



PTO Director & Chair Positions 2021-2022

The Southmoor Elementary Parent Teacher Organization (PTO) is comprised of the voting board of directors, coordinators for specific events/functions, and general members. The PTO, organized for the purpose of supporting and enhancing the educational experiences of the School's students, upholds the mission of:

1. Providing an organization through which the parents, school, teachers and community can work cooperatively;
2. Providing financial support for programs funded outside of the annual school budget;
3. Providing advocacy and family engagement directed towards parents, teachers and the Southmoor community.

Board of Directors (BOD) Positions > For the 2021-22 school year, the board will meet monthly on the first Tuesday of the month from 4:00-5:30pm to discuss PTO activities and vote on executive decisions. Some/all meetings will be over Zoom

President	Responsible for BOD oversight, serves as community/administration/CSC liaison, sends weekly communication to PTO membership, available for parent outreach, manages registration process with office. Meets weekly with Administration. Manages the PTO components of Back- to-School Night, New Family/Curriculum Night, Kinder & ECE Round-Up, Field Day.
President-Elect	Serves as member of PBIS Committee, responsible for updating Parent/Student Handbook, oversee nominating committee and slating of BOD. 2-year term: president-elect, president.
Treasurer	Handles all money for PTO and SPiE, makes deposits, writes checks, writes donation thank yous, meets monthly with school secretaries to reconcile books, uses Quickbooks and other designated software to manage funds, prepare annual budget and taxes. Maintains 501(c)3 status. Serves as Games Manager (raffle license for auction). 2-year term
Secretary	Takes and distributes monthly BOD meeting minutes. Keeper of PTO Bylaws, norms and expectations. Head of Teacher Grant Committee
Communication Director*	Responsible for managing communications coordinators and providing messaging oversight for PTO section on southmoor.dpsk12.org, Facebook, Nextdoor, the app and via email.
Community Engagement Director *	Responsible for managing all family engagement coordinators and providing help and direction on all PTO-driven community events. Heads and directs outreach efforts.
Fundraising Director *	Responsible for managing fundraising coordinators that raise funds for all PTO activities as well as to supplement the school budget as requested by CSC. Assists Treasurer and President with budget preparation. Coordinates with online Box Top scanning to distribute funds to school. (Would be a great role for co-directors.)
Sunshine Director *	Formerly known as the Volunteer Director, this role selects and coordinates room parents, uses sign-up genius to secure necessary for volunteers for events, and oversees all sunshine coordinators who are responsible for spreading sunshine and smiles at Southmoor.

*All Directors meet as needed with their Coordinators and volunteer teams. Meeting schedules and frequency will be determined based on participant availability.



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Family Engagement Coordinators

Moose Is Loose Carnival	Coordinates, plans, organizes, facilitates, secures booths and prizes and sponsors and food and volunteers for largest fall fundraising event (happens in fall) (Would be great to have Co-Coordinators that serves overlapping 2-year terms.)
Multicultural Night	Coordinates annual event (often in February) that brings together the Southmoor community to celebrate our different countries of origins and ethnic traditions and food. (Would be great to have Co-Coordinators that serves overlapping 2-year terms.)
Community Garden/Greening	Coordinates care and maintenance of Moose Meadows and provides oversight and provides greening recommendations for the Southmoor grounds based on annual budget allocations.
Middle School Night	Coordinates an educational night for 5 th grade parents, securing speakers from DPS Choice office, DPS middle schools, parents of current middle school students (happens in September).
School Supplies/EduKits	Coordinates with teachers to secure school supply lists in the spring and secures a third party vendor to package school supplies so parents can buy kits of supplies in the spring and summer.
Book Fair	Coordinates an annual Scholastic Book Fair in partnership with Librarian. (Happens in the fall.)
Community Breakfast	Coordinate a breakfast for students and their parents/guardians before school.
Reading Week	Coordinate a week of activities to promote reading—guest speakers, read-a-longs, book swap, etc. Happens in the spring, after CMAS testing

Communications Coordinators

Marquee	Coordinates weekly changes to the physical marquee—changing out letters—to provide timely updates
Monthly PTO Newsletter and Website	Publishes a monthly newsletter of PTO and school happenings. Can be done over School Deets on an as-needed basis. Keeps PTO website up-to-date and coordinates with school to ensure dpsk12.org site is current.
Yearbook	Coordinates classroom photographers, designs the book, promotes yearbook sales, secures front page art via student contest, plans yearbook signing party, works with 3 rd party vendor to produce the book (Would be great to have Co-Coordinators that serves overlapping 2-year terms.) May form and head a committee to help with obtaining photos

Social Media	Posts timely updates to school facebook, Instagram, nextdoor, etc.
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Fundraising Coordinators

Auction	Coordinates, plans, executes, and promotes the largest annual fundraiser. Sells tickets. Secures auction items, sponsors, entertainment, volunteers, decorations, etc.(Would be great to have Co- Coordinators that serves overlapping 2-year terms.)
Restaurant Dineouts/Retail	Coordinates monthly “Dine Out for Southmoor” nights at neighborhood restaurants. (Examples include: Chipotle, Qdoba, Smash Burger, Slices Pizza). Coordinates a handful of “Shop for Southmoor” events at local retailers (Examples include: Timbuk Toys, Bookies).
Support Our Moo\$e	Coordinate and promotes the direct giving campaign by parents/community members (replaces \$-a- Day: of \$180 per students, \$1 for each day of school)
Grants	Coordinates, researches and applies for grant funding that Southmoor is eligible for

Sunshine Coordinators

Staff & PTO Appreciation	Coordinates a week-long staff appreciation in the spring, secures a back-to-school gift for each staff member, secures a coffee cart/candy station for Valentine’s day, offers additional staff appreciation as needed to maintain happy, healthy culture.
Moose Munch Lunch	Coordinates a monthly lunch for staff in the staff lounge, with menu items provided by parents. Distribute a sign-up genius in advance of the event for parents to sign up for items.
5th Grade Continuation	Coordinates the reception following 5th Continuation: purchase and serve cakes and drinks for the families. Typically two 4th grade parents, but need not be. (happens in late May)
Kindergarten Meetups	Coordinates a few park outings for incoming kindergarteners prior to the start of school and during the first month to make school acclimating easier for students and parents (happens in August and September)
Spiritwear	Coordinates the sales of Southmoor spiritwear at the beginning of the year and before the holidays. Secures 3rd party vendor, selects items, promotes, collects money and distributes orders. Must use existing Southmoor logos, fonts. (happens in August/September and early December)