

Warner Elementary School PTO

PTO Board Application

Applications to the board must be received by **Friday, April 12th, 2024.**

Please email to warner@cfisd.net and president@warnerpto.org

Applicant Name: _____

Address: _____

Preferred Telephone: _____

Email: _____

Name(s) & Grade Level of child(ren) attending Warner during the 2024-2025 year:

Child Name and Grade:

Board positions under review for 2024-2025 are President, VP of Fundraising (1), VP of Fundraising (2), VP of Fundraising (3), VP Volunteers (1), VP Volunteers (2), VP Volunteers (3), VP Volunteers (4), Treasurer, Communications and Secretary/Parliamentarian. Attached are the position descriptions.

PTO Board Position Being Sought:

First Choice: _____

Second Choice: _____

Third Choice: _____

Please take a moment to tell us about yourself and your volunteer experience. For example, why do you wish to be a PTO Board Member?

Other than your valuable time and energy, do you have any special skills, which may benefit Warner and the PTO? If this is your first time to volunteer, that's ok too!

Please List Two Personal References:

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Telephone: _____

Telephone: _____

The Warner PTO Board would like to thank you for taking the time to complete this application. Please make certain that your PTO Membership is current along with your Board Member application. Questions? Please contact the PTO Board at warnerwolves@warnerpto.org

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PTO Board Commitments include, but are not limited to:

- Attendance at monthly PTO Board and Membership Meetings is mandatory. Dates will be given at the beginning of the year by the President. 1st Board meeting "Meet the 24-25 Board" May 3rd 9AM-10:30AM in the Warner Cafeteria
- Teacher Luncheon in August and PTO Table at Meet the Teacher
- Board presence and participation in major school wide events mandatory (Fall & Spring Fundraisers, Dances, Holiday Party, Holiday Shop, and Field Day. Volunteer at 2 spirit shops a year
- Handling of responsibilities for the specific position; detailed below

President - Preside and run both Board and General PTO meetings, approve work of the board, support board members and administration as necessary, and represent the school at a district level. Prior PTO Board experience recommended.

Major Fundraising - Oversee potential fundraising events over \$10K such as Fall & Spring, holiday shop, corporate sponsorship, and friends of wolves. Manage committees of volunteers to maximize talent and profit (delegation is a must). Prior PTO Board or Committee lead experience needed.

Minor Fundraising - Oversee potential fundraising events under \$10K such as school dances and events, send monthly Birthday Marquee reports to admin., yearbook contract, box tops, and Kroger rewards. Manage committees of volunteers to maximize talent and profit (delegation is a must). Prior PTO Board experience not needed.

Spirit Fundraising - Oversee Spirit-based fundraising efforts; such as spirit wear, spirit shop, spirit nights, manage online store, mascot activities and manage committees of volunteers to maximize talent and profit (delegation is a must). Prior PTO Board experience not needed.

VP 4th & 5th Grade Volunteers - Organize/Book/Manage 4th grade field trip (go on field trip as PTO lead Volunteer Representative) and all 5th activities; such as 5th grade shirt, paw print order & laydown date, party at Main Event, Space Day, recognition, memory book, 5th grade dues and holiday party. Creating volunteer sign ups for 5th grade events. Manage committees of volunteers to maximize talent (delegation is a must). Prior PTO Board experience not needed.

VP 2nd & 3rd Grade Volunteers - Organize/Book/Manage 2nd Grade field trip (go on field trip as PTO as Lead Volunteer Representative) and the 3rd Grade Mad Science event. Creating volunteer signups for the clinic volunteers (students measurements), library, Field Play Day, 2nd Grade Music program, workroom, school garden signups, pride store volunteer signup, and holiday party.

VP PreK, Kinder & 1st Volunteers - Organize/Book/Manage Kindergarten & 1st Grade field trip (go on field trips as PTO Lead Volunteer Representative), Summer Kindergarten meeting/greet, Kindergarten Recognition event and end of year signs. Creating volunteer signups for Chromebook helpers, picture day volunteer signups, holiday party, Science Resource Center (SRC), beautification (upkeep of the flower pots in the main entry), and manage valentines day classroom parties (cookie and juice delivery)

VP Hospitality - Organizing beginning of the year teacher gifts, back to school lunch, treats, drinks, breakfasts, or luncheons, monthly appreciation days for bus drivers, librarian, nurses, admin, principals birthday, counselors, psychologist, and Teacher Appreciation Week. PBIS (pride store volunteers and teacher incentives), outdoor beautification holiday party. Manage committees of volunteers to maximize talent (delegation is a must)

VP of Communications - Manage Remind 101 Messages, Facebook Posts, PTO Newsletter, and the PTO Website. Our website is run on the platform WIX. Yearbook photographer volunteers, making sure we have a volunteer at all events and field trips.

Treasurer - Handle accounts receivable and payable for the Warner Elementary PTO; including financial records, banking, and taxes. Support the board as needed. Be present for all events with cash transactions, including spirit shops, holiday shop, and major events. Accounting experience and being familiar with quick books/ excel recommended.

Secretary/Parliamentarian - Record minutes of General PTO Meetings and PTO Board Meetings. Support the board as needed. Supervise the organization of the Lost & Found and Monthly updates of the PTO Bulletin Board in the grand hallway. Update Staff favorites list at beginning of the year. Keep a record and roster annual PTO membership dues. Regularly check and reply to PTO email account (warnerwolves@warnerpto.org)