



PTO Officers Sign UP Form

It's almost time to elect new PTO officers for the 2017 / 2018 school year. This year has been a great year but we must say goodbye to some of our board members as their children move on to BIS. If you are interested in serving on the PTO Board, please fill out the information below and send in with your child or turn into the school office. We will send out a general volunteer form at the beginning of the school year. This form is for those interested in serving as an officer. Thanks and we look for to a great 2017 / 2018.

Parent / Guardian's Name _____

Home Phone _____ Work/Cell _____

E-mail _____

Child's Name _____ Child's Grade _____

Teacher _____

Please check the areas that you have an interest.

- President** – Works with Principal and PTO Board to plan and organize events for the school year. Needs to be able to attend monthly meetings and events.
- Vice President** – Assists the Vice President in planning and organizing events for the school year. Needs to be able to attend monthly meetings and events.
- Treasurer** – Manages PTO bank account. Must be able to balance account monthly and provide a balance report to the PTO Board each month at monthly meeting. Pays all invoices and deposits donations. Needs to be able to attend monthly meetings and events.
- Secretary** – Takes minutes at monthly PTO meetings. Types up minutes and provides to Board at next monthly meeting so that minutes can be approved. Needs to be able to attend monthly meetings and events.
- Box Tops for Education Coordinator** – Collects Box Tops turned into school. Prepares Box Tops for submission. Organizes volunteers to help prepare Box Tops for submission. Plans and implements Box Tops incentives for children and teachers. Gives quarterly report to PTO Board on amount raised from Box Tops. Does not need to be present at all monthly meetings but attendance is encouraged.