



Help us help the school!!

YOUR PTO IN ACTION 2017

Programs Supported

- Back to School Night
- Hospitality
- Helping Hands
- Teacher Appreciation
- Box Tops for Education
- Spelling Bee
- 6th Grade Mixer
- Talent Show
- Christmas Corner
- Race for Education
- Family Game Night

Events Sponsored

- Fall Book Fair
- Class Programs
- Field Trips
- Yearbook
- End of Year Celebration
- Spirit Wear

Services & Supplies

- Volunteers Recruited
- School Fundraising Efforts

New Holland Elementary PTO

Nominations & Elections for 2017-2018

- ✓ I want New Holland Elementary to be one of the best schools in PA.
- ✓ 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 New Holland Elementary 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 officer or a committee chair for 2016-2017. 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 New Holland Elementary a great school! Join us – it’s rewarding, it’s important, it’s even fun!

Nominate yourself or someone else. All positions can be shared. (See back of form for position descriptions.) If you have any questions, please contact the current officers at info@nhespto.org.

Elections will be held at the PTO General Meeting on Tuesday, May 9th at 7:00 PM in the school cafeteria. All nominations should be returned by May 5th. Please return this form to nominations@nhespto.org or your child’s teacher ATTN: PTO – Officer Nominations.

Elected Officers

	Nominee Name	Contact Info
President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Parliamentarian	_____	_____

Committees Chairs

	Nominee Name	Contact Info
Back to School Night	_____	_____
Helping Hands	_____	_____
Box Tops for Education	_____	_____
Campbell Soup Labels	_____	_____
6 th Grade Mixer	_____	_____
Spelling Bee	_____	_____
Talent Show	_____	_____
Christmas Corner	_____	_____
Spirit Wear	_____	_____
End of Year Celebration	_____	_____
Race for Education	_____	_____
Family Game Night	_____	_____
Yearbook	_____	_____

Officer and Committee Chair Descriptions

The PTO Executive Board is comprised of elected officers, committee chairs, and school representatives. It meets one evening per month to conduct PTO business. Anyone may attend.

Elected Officers

President – Serve as leader and key contact for the PTO; preside at all PTO meetings; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTO's objectives can be met. (Effort: year-round, on-going)

Vice President - Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Executive Board; coordinate the general activities of any Special Committees created by the Executive Board. Ideally – is willing to serve as President in the future. (Effort: year-round, time varies depending upon roles)

Secretary - Keep the minutes of all general meetings and all meeting of the Executive Board; prepare correspondence and perform all other duties assigned; maintain master documents on school computer; help recruit committee chairpersons for all vacant standing committees of the board; keep the calendar of events for the PTO; maintain website, REMIND notification system, and Facebook page. (Effort: 3-4 hours per month, includes attending meeting and typing up minutes)

Treasurer - Be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTO events where money will be collected; assure that PTO policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit. (Effort: 4-5 hours per month, average)

Parliamentarian – Act as a consultant to assure that meetings and processes are conducted in accordance with bylaws; advise on parliamentary procedures using Robert's Rules of Order; bring current copy of Constitution and By-Laws to all meetings. (Effort: 2 hours per month).