

# 2019-2020 PTO needs your help!

Maple Grove Parent Teacher Organization PTO is a non-profit organization that is made up of parents, teachers, administrators, and support staff who are dedicated to the successful education of our children. Maple Grove PTO's mission is to promote "A partnership between Maple Grove parents and teachers for the benefit of our students." Our efforts pay for field trips, special assemblies, supplies and technology grants for teachers, teacher appreciation efforts, learning resources for at home and school and the list goes on. We really need you to help make it all happen!!!

We are inviting anyone interested to help serve on the board for the 2019/20 school year in both committee and leadership roles. We meet the first Thursday of each month at 5:30pm in the Maple Grove Library. Most of the board positions require less than 2 hours a month. If you have any questions, please feel free to contact us at [maplegrovetigerspto@gmail.com](mailto:maplegrovetigerspto@gmail.com).

## Please return to your child's school.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Previous PTO or Related Experience: \_\_\_\_\_

Child(rens) Name: \_\_\_\_\_

Grade and School 2019-2020: \_\_\_\_\_

Please mark any area in which you are interested:

**President**

**Vice-President**

**Treasurer**

**Secretary**

Fundraising

Special Funds  
(Box Tops, Woods/Bi-Lo Receipts)

Membership

T-shirts

Staff Appreciation

Book Fair

Grade Level  
Room Coord.

Library Coord.

Room Parent

Please note:

-Mark any position you would be interested in getting additional information as some positions have already been filled.

-According to the PTO By-laws you may only serve in one Executive Position. However, you may serve as an Executive Position in one school and as a Committee Chair or Member at another school.

## NEED MORE INFO BEFORE YOU DECIDE....

### Board Position Descriptions

**President** – Oversee all meetings and events of the PTO. Respond as needed to requests from Maple Grove Staff.

**Vice President** – Spend a year learning about the President roll and step in in the absence of the President. Handle recruiting of new board members in the spring.

**Treasurer** – Complete a monthly reconciliation and report. Handle all reimbursements and payments.

**Secretary** – Complete a monthly agenda for the PTO Meeting and complete meeting minutes.

**Fundraising Coordinator** – Plans one fundraiser each year. This fundraiser is the Read-A-Thon. You would coordinate planning, execute the Read-A-Thon (One week at the end of Sept each year) and organizes/distributes prizes and parties.

**Special Funds** – Coordinate all "Passive" fundraising efforts such as Box Tops, Bi-Lo/Woods Receipts, etc.

**Membership** – Responsible for keeping the membership directory up to date. Handle the membership drive in September and second smaller membership push to new students in January.

**T-Shirts** – Design and handle ordering of t-shirts for staff and student body.

**Hospitality/ Staff Appreciation** – Coordinate monthly "take-aways" for staff as well as coordinate and plan Teacher Appreciation Week in May.

**Book Fair** – Work with Scholastic Books to plan one book fair in the fall and the BOGO book fair in the spring.

**Grade Level Coordinator** – Responsible for finding room coordinators for each classroom. Disseminates information about class parties/activities or needs from the PTO. Manages needs and information flow of Grade Level Representatives.

**Grade Level Representative** – One Representative from each grade level need. Act as Liaison between the PTO, Grade Level Coordinator and Room Parents.

**Library Coordinator** – Work with school librarian to determine volunteer need and coordinate volunteers.

**FEEL FREE TO E-MAIL US AT**  
**[maplegrovetigerspto@gmail.com](mailto:maplegrovetigerspto@gmail.com) FOR**  
**MORE INFORMATION ON ANY OF OUR**  
**POSITIONS.**