



## PTO Director & Chair Positions 2017-2018

The Southmoor Elementary Parent Teacher Organization (PTO) is made up 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 2017-18 school year, the board met monthly on the first Wednesday of the month from 4:00-5:30pm to discuss PTO activities and vote on executive decisions.

<b>President</b>	Responsible for BOD oversight, serves as community, administration and CSC liaison, disseminates 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. Updates Google calendar with PTO events.	
<b>President-Elect</b>	Serves as member of PBIS Committee, serves as Passion Projects liaison, responsible for updating Parent/Student Handbook, oversee nominating committee and slating of BOD. 3-year term: president-elect, president, past president/BOD advisor.	
<b>Treasurer</b>	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	
<b>Secretary</b>	Takes and distributes monthly BOD meeting minutes. Oversees Teacher Grants process. Keeper of PTO Bylaws, norms and expectations.	
<b>Family Engagement Director</b>	Responsible for managing all family engagement coordinators and providing help and direction on all PTO-driven community events. Heads and directs outreach efforts.	
<b>Communications Director</b>	Responsible for managing communications coordinators and providing messaging oversight for PTO section on southmoor.dpsk12.org, Facebook, Nextdoor, the app and via email.	
<b>Fundraising Director</b>	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. (Would be a great role for co-directors.)	
<b>Sunshine Director</b>	Formerly known as the Volunteer Director, this role selects and coordinates room parents, uses sign-up genius to secure necessary	

	volunteers for events, and oversees all sunshine coordinators who are responsible for spreading sunshine and smiles at Southmoor.	
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**Family Engagement Coordinators\***

<b>Moose Is Loose Carnival</b>	Coordinates, plans, organizes, facilitates, secures booths and prizes and sponsors and food and volunteers for largest fall fundraising events (happens in September) (Would be great to have Co-Coordinator that serves overlapping 2-year terms.)	1  
<b>Multicultural Night</b>	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-Coordinator that serves overlapping 2-year terms.)	1 
<b>Talent Show</b>	Coordinates student talent show (often in the spring). Happens every other year.	1 
<b>Community Garden/Greening</b>	Coordinates care and maintenance of Moose Meadows and provides oversight and provides greening recommendations for the Southmoor grounds based on annual budget allocations.	
<b>Big Box Liaison</b>	Coordinates neighborhood big box stores (Whole Foods, Target, Walgreens, Wal-Mart, Ace, etc.) to secure donations as needed.	
<b>Middle School Night</b>	Coordinates an educational night for 5 <sup>th</sup> grade parents, securing speakers from DPS Choice office, DPS middle schools, parents of current middle school students (happens in September).	 1 
<b>School Supplies/EduKits</b>	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.	
<b>What's Happening?/Parent Education</b>	Coordinates speakers or webinars for monthly parent education, creates monthly calendar of community events/education (eg. DPS speakers, SPEHA and other homeowners' meeting, TJ sporting events, etc.) to be published on school's website.	

<b>Book Fair</b>	Coordinates an annual Scholastic Book Fair in partnership with Librarian. (Happens in the fall.)	
<b>Adopt-A-Spot</b>	Southmoor Elementary is responsible for keeping a stretch of road clean: Monaco between Hampden and Mansfield. The chairperson would organize a monthly community clean-up time, get safety vests and trash bags donated for crew, etc.	

**Communications Coordinators\***

<b>Marquee</b>	Coordinates weekly changes to the physical marquee—changing out letters—to provide timely updates	
<b>Yearbook</b>	Coordinates classroom photographers, designs the book, promotes yearbook sales, secures front page art via student contest, plans yearbook signing party, works with 3 <sup>rd</sup> party vendor to produce the book (Would be great to have Co-Coordinators that serves overlapping 2-year terms.)	
<b>Website</b>	Coordinates and secures accurate and timely content for the PTO section on southmoor.dpsk12.org	
<b>Directory</b>	Coordinates design and production of the directory with a 3 <sup>rd</sup> party vendor, secures accurate student/family contact information and sponsors for directory.	
<b>App</b>	Works with Zuben Bastani to update the functionality, navigation and promotional part of the app. Gets updates from Zuben to push out to community about new features, etc.	
<b>Monthly PTO Newsletter</b>	Works with Communications Director and President to develop a monthly printed update of PTO fundraising, events, thank yous, sponsors, etc.	

**Fundraising Coordinators\***

<b>Grants</b>	Coordinates, researches and applies for grant funding that Southmoor is eligible for	
<b>Dollar-A-Day</b>	Coordinate and promotes the giving by parents/community members of \$180 per students, \$1 for each day of school	
<b>Buck-A-Bag</b>	Coordinates spring ARC drive where Southmoor receives \$1 for each bag of goods donated.	

<b>Read-A-Thon</b>	Coordinates weeklong fundraising event with Boosterthon staff and Southmoor teachers (happens in November) (Would be great to have Co-Coordinators that serves overlapping 2-year terms.)	
<b>Auction</b>	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.)	
<b>Restaurants/Retail</b>	Coordinates monthly “Dine Out for Southmoor” nights at neighborhood restaurants. (Examples include: Chipotle, Qdoba, Smash Burger, Slices Pizza, Copper Kettle, Taziki’s) Coordinates a handful of “Shop for Southmoor” events at local retailers (Examples include: Timbuk Toys).	
<b>King Soopers Cards</b>	Coordinates selling of King Soopers discount cards to Southmoor parents and community.	
<b>Box Tops</b>	Coordinates collection of Box Tops and Labels for Education, sends to companies for monetizing.	
<b>Art Fundraiser</b>	Work with art teacher Lisa Freedberg to coordinate, promote, collect money and order wares for a gift-based art fundraiser based on a personalized work of each student’s art. Money raised will support Southmoor’s Special Programs.	

**Sunshine Coordinators\***

<b>Staff &amp; PTO Appreciation</b>	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.	
<b>Moose Munch Bunch</b>	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.	
<b>Kindergarten Get-Togethers</b>	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)	

<b>Muffins for Moms   Donuts for Dads Breakfasts</b>	Coordinate two breakfasts (Fall for moms, Spring for dads) for students and their parents before school.	<b>1</b>
<b>Cookie Exchange</b>	Coordinates the “bring a dozen, take a dozen” cookie exchange for families (happens in December).	<b>1</b>
<b>5<sup>th</sup> Grade Continuation</b>	Coordinates the at-school ceremony and celebration for 5 <sup>th</sup> graders. Typically 2 4 <sup>th</sup> grade parents, but need not be. (happens in early June)	<b>1</b> 🎉
<b>Spiritwear</b>	Coordinates the sales of Southmoor spiritwear at the beginning of the year and before the holidays. Secures 3 <sup>rd</sup> party vendor, selects items, promotes, collects money and distributes orders. Must use existing Southmoor logos, fonts. (happens in August/September and early December)	👦 🎉

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

**KEY**



Positions that are done solo



Positions that can be done from home

**1**

Positions for one-time events



Positions involving the broader Southmoor community



Positions that involve working with teachers and staff



Positions that involve creativity



Positions that are bigger time commitments