

**YOUR PTO IN ACTION  
2014-15 School Year**



*Help us help the school !!*

**Supporting**

- Teacher Appreciation
- Box Tops for Education

**Sponsoring**

- Fall & Spring Book Fair
- Class Programs
- Field Trips

**PTO Contact Information:**

E-mail address:

Serendipity.academy.pto@gmail.com

Web Site:

<http://pto.serendipity-academy.com/>

# Serendipity Academy PTO

- ✓ I want Serendipity Academy to be one of the best schools in Washington.
- ✓ I want my child to have a great school year – to learn and to have fun!
- ✓ I want to help decide how PTO fundraising moneys are spent.
- ✓ I want all the students at Serendipity Academy be successful.

If the above statements are true, then “help us help the school”! Parent involvement is critical for a successful school, so volunteer as a PTO board member, become an officer or volunteer for one of the PTO committees for the 2014-15 school year. There are jobs that take no more than a couple hours a month, some are that are seasonal, and a few that require a routine commitment.

Dedicated teachers, staff, and PARENTS help make Serendipity Academy a great school! Join us – it’s rewarding, it’s important, it’s even fun!

Nominate yourself or someone else. (See back of form for position descriptions.) If you have any questions, please contact Kelly Alfaro Haugen (206) 718-6182 or Melissa Van Gorkom (360) 970-1005 or e-mail [serendipity.academy.pto@gmail.com](mailto:serendipity.academy.pto@gmail.com).

**Elections will be held at the PTO General Meeting in September.** All candidates for board positions must be provided before the meeting to [serendipity.academy.pto@gmail.com](mailto:serendipity.academy.pto@gmail.com), or provided prior to the voting at the meeting. Please return the attached form to your child’s teacher or to the school office by September 10<sup>th</sup> to provide your contact information for any future PTO newsletters and indicate your interest and/or nominations for board positions as well as your availability on the dates listed for a General PTO meeting. Agenda items for the General PTO meeting will include:

- Overview of the Parent Teacher Organization
- Budget overview and approval
- Nominations/Voting for Board Members
- Next steps - Board Meeting scheduled for September 17, 2014 at Serendipity Academy from 5:30-6:30 PM

To be a member in good standing all you have to do is fill out the slip below and attend one meeting. The slips can be turned in to the school office or your child’s teacher. You can also fill it out on our Web site [pto.serendipity-academy.com](http://pto.serendipity-academy.com). This will give you the ability to vote on board members and the annual budget for the parent teacher organization.

**Serendipity Academy Parent Teacher Organization (SAPTO)**

Parent Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Child(ren) Name(s) & Grade(s): \_\_\_\_\_

Are you willing to be on the PTO Board:      Yes      Maybe      No

Someone you would like to nominate for the PTO Board: \_\_\_\_\_

Are you willing to Volunteer:      Yes      Maybe      No

## Officer and Committee Chair Descriptions

The PTO Executive Board is comprised of 8 elected members in good standing of the PTO. The board will have 4 officer positions and committee chairs, and will consist of parent and school representatives. It meets one evening per month to conduct PTO business. Anyone may attend. General meetings for the entire membership are scheduled twice per year: one in September to approve the budget, one in May to elect officers. For 2014, since we are beginning our PTO mid year, we will elect board members and officers in September who will serve their term during the school year before the elections in May for the 2015-16 school year.

### Elected Officers

**President** – Preside at PTO meetings and Board meetings, serve as the official representative of the PTO, appoint all standing committee chairs, and retain all official records of the PTO. The president shall vote only in the event of a tie between the board on any issue. (Effort: year-round, on-going)

**Vice President** - Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President. (Effort: year-round, time varies depending upon roles)

**Secretary** - Record and distribute minutes of all Board meetings and all PTO meetings, prepare agendas for official PTO meetings, maintains current membership documents, hold historical records for the PTO. Manage communications and marketing for the PTO including, but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc. (Effort: 3-4 hours per month, includes attending meeting and typing up minutes)

**Treasurer** - Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records. (Effort: 3-4 hours per month, average)

### Chairs and Other Positions

(Remember, these are COMMITTEES – there should be volunteers to help.)

**Fundraising** - Manage the coordination of the PTO's fund-raising activities. The PTO has yet to determine what fundraising it will do, but depending on what events are chosen, this person may delegate lead volunteers to organize each event and would check in with each group to determine their needs and report to the board. (Effort: dependent on number of fundraisers and volunteers)

**Membership** - Organize the annual PTO membership drive and the on-going process to encourage membership. Maintain membership records. (Effort is primarily in August, September. 3-5 hours per month. Minimal role after September.)

**Compliance Committee** - Provide internal audit services for the PTO. The Chair of the Compliance Committee will serve as the point of contact for any whistleblower complaints from members or non members and will look into the complaints and report any findings to the board. (Effort: Ongoing, as needed.)