



Centerville Primary Village North (PVN) Parent Teacher Organization (PTO)

Officers Descriptions

President - Chairs PTO meetings and other meetings as required. Will represent PVN PTO at spring and fall district PTO President meetings. Responsible for the efficient and professional completion of all PTO activities and business, in conformance with the best interests of the students, families and staff of PVN and the by-laws of the PVN PTO. Can have two Co-Presidents, preferably one first grade and one kindergarten parent.

Vice President – Assists the fundraising committee chairpersons and is ultimately responsible for the planning and execution of all PTO fundraising activities. Performs the duties of the President in the President's absence. Attends all PTO meetings. Can have two Co-Vice Presidents, preferably one first grade and one kindergarten parent.

Recording Secretary - Prepares the agendas and minutes of the monthly PTO meetings. Attends all PTO meetings.

Corresponding Secretary - Responsible for PTO correspondence. Determines and distributes teacher's birthday gifts.

Treasurer - Prepares and presents monthly financial reports at PTO meetings. Responsible for accurate accounting of all PTO funds. Attends all PTO meetings. Is available to school staff to provide funds as needed. Maintains accounting records for Birthday Book Club, PTO Membership and any other funds deposited into PTO bank account. Files tax return at the end of PTO fiscal year (June). Will take over financial records for previous treasurer in July. Can have two Co-Treasurers, preferably one first grade and one kindergarten parent.

Committee Chairperson Descriptions – Non Fundraising

Building and Grounds - Responsible for suggesting and implementing PTO funded/assisted projects to enhance the school building and grounds.

Curriculum Advisory Council - Attends all Curriculum Advisory Council (CAC) meetings. Acts as a liaison between the CAC and parents. Presents CAC meeting summaries at PTO meetings.

Directory - Compiles and publishes the PVN student directory in the fall. PC familiarity and access a necessity.

Historian - Takes photos of PVN day-to-day activities and special events. Creates a PVN scrapbook.

Home & School Partnership – Assist School Counselor and Principal planning various home/school activities during the school year for the PVN community. Previous activities have included: Sing-a-long, the hurried child, Read In, and improving literacy.

Homeroom Parent Coordinator – Ensure each classroom has a homeroom parent. Provide a network for disseminating information and acquiring volunteers. Assist in organization of three yearly classroom parties.

Hospitality - Hosts staff appreciation lunches at the school and coordinates staff meals during conference weeks.

Message Board - Is responsible for regularly updating the outdoor message board with activities designated by the principal.

Publicity - Contact local media (principally the C-B Times and DDN) to place articles and notices of PVN PTO events. Familiarity with the procedure to submit a press release is a plus.

Volunteers - Collects volunteer forms submitted to the PTO by PVN parents. Compiles all information by areas of interest, and distributes names and telephone numbers to the appropriate PTO committee. PC familiarity and access a plus.

Website – Updates PVN PTO website throughout the school year

Fundraiser Coordinator Descriptions

Fundraiser Coordinators: Each of the following fundraising events or activities of the PTO has one or more coordinators. The coordinators are responsible for planning and organizing activities to successfully complete the event. They are also responsible for overseeing the committee and working with volunteers.

PVN PTO Fundraisers:

Membership (position begins in March with screening)- This person will handle all aspects of the PTO Membership fundraiser and work closely with Treasurer and the School Supplies Chairman. Provide information and envelopes at spring Kindergarten screening for membership and school supplies. Provide information and envelopes to Kindergarteners who will be first graders for membership and school supplies. Track all family and PVN staff memberships and provide updated lists to the school secretary, directory chair, school supply chair, and PTO Board. Participate in Open House and any fall fundraisers where membership money is collected.

School Supplies Sale (position begins in March with screening)- Responsible for tracking orders from Kindergarten screening and returning first graders in the spring and Open House in the fall. Responsible for purchasing and delivering all school supply kits to classrooms by the start of school and sending out acknowledgement cards to all those that ordered.

Fall Fundraiser (Planning begins in the summer; event held in September) - Responsible for coordinating a welcoming event for the students and their families (approved by the Principal). Previous events were an ice cream social with a raffle and various activities for children such as a craft or temporary tattoos; and a hoedown with western themed food, games, and fall planting.

School (PVN) T-shirt/Sweatshirt Sale (August-September) - Responsible for compiling order forms received, ordering PVN t-shirts/sweatshirts, distributing t-shirts/sweatshirts to students.

Centerville (Elk) Spirit Wear (Planning begins in July; Sale runs 2 weeks in Sept; Distribute orders end of Oct/beginning of Nov.) - Responsible for choosing Centerville Elk sale items, compiling order forms, and filling orders. (Can coordinate with PVS PTO)

Winter Carnival (Planning begins in August; event held in December) - Responsible for coordinating food, silent auction, and various activities for children, such as a craft or face painting. Also, includes a secret gift shop – the Frosty Shop (see below).

Frosty Shop (to be held at Winter Carnival; Shopping begins in Summer, event held in December)- Responsible for purchasing all merchandise to be sold at the secret shop. Shops at seasonal sales year-round to obtain merchandise for the event. Coordinates procedures for students to shop and the gift wrap station at the event.

Fitness Challenge (Planning begins in November; event held in January; one week activity) - Responsible for coordinating sponsor/donation sheets prior to and after the event. Attends the pep rally as a speaker. Available for the five days of the event.

Spring Event (Planning begins in February; event held in May) - This is a family event to welcome new CKV students and reward current students. Responsible for coordinating all games, refreshments, entertainment, and prizes.

Community Fundraising Partners:

Market Day (Entire year)- Focal point for Market Day Inc. Obtain and distribute monthly order forms. Track orders. Distribute monthly orders.

General Mills Boxtops (Entire year - Boxtops mailed in Oct and Feb) - Responsible for maintaining collection box and collecting, packaging, and submitting all boxtops to General Mills twice a year, as well as keeping families informed of submission deadlines to maximize money received.

Community Rewards (Kroger Neighborhood Program, Meijer Guest Cards/Dorothy Lane Good Neighbors Program/Target Take Charge of Education/Foot Locker-all year) Focal point for Kroger. Track all PVN Kroger Cards and participants in the Kroger program. Order new cards as needed and provide information to PVN families on how to participate. Assist in registering PVN families for the DLM and Meijer Guest Cards programs. Update school information on appropriate Website.