

FUN FEATHER NEEDS YOU!



JOIN THE SEVENTH AVENUE SCHOOL PTO EXECUTIVE BOARD!

Parent involvement in education and in our schools is a key component of student success. It sends the message to our students that our community parents value our school and our children's education. Be a part of that involvement! Our dedicated teachers, staff and **parents** help to make Seventh Avenue a great school and wonderful community. Join us – it is rewarding, important and fun!

What does Seventh Avenue School PTO (SASPTO) do?

SASPTO provides financial and volunteer support for many programs, events and services throughout the school year. Some of those events and activities are listed below. In addition, SASPTO provides assistance to teachers and staff when needed – including but not limited to classroom assistance, music programs, and reading programs. Please join us so we can continue to successfully support Seventh Avenue School!

Events

- Book Fair
- End of Year Picnic
- Field Day
- Student Fun (Social Events)
- Fun Lunch
- Holiday Parties
- Kindergarten Tea
- Parent Socials
- Trivia Night
- 6th Grade Farewell Picnic and Party
- Teacher and Staff Appreciation
- Welcome and Holiday Coffees

Services

- School Garden
- Student and Class Photos
- Spirit Wear and Gear
- Student Directory
- School Supply Kits
- Web and Facebook Pages
- Yearbook

Fundraising

- Box Tops for Education
- Dine and Donate
- Seventh Avenue Shuffle
- Silent Auction and Social

The SASPTO Executive Board is comprised of elected officers, the Principal and a Board Support Team. All parents of students at Seventh Avenue are automatically members of SASPTO. Our meetings are typically held on Tuesday or Wednesday of the first or second week of every month. Our meetings are noted on the District 105 calendar.

Please read on to learn more about each position, how you might be able to help and how to apply. We would love to have you join our team.

Elected Officers. Officers are elected at the April PTO meeting each year. All positions can be shared. If you have any questions, please talk to a current Board member or email us at saspto@d105.net.

President: Serves as leader and key contact for the PTO; presides at all PTO meetings; is an ex-officio member of most committees; appoints chairpersons for special committees or duties; coordinates the work of the officers and committees so that the PTO's objectives can be met; and participates in District 105 PTO Presidents' meetings. *(Effort: year-round, on-going)*

First Vice President: Responsible for providing key support to the President as requested or delegated by the President. *(Effort: year-round, on-going)*

Vice President - Ways and Means: Responsible for coordinating all fundraising activities; attends all PTO meetings; acts as aide to the President; performs the duties of the President in the absence or inability of that officer to serve in coordination with other Vice Presidents; and assumes other responsibilities as assigned by the Executive Board. *(Effort: year-round, time varies depending upon roles)*

Vice President – School Support: Responsible for coordinating SASPTO sponsored activities and events; attends all PTO meetings; acts as aide to the President; performs the duties of the President in the absence or inability of that officer to serve in coordination with other Vice Presidents; and assumes other responsibilities as assigned by the Executive Board. *(Effort: year-round, time varies depending upon roles)*

Secretary – Records, distributes and maintains the minutes of all SASPTO meetings; attends all PTO meetings; maintains the parent contact list and sends e-blasts and REMIND blasts as requested; and performs all other duties as assigned *(Effort: 4-6 hours per month, includes attending meeting and typing up minutes)*

Treasurer – responsible for and has custody of all funds of the SASPTO; makes disbursements as properly authorized; attends all SASPTO meetings; responsible for coordinating collection of money at SASPTO events, when necessary; prepares financial reports for each meeting and as needed. *(Effort: 4-6 hours per month, includes attending meetings, making bank deposits/withdrawals and providing financial reports)*

Board Support Team (Appointed by the Board). In addition to the Executive Board positions, the SASPTO needs regular support from parent volunteers to help find volunteers, provide marketing support and run our electronic media pages. Consider volunteering for one of these positions if an executive position doesn't appeal to you.

Volunteer Coordinator – assists the Board, Seventh Avenue staff and SASPTO committee chairpersons in finding parent volunteers to assist with various events and projects.

Web Master – administers the SASPTO webpage on the D105 site and assists the President and Secretary in managing content on that page.

Social Media Manager – administers and manages the SASPTO social media (including Facebook and Remind notices), coordinating with the Board, Seventh Avenue and D105 Staff, and committee chairpersons to provide updates and create updates, events and posts as needed.

Seventh Avenue School PTO
Executive PTO Board Nominations

FUN FEATHER NEEDS YOU!

Please complete this form by indicating the position* you are interested in and providing your contact information. **Please return to the office on or before April 11, 2024. Officers will be elected at the May PTO meeting on May 9, 2024.** Please note that only nominees who are aware of their nominations and who are willing to serve will be considered for appointment to the Executive SASPTO Board.

**We recommend that you only apply for one position. If you would like to be considered for more than one, please identify your #1, #2, and so on choices.*

Officer Positions

- President
- First Vice President
- Vice President – Ways and Means
- Vice President – School Support
- Secretary
- Treasurer

Board Support Chairpersons – Positions appointed by the Board

- Volunteer Coordinator
- Web Master
- Social Media Manager

I nominate myself for the position checked above. If elected, I agree to fulfill the duties and obligations of that position.

Name: _____ Date: _____

Email: _____

Phone: _____