

### Sandyview PTO Officers

Office	General Responsibilities	
President	<ul style="list-style-type: none"> <li>○ Overall organization, scheduling, and leadership of the PTO activities</li> <li>○ Communication with principal, school secretary and teachers</li> <li>○ Communication with vendors, businesses, etc.</li> <li>○ Preparation of agendas for monthly meetings</li> <li>○ Lead monthly meetings</li> <li>○ Facilitate discussion and decision making among PTO</li> <li>○</li> </ul>	
Vice President	<ul style="list-style-type: none"> <li>○ Assume position of President in second year of term</li> <li>○ Assist President and learn about activities, etc.</li> <li>○ Help with PTO activities; take leadership for some portion</li> <li>○ Actively participate in PTO activities, meetings and decision making</li> <li>○</li> </ul>	
Secretary	<ul style="list-style-type: none"> <li>○ Keep minutes of all PTO meetings</li> <li>○ Submit information for PTO announcements in weekly newsletter (to Kristin by Weds. PM)</li> <li>○ Help with PTO activities; take leadership for some portion</li> <li>○ Actively participate in PTO activities, meetings and decision making</li> <li>○</li> </ul>	
Treasurer	<ul style="list-style-type: none"> <li>○ Keep accurate financial records of PTO</li> <li>○ Prepare financial report for monthly PTO mtgs.</li> <li>○ Pay bills and reimbursements that have been approved by PTO</li> <li>○ Help with PTO activities; take leadership for some portion</li> <li>○ Actively participate in PTO activities, meetings and decision making</li> <li>○</li> </ul>	

## PTO Activities 2007/08

Fun Night	Friday, November 9th	Raffle Games; Prize Room Food Setup; clean up Volunteers, schedule
Fall fund raiser Frankenmuth	Sept. 14-24 Delivery: Oct. 18	Organization of distribution, communications, prize structure
Mom/Son Event	Fall	Coordinate with Bentheim PTO officers; Committee members and volunteers Communication
Christmas Workshop	First Thursday in December	Committee set up
Winter/spring fund raiser	Jan. - March	Decide on sale – vendor, dates, prizes, organization of distribution, communications
Daddy Daughter Dance	February	Coordinate with Bentheim PTO officers; Committee members and volunteers Communication
Bingo Night	February 29 <sup>th</sup>	Communication Set Up; clean up Prizes Refreshments
Staff luncheon	Early to Mid-May	Decide on food, decorations Invitations, RSVP Set-up, clean up
Last Day Carnival	Last full day	Pizza lunch with pop Ice cream Carnival – committee set up
Popcorn	Every Friday	Volunteers scheduled Supplies checked and stocked
Community service project	Depends	Decide on charitable organization and set up time Communications, collections
District wide events, activities	Depends	Art! It's Out There Joint PTO meetings