



CALL FOR NOMINATIONS

Early Learning Center
Parent Teacher Organization (PTO)

The election of PTO officers is just around the corner. We hope you will consider nominating yourself or a friend for a PTO leadership position for the 2018-19 school year. The PTO is a fun and dynamic organization that makes a big difference in the Early Learning Center (ELC) community. The success of our organization depends on parents. So, here is another great opportunity to help your children, their teachers and our school.

The responsibilities of the officers are detailed on the back of this form. If you have the time and interest to serve, please complete this form and return it to school to your child's teacher, or email the relevant information to pto4theelc@gmail.com. Remember, you may nominate yourself or someone else.

Nominations must be received by Wednesday, May 30, 2018. Nomination form is below.

Election ballots will be available on **Friday, June 8** at the **PTO Slush Social**. We will announce the new PTO officers on the following **Monday, June 11**.

Please return by Wednesday, May 30, 2018

Place a check mark by the position you are interested in. If you are flexible about officer positions, you may rank the positions you are willing to fill by placing a #1, #2, and #3 by the position title.

- President
- Secretary
- Treasurer
- Vice President of Events and Fundraising

Nominee's Name: _____

Phone: _____

E-Mail: _____

Child -Name and Class: _____

The President shall preside over meetings of the members and the Executive Committee, serve as the primary contact for the school's Principal, represent the ELC at meetings outside the organization, and initial bank statements quarterly and coordinate the work of all the officers and committees on the PTO.

Vice President — Events & Fundraising shall oversee all the events and fundraising involved in recruiting and maintaining volunteers for the ELC PTO.

The Secretary shall keep all records of ELC PTO, take and record minutes of all meetings at the ELC PTO or assign an alternate representative from the membership body, be prepared to read the minutes of the previous meeting, file all records, handle correspondence, and coordinate notices of meetings to the membership. The Secretary shall maintain a copy of the minutes book, bylaws, and rules.

The Treasurer shall receive all funds of ELC PTO, keep an accurate record of receipts and expenditures including reconciliation of the bank statement each month with review by an appointed officer on a quarterly basis, and pay out funds in accordance with the approved budget adopted by the Executive Committee. The Treasurer shall present a financial statement at every meeting and at other times of the year when requested by the Executive Committee, and make a full report at the end of the year. The Treasurer shall be responsible for preparing and filing all necessary tax forms and prepare books for an annual audit.

PTO OPPORTUNITIES

Help is always needed and appreciated. Each month the PTO organizes some type of event or fundraiser. If you don't have time to be on the board but would like to help here is a list of some of the opportunities we did last year.

- Emails (all year)
- Box Tops (all year)
- Facebook Page (all year)
- PTO Monthly Meeting (all year)
- Flyers (all year)
- Fall Fundraiser (September/October)
- Family Yoga (October)
- Holiday Baskets (December)
- Book Fair (January)
- Spring Fundraiser (March)
- Kidz Fun (March)
- Curious Creatures (March)
- Family Spring Fling Dance (April)
- Teacher Appreciation Week (May)
- Ice Cream/Slush End of Year Social (June)

For more information please contact the PTO at: pto4theelc@gmail.com.