



Help us help the school!!

YOUR PTO IN ACTION 2016-2017

Programs Supported

- Teacher Appreciation
- Box Tops for Education
- Bingo Nights
- Fine Arts Nights
- Spring Play

Events Sponsored

- Kindergarten Orientation
- Fall & Spring Book Fair
- Creek Crawl
- Welcome Back Night
- School Carnival
- Class Programs
- Spring Dinner
- Basket Raffle

Services & Supplies

- Creek Crawl T-Shirts
- Field Trip Scholarships

Poplar Creek PTO

Nominations & Elections for 2017-2018

- ✓ I want Poplar Creek Elementary 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 PTO fundraising moneys are spent.
- ✓ I want all the students at Poplar Creek 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 2017-2018. 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 Poplar Creek Elementary 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. If you have any questions, please contact Lori Doyle at 262-510-9110

Elections will be held at the PTO General Meeting on Monday, May 1 at 6 pm in the school library. All candidates for officer positions must be registered with the Nominations Committee by **April 30th**. Please return this form to your child’s teacher or to the school office.

Elected Officers

(Elected at General Meeting)

President

Nominee Name

Contact Info

Vice President

Secretary

Treasurer

Officer and Committee Chair Descriptions

The PTO Executive Board is comprised of elected officers, committee chairs, and school representatives. It meets one evening per month to conduct PTO 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 PTO; preside at all PTO meetings; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTO’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 PTO. (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 PTO events where money will be collected; assure that PTO 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)