

## **Welcome to Bellerive Elementary PTO!**

Everyone is welcome and encouraged to volunteer, whether you're brand new to the school or have years of PTO experience. **All positions can be shared.** We welcome everyone's input and ideas, and appreciate your time and effort. Your involvement makes a huge difference to Bellerive! The following is a brief overview of general responsibilities for each role.

Please also note:

- Board members and committee chairs should plan to attend general PTO meetings to present updates, or to provide updates to the PTO president prior to meetings.
- Outgoing volunteers are responsible for preparing notes or updating existing notes to pass on to new volunteers.
- All volunteers are required to complete the Parkway volunteer form annually.

### **PTO Executive Board Responsibilities**

#### **President/Co-President**

When possible, this is a three-year commitment, with one year as Co-President, one year as President, and a final year as Ways and Means Chair (i.e., Immediate Past President).

The responsibilities outlined below can be divided in any way that works best for your Board. General responsibilities include:

- develop a budget and strategic plans for the year along with PTO board and Principals (usually conducted in the summer prior to the start of the school year)
- hold board meetings and meet with Principals as needed
- oversee committees
- help recruit volunteers to execute events and programs
- act as a liaison between committees and Principals
- ensure committee chairs have necessary budget details, scheduling information, etc.
- help promote events, fundraisers, and programs
- plan and run general PTO meetings (generally 3 per year)
- attend district PTO meetings when possible
- communicate relevant district news and updates to parents
- act as a signer on PTO accounts
- occasionally make deposits or collect funds at events

#### **Treasurer**

General responsibilities include:

- collect and deposit incoming funds
- keep timely and accurate records of receipts and expenditures

- pay out funds in accordance with the approved budget or as authorized by the PTO Board
- provide a statement of account at meetings
- work with the PTO Board and Principals to create an annual budget
- coordinate an annual audit
- prepare required Internal Revenue Service filings on a timely basis

### **Fundraising VP**

General responsibilities include:

- develop fundraising plans to meet budget needs for the school year
- develop ideas to increase participation in Champions for Children
- oversee all fundraising committees (Champions for Children, Trivia Night & Silent Auction, and Spirit wear)
- chair the Dine-Out committee
- develop and implement additional fundraisers as needed
- work with the Publicity VP and Principals to promote fundraisers
- recruit volunteers for fundraisers

### **Publicity VP**

General responsibilities include:

- manage the PTO webpage as well as social media accounts
- create/update flyers and other promotional materials for events and programs
- distribute promotional materials and updates to the Principals to be included in newsletters and promoted on school and PTO social media
- write a brief weekly update for the PTO section of the school newsletter (to be submitted to Dr. DeBosch by Tuesday evening)
- maintain the bulletin board at the school entrance

### **Secretary**

General responsibilities include:

- keep an accurate record of all meetings
- publish meeting minutes on PTO's webpage within five (5) days of the meeting date
- take special note of officer resignations, appointments and removals
- check the PTO mailbox in the school office

### **Ways and Means Chair**

The outgoing President generally becomes Chair of the Ways and Means Committee, which provides funds for projects proposed by faculty, staff, and students that fall outside of the school and PTO operating budgets. General responsibilities include:

- act as resource to the incoming PTO Executive Board
- appoint four committee members, ideally representing a mix of grade levels
- communicate Ways and Means requests to the committee for approval
- present requests at general meetings when necessary
- ensure the Ways and Means account balance does not fall below \$7,000

## **Committee Chair Responsibilities**

**Note:** Budgets for each committee are set and approved annually. Committee chairs will be notified of their budget limits at the beginning of the school year.

Approved expenses incurred for PTO-related events and programs will be reimbursed per the policies outlined on the Check Request Form, which is available on the PTO's website.

### **School Events**

#### **Boohoo Breakfast**

Organize a drop-in breakfast for parents on the first day of school to meet other parents and to learn about volunteer opportunities. The Chair:

- orders and coordinates food and supplies
- works with the Publicity VP and Principal to publicize the event

#### **Fall Family Night**

Family Nights are fun evenings for Bellerive students and their families. Past events have included a giant outdoor game night, pancake dinners, a sock hop, ice skating, and family trivia. The Chair:

- plans a theme and organizes activities
- submits plans to be approved by Principal and PTO Board
- recruits volunteers to help with planning
- recruits volunteers to help with the event
- reserves necessary vendors
- works with the Publicity VP and Principal to publicize the event

#### **Spring Picnic**

This is a fun-filled family event usually held the last week of school. The Chair:

- plans and reserves activities (i.e., bounce house, photo booth, kickball games, etc.)
- reserves food vendors
- works with the Publicity VP and Principal to promote the event
- recruits volunteers to help with the event

#### **Class Parties/Assemblies**

There are generally two events per year: Fall school assembly and Winter movie party. The Chair:

- schedules a presenter for the Fall assembly (with prior approval from PTO Board and Principal)
- coordinates movies to be shown at school for the Winter party
- works with the Publicity VP and Principal to promote the events

## **Book Fair**

Bellerive holds two book fairs each school year (usually in Fall and Spring). The Chair:

- works with the school librarian to promote events and coordinate volunteer shifts
- helps coordinate kickoff events
- helps with set up and takedown
- works with the Treasurer to record and deposit funds raised

## **Fifth Grade Party**

This annual pool party celebration is usually held in late May or early June. The Chair:

- works with Principals and Fifth grade teachers to pick a date
- reserves a location (past locations have included the Ballwin Pointe and the Edward Jones YMCA)
- plans food and/or additional activities for the party

## **Fundraising**

### **Champions for Children**

Champions for Children is one of our primary fundraising efforts. Rather than ask students to sell items, or to solicit money for each activity, the PTO asks for a one-time Champions for Children donation. The Chair:

- develops a plan to promote the fundraiser
- works with Publicity VP to create promotional materials and provides them to Principal and PTO Board to distribute
- works with the Treasurer to track and promote weekly progress
- plans and executes incentives

### **Trivia Night and Silent Auction**

Each year the PTO holds one large fundraising event. This has been an adults-only trivia night and silent auction in recent years. The Chair:

- works with Principal to set a date
- works with the PTO Board to set a fundraising goal
- works with the PTO Board to recruit volunteers to help with planning and running the event
- reserves a venue and schedules any necessary vendors
- orders necessary food, drinks, prizes, etc.
- updates and distributes sponsorship/donation solicitation materials
- solicits and manages silent auction donations
- plans decorations
- helps set up, run, and take down the event
- works with the Publicity VP and Principal to promote the event

### **Spiritwear**

Coordinate sales of school spirit items. The Chair:

- coordinates with vendor to set up items
- works with the Publicity VP to update/create and distribute order forms
- collects orders and sends to vendor
- sorts orders when they arrive and deliver to classrooms

## **School Services**

### **Yearbook** The Chair:

- meets with a representative from the photography studio to finalize a contract
- gathers photos from events
- plans and creates yearbook pages (layouts are done on a computer with digital pictures)
- coordinates yearbook sales and promotions
- collects payments and keeps records of orders
- provides cash & checks to Treasurer for deposit
- distributes yearbooks

### **School Pictures**

School pictures are taken twice each year (Fall and Spring). The Chair:

- works with the school to set dates
- schedules the photographer
- coordinates volunteers for picture days (if needed)

## **Teacher Appreciation**

### **Teacher & Staff Appreciation**

Celebrate staff throughout the year by coordinating snacks & treats for the staff lounge (generally, once/month). Also, plan activities throughout Teacher Appreciation Week in May to thank teachers & staff for their hard work.

The Chair:

- works with Principal and PTO Board to set dates throughout the year for monthly teacher appreciation
- plans theme and activities for Teacher Appreciation Week in May
- works with the PTO Board to recruit volunteers and publicize activities

### **Teacher Dinners**

The PTO provides dinner for teachers on conference nights. The Chair:

- plans the dinner theme
- coordinates volunteers to provide necessary food, drinks, and utensils (usually through signupgenius)
- orders and coordinates pickup of any catered items
- helps set up and clean up, and/or recruits volunteers to help