

# CGB PTSO

## Nominations & Elections for 2021-2024

- ✓ I want Cedar Grove Belgium Schools to be one of the best schools in WI.
- ✓ I want my child to have a great school year – to learn and to have fun!
- ✓ I want to help decide how PTSO fundraising moneys are spent.
- ✓ I want all the students at CGB 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 2021-2024. 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 CGB 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 [ptso@cgbroackets.com](mailto:ptso@cgbroackets.com)

**Elections will be held at the PTO General Meeting on Thursday, May 18<sup>th</sup> at 6:30 via zoom.** All candidates for officer positions must be registered with the PTSO by **May 1<sup>st</sup>**. Please return this form to your child’s teacher or to the school office.

### Elected Officers (Elected at General Meeting)

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

### Committees Chairs (Approved by PTSO Board and Presented at General Meeting)

	Nominee Name	Contact Info
Communications	_____	_____
Yearbook	_____	_____
Fundraising	_____	_____
Picture Day	_____	_____
Book Fair	_____	_____
Publicity	_____	_____
Science Fair	_____	_____
Spring Fling	_____	_____
CGB School Support/Appreciation	_____	_____
	_____	_____
	_____	_____
	_____	_____



*Help us help the school !!*

## YOUR PTO IN ACTION 2020-2021

### Programs Supported

- Teacher Appreciation
- Box Tops for Education
- Summer Reading Program
- PBIS

### Events Sponsored

- Rocket Fun Run
- Fall & Spring Book Fair
- Father/Daughter Dance
- Mother/Son Event

### Services & Supplies

- Volunteers Recruited
- School Fundraising Efforts
- Parent/Teacher conference meals

## Officer and Committee Chair Descriptions

The PTSO Executive Board is comprised of elected officers, committee chairs, and school representatives. It meets one evening every other month to conduct PTSO business. Anyone may attend. General meetings for the entire membership are scheduled twice per year: one in August to approve the budget, one in May to elect officers.

### Elected Officers

**President** – Serve as leader and key contact for the PTSO; preside at all PTSO meetings; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTSO'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 PTSO. (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 PTSO events where money will be collected; assure that PTSO 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)

**Chairs and Other Positions** (Remember, these are COMMITTEES – there should be volunteers to help.)

<p><b>Picture Day / Year Book Committee</b></p> <ul style="list-style-type: none"> <li>• Responsible for the organization of the Picture Day</li> <li>• Responsible for the organization of the ES and MS yearbooks</li> <li>• Meet or communicate with your committee as needed</li> <li>• Prepare monthly committee report as needed</li> <li>• Follow all CGB PTSO Bylaws</li> </ul>	<p><b>CGB School Support and Appreciation Committee</b></p> <ul style="list-style-type: none"> <li>• Organize Parent teacher conference meals</li> <li>• Organize Staff Christmas Breakfast</li> <li>• Organize ES &amp; MS Christmas gift collection</li> <li>• Organize staff appreciation week</li> <li>• Organize Bounce and Float for end of year school appreciation event</li> <li>• Meet or communicate with your committee as needed</li> <li>• Communicate to your School liaisons as needed to coordinate events</li> <li>• Prepare monthly committee report as needed</li> <li>• follow all CGB PTSO Bylaws</li> </ul>
<p><b>Fundraising Committee</b></p> <ul style="list-style-type: none"> <li>• Organize and promote the MS &amp; ES Walk-a-thon</li> <li>• Research and recommend fundraising events</li> <li>• Oversee execution of additional approved fundraisers</li> <li>• Meet or communicate with your committee as needed</li> <li>• Prepare monthly committee report as needed</li> <li>• Follow all CGB PTSO Bylaw</li> </ul>	<p><b>Book Fair Committee</b></p> <ul style="list-style-type: none"> <li>• Order and set-up merchandise for Bookfair</li> <li>• Work with communications committee to promote event, teacher and volunteer sign-ups</li> <li>• Meet or communicate with your committee as needed</li> <li>• Prepare monthly committee report as needed</li> <li>• Follow all CGB PTSO Bylaws</li> </ul>
<p><b>Communications Committee</b></p> <ul style="list-style-type: none"> <li>• Chaired by Secretary</li> <li>• Record and distribute minutes of all meetings</li> <li>• Create and distribute Welcome packet: Mission Statement, contact list, volunteer sheet, projects and plans for the year, previous accomplishments</li> <li>• Manage CGB School/PTSO volunteer sheets</li> <li>• Maintain PTSO Facebook page</li> <li>• Maintain PTSO Bulletin Board</li> <li>• Work with Committees to create publicity for events and programs</li> <li>• Meet or communicate with your committee as needed</li> <li>• Prepare monthly committee report as needed</li> <li>• Follow all CGB PTSO Bylaws</li> <li>• Work with district to distribute any communications for our organization</li> </ul>	

