



*Help us help the school!*

**YOUR PTO IN ACTION**

**Programs Supported**

- Adopt-A-Class
- Box Tops for Education
- AmazonSmile
- Teacher Appreciation Week
- Scholastic Book Fair
- Mad Science
- Field Day

**Events Sponsored**

- Student Dance
- Character of the Month Breakfasts
- Trunk or Treat
- Scholastic Book Fair
- Read-a-Thon
- Holiday Gift Shop
- Spirit Nights

**Services & Supplies**

- Apple TVs
- Document Cameras
- Walkies
- Student Agendas
- Classroom Books
- Office & Art Supplies
- School Wish Lists

**St. Petersburg PTO Nomination Form**

- I want Plato Academy St Petersburg to be one of the best schools!
- I want my child to have a great school year – to learn and have fun!
- I want to help decide how the PTO fundraising moneys are spent!
- I want to be part of the team who decides what events are hosted!
- I want all students and Plato Academy St Petersburg to be successful!

Parent involvement is critical for a successful school, so volunteer as a PTO officer for 2018-2019. There are jobs that take no more than a couple hours a month, some that are seasonal, and a few that require a routine commitment.

**OFFICERS** are nominated and voted upon by PTO members. All nominees must also be a PTO member. You can nominate yourself or someone else. All nominees will be contacted for consent prior to elections. Those nominees will then write a brief bio telling us why they are interested in this position, what qualifications they may have, etc. These will be posted online and presented at the PTO meeting, on March 10<sup>th</sup>.

**NOMINATION PERIOD: February 20<sup>th</sup> – 23<sup>rd</sup>**

**ELECTIONS: Thursday, MARCH 8<sup>th</sup> at 6:00pm.**

This nomination form should be turned into the front desk OR emailed to [storm@platoacademy.net](mailto:storm@platoacademy.net).  
**NO LATE NOMINATIONS WILL BE ACCEPTED.**

**Member Name:** \_\_\_\_\_

<u>Elected Officers</u>	<u>Nominee Name</u>	<u>Contact Info</u>
President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer of Bookkeeping	_____	_____
Treasurer of Fundraising	_____	_____

If you have any questions, contact the PTO at [storm@platoacademy.net](mailto:storm@platoacademy.net)

# PTO Nomination Instructions & Position Descriptions

For the 2018-2019 School Year

## Nomination Period – Feb 20-23<sup>rd</sup>

Nominations can only be made by PTO members and only PTO members can be nominated. Anyone can join the PTO for \$5 with a membership form.

- Email your nomination(s) to Ms. West or drop in box at the front desk.
- Nominations are accepted during this time only. They are not accepted late or at the Election meeting.
- After the nomination period closes, our committee will:
  - Review the nominees for eligibility. This includes, but is not limited to:
    - Active Membership with the PTO for current year.
    - Prior service, support, and other miscellaneous functions and roles to the School as a whole.
    - The ability of the person to work well with the School administration, including the Principal, faculty and staff, Charter School Manager staff, and other parents at the School.
    - Agreement with the PTO Chapter Board Member Conflict of Interest & Code of Conduct and Ethics Statement.
  - Contact those that are eligible to see if they accept the nomination.
  - Collect short bio's from the qualified nominees to post online. Nominees will also be given the opportunity to speak at the Election meeting.

## Election Meeting – March 8<sup>th</sup>

- Only those who are present at the meeting are permitted to be included on the ballot.
- Only members that are present may vote. You may join the PTO for \$5 with a membership form.
- Qualified nominees will have the opportunity to speak to the membership.
- Board positions will be voted upon, then counted (if necessary) by the nomination committee.

## Open Positions Responsibility Descriptions

### President - The President's responsibilities include, but are not limited to:

- Preside over PTO Chapter Board and General Meetings.
- Monitor and support all PTO activities of the other officers and committee chairs for PTO events.
- Prepare an agenda for PTO Chapter Board & General meetings
- Create upcoming school year calendar with the other PTO Chapter Board Members.
- Coordinate election of Board Members in conjunction with other PTO Chapter Board Members

### Vice-President - The Vice-President's responsibilities include, but are not limited to:

- Assist the President and perform all duties of the President in his/her absence.
- Manage all Volunteers for all events and programs that the PTO oversees.
- Act as a liaison between committee's chairs with the PTO Chapter Board.

### Secretary - The Secretary's responsibilities include, but are not limited to:

- Record minutes of the PTO Chapter Board & General meetings
- Prepare any materials needed for distribution or reference at any meeting.
- Provide all records upon request.

### Bookkeeping Treasurer & Treasurer of Fundraising - The Treasurer's responsibilities include, but are not limited to:

- Oversee all Fundraising events and programs.
- Bring to every monthly PTO BOD meeting the monthly financial report.
- Provide a copy of all reports to each PTO Chapter Board member.
- Responsible for all checking and financial accounts and documents.
- Receive and deposit all money.
- Pay out funds in accordance with the approved budget or as authorized by the PTO Chapter Board.
- Prepare, along with the PTO Chapter Board, the yearly budget for the new school year.