit receipts to Treasurer within 30 days for reimbursement of expenses within budget

### Grandparents Day Luncheon

- Coordinate with Headmaster and Music Director regarding Grandparent's Day Program schedule
- Make a program for the day's event schedule
- Coordinate student invitations to grandparents
- Advertise event in the *Intouch* and St. John website
- Obtain Grandparent's Day budget amount from Treasurer to use for planning
- Order supplies needed for food and drinks
- Recruit volunteers to set up, greet grandparent guests, serve, and clean up
- Coordinate with Elementary Aide for table decorations
- Submit receipts to Treasurer within 30 days for reimbursement of expenses within budget

### Directory Chairperson

- Send out information sheets right after school begins requesting family/student contact information
- Maintain database of all students and families for the incoming school year

- Print and distribute directory to all families and entire staff by September 1st
- Place a symbol next to each family name listed in the Student Directory that are PTSO members
- Communicate with Director of Admissions and New Family Coordinator to receive new family information throughout the year
- Responsible to distribute revisions to Homeroom Representatives and post in the *Intouch* as new students are enrolled during the course of the school year
- Secure businesses to sponsor the cost of making a directory
- Advertise those businesses in the directory

### Fall Fundraising Chairperson

- Responsible for managing the gift wrap fundraiser—coordinating with vendor, distributing sales materials, collecting and processing orders, distributing goods.
- In charge of advertising and promotion of fundraiser
- Set specific monetary and/or participation goals
- Plan and execute sales awards to students who met quota
- Coordinates volunteers to assist with project
- Review existing fundraisers and evaluate alternative vendors to plan for the next school year

### Gingerbread Shop Chairperson

- Organize the Gingerbread Shop, for independent holiday shopping store
- Select and reserve a supplier, we have successfully worked with Amy Christensen of Bay Area Fundraising for the past two years
- Meet with supplier and President to sign shop contract and confirm supply kit order
- Advertise the event: in the *Intouch*, hang flyers or posters in school
- Write and distribute letter to parents and budget envelopes
- Distribute introductory letter outlining Gingerbread Shop to teachers along with a request for their class shopping time slot
- Make a schedule of class shopping times and distribute to all teachers and staff
- Recruit volunteers to assist younger shoppers when making purchases and with gift wrapping
- Decorate shop (decorations can be obtained from Michelle Alonso)
- Purchase gift wrap supplies or request donations
- Inventory supplies when received from vendor and arrange into pricing groups
- Review suggested price listing and confirm item costs (cost of item and tax only charged, profits are not made on sales and the base cost is not to be marked up)
- Plan for shopper refreshments (gingerbread cookie, candy cane, etc)
- Monies collected is to be given to the Treasurer daily for deposit

## Walkathon

- Revise letters to students, parents, and teachers which outline procedures and awards
- Determine and obtain awards
- Advertise in the *Intouch*
- Make packets for each teacher to include lap count sheets, safety pins, and markers
- Meet with Headmaster to schedule walkathon and receive approval on deliverables to parents and teachers
- Recruit volunteers to man Gatorade and water stations, set up music, serve snacks and/or lunch
- Hold an award ceremony to recognize individual winners and class winners
- Post award recipient names in the *Intouch*
- Collected monies are forwarded to Treasurer as received for deposit
- Submit receipts to Treasurer within 30 days for reimbursement of expenses

## New Parent Coffee

- Plan continental breakfast for 25 people on the first day of school
- Set up and decorate deck outside Elementary Building
- Obtain budget amount from Treasurer and submit receipts within 30 days for reimbursement
- Post sign at drop off to welcome new parent's to the social
- Provide nametags

## Teacher Appreciation Week

- Planning agenda, ideas, and deliverables submitted to Headmaster for approval
- Receive Teacher Appreciation Week budget amount from Treasurer
- Recruit volunteers and hold a meeting to sign up for tasks
- Advertise in the *Intouch* to notify students how they can participate
- Obtain sponsors (coffee, food, gift certificates, giveaways, etc.)
- Schedule masseuse (Catherine Dale has been retained for the past 5 years)
- Design a teacher sign up sheet for massage times and post in Teacher's Lounge
- Order teacher gifts
- Assemble daily souvenirs or goody bags
- Decorate food tables
- Make an invitation for the teachers to include the agenda for the week
- Submit receipts within 30 days to Treasurer for reimbursement of expenses

## Publicity Chairperson

- Responsible for internal and external publicity of all PTSO sponsored events
- Communicate regularly with Director of Development
- Receive approval from Headmaster or Director of Development for external press releases

## Volunteer Appreciation Coffee

- Form mailing list for invitees by receiving input from the PTSO President, Volunteer Coordinator, Administrative Staff, Dad's Club President, and Librarian
- Design and mail invitations to PTSO, Dad's Club, library and school volunteers
- Determine location and decorate
- Receive hosting assistance from PTSO Executive Board Members
- Plan refreshments
- Create take-home favor