



**Help us help
our school!!**

**YOUR PTO IN
ACTION
2012-2013**

**Programs/Events
Supported**

- Teacher/Staff Hospitality Appreciation
- Online Mall Fundraising
- Credit/Store Card Fundraising
- HarPER KID fundraising for departments
- Listserve Coordination
- Freshmen Celebration
- Student Registration Days
- Parent Education Events
- Supporting Harper Garden Program
- Supporting the Library

Services

- Student Directory
- PTO Website/Listserv
- Volunteers Recruited
- Representation of Harper at DJUSD Meetings

We are also looking for PTO liaisons to local organizations such as the DSF, Davis Parents Do, Nutrition Services, & more

Frances Harper Jr. High PTO

Nominations & Elections for 2013-2014

- ✓ I want my child to have a great school year – to learn and to have fun!
- ✓ I want to help come up with creative ideas to support our teachers and staff!
- ✓ I want to help decide how PTO fundraising moneys are spent.
- ✓ I know Jr. High is a transition time for my teen not a time to be less involved.
- ✓ I want ALL the students at Harper be successful.

If any of above statements are true for you, then “help us help our school”. Parent involvement is critical for a successful school, so volunteer as a PTO officer or a committee chair for 2013-14. There are jobs that take no more than a couple hours a month, some are that are seasonal, and a few that require a routine commitment.

Dedicated teachers, staff, and **PARENTS** help make our junior high a great school! Join us – it’s rewarding, it’s important, it’s even fun!

Nominate yourself or someone else. All positions can be shared. (See back of form for position descriptions.) If you have any questions, please contact Nomination committee Members: Reem Awad-Rashmawi, Gerrit Michael or Tammy Tujo (harperpto@gmail.com)

Elections will be held at the PTO Meeting on Tuesday, May 14th at 7:00pm in the school library. Initial Nominations list will be posted and presented to the PTO board at the **April 16th** PTO meeting. Please return this form to the Harper office or email nominations to a Nomination Committee Member.

Elected Officers

Elected at General Meeting

Elected Officers	Nominee Name	Contact Info
President	_____	_____
Vice President (Fundraising)	_____	_____
Vice President (Membership)	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Parliamentarian	_____	_____
Historian	_____	_____

Committees Chairs

Approved by Board & shared at Meeting

Committees Chairs	Nominee Name	Contact Info
Volunteer Coordinator	_____	_____
Hospitality Chair	_____	_____
Community Building Chair	_____	_____
Student Directory	_____	_____
Parent Education Chair	_____	_____
Outreach Committee Chair	_____	_____
Website Committee Coordinator	_____	_____
Listserv Coordinator	_____	_____
Newsletter Committee Chair	_____	_____

Officer and Committee Chair Descriptions

Harper PTO Leaders are Executive Board officers, committee chairs, and school representatives. The PTO meets one evening per month to conduct PTO business. All Harper parents/guardians, teachers and staff are encouraged to attend.

Executive Board

President - Serve as leader and key contact for the PTO; preside at all PTO meetings; correspond or delegate correspondence on behalf of PTO; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTO's objectives can be met, represent the positions of the organization before other elected and appointed boards and commissions, coordinate the delegation of duties to the next elected President. (Effort: year-round, on-going)

1st Vice President (Fundraising VP) - Coordinate PTO fund-raising activities - currently including Escrip, Nugget Cards & Harper KID Fund. Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Executive Board; attend PTO meetings. Ideally - is considering serving as President in the future. (Effort: year-round, Fundraising role is primarily August, September, October, time varies depending upon roles)

2nd Vice President (Membership VP) - Prepare PTO forms for Registration along with committee chairs - Volunteer, Membership, Student Directory; coordinate volunteers at registration; organize the annual PTO membership drive & the on-going process to encourage membership; Maintain membership records; oversee volunteer & directory coordinator. Act as an aide to the President & 1st VP; perform the duties of the President, after 1st VP, in the absence or inability of those officers to serve; assume other responsibilities as assigned by the Executive Board. Attend PTO meetings. Ideally - is considering serving as President in the future. (Effort: year-round, Membership role primarily in Aug., Sept. - later 3-4 hours per month.)

Secretary - Keep the minutes of all meetings; keep a current copy of the Bylaws, membership roster, and minutes of previous meetings for referral at meetings; prepare correspondence as required by board; maintain master documents in PTO storage cabinets at school; bind previous year minutes, documents for storage in PTO cabinet; keep the calendar of events for the PTO and forward them to Website & Listserv Coordinators. (Effort: 4-5 hours per month, includes attending meeting and typing up minutes)

Treasurer - Be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTO events where money will be collected; assure that PTO policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the organization's federal and state tax returns; prepare the books for an annual audit. (Effort: 5-6 hours per month, average)

Parliamentarian - attend all meetings of the PTO & give advice regarding the order of the meeting in accordance with Roberts Rules and the provisions of the Bylaws; conduct the election of officers; act as the presiding officer at membership meetings at the request of the President; chair the Bylaws Committee whenever such a committee is formed; shall serve on the Nominating Committee if appointed to serve as a member of that Committee; bring current copy of Constitution and By-Laws to all meetings, along with any previously voted or agreed upon guidelines. (Effort: 2 hours per month)

Historian - collect written and photographic record of the activities and events sponsored by the PTO, and may also record School activities and events in a scrapbook or other such book; document the number of volunteers and tasks involved for each activity or event for use as a guide in recreating in the future; may prepare an annual report of the organization's activities & events to present to the membership at the end of each School year; Attend PTO Meetings. (Effort: 3 hours per month).

Chairs and Other Positions (Remember, in most cases these are COMMITTEES - volunteers are asked to help.) Committee chairs are asked to attend PTO meetings when needed and are always encouraged to attend.

Volunteer Coordinator - Coordinates parent volunteers for PTO events and school activities. Collect list of general volunteers at beginning of year and for special events. Assure that volunteer data is recorded and available to both the Board and teachers. Email list as needed. Update as volunteers are recruited for programs (Effort: on-going, year round; time peaks with a few big events. Average: 3 hours per month; most work in August - September.)

Hospitality - Coordinate Work together with the Hospitality Volunteers to provide food for about 7 staff and school activities, a list will be provided upon request. (Effort: on-going, average: 6 hours per event)

Community Building Chair -Coordinate 2 community building events annually, one in the Fall and one in the Spring with purpose of bringing school community (students, parents, staff) together; event types depend on committee interest such as an all school picnic/BBQ, spaghetti feed, etc. (Effort varies depending on activity).

Directory - publish the student directory; work with Membership to prepare Back-To-School Directory Form; collect forms at registration in coordination with Membership VP, 2) collection and formatting of address data from electronic source, & 3) layout and coordination with printer. (Effort: Project occurs in September-October and effort varies depending on how work is divided among volunteers)

Parent Education Chair - represent Harper at Secondary Parent Education Committee meetings; plan one all Secondary Parent Education event at Harper annually; work with PTO to coordinate other site specific Parent Education activities (Effort: average 3 hours a month, additional hours in preparation and during Parent Ed events)

Outreach Committee Chair - assist in programs which will promote diverse involvement in PTO; may attend ELAC meetings to share PTO information; may assist in translating PTO documents for non-English speaking members

Website Committee Coordinator - maintain and update PTO website; upload newsletter monthly and other PTO fliers and documents (Effort: several hours in August/September, 2 hour monthly)

Listserv Coordinator - upload annual subscriptions & maintain Harper Daily Bulletin listserv; prepare weekly PTO e-newsletters in coordination with PTO president, committee/event chairs and school staff; prepare additional emails on listserv as necessary (Effort: several hours in August/September, followed by 1 hour weekly)

Newsletter Coordinator (Usually editors) - (hopefully restarting next year)Coordinate Newsletter "Harper Harold" team of news editor, design editor, production manager & opt-out list manager in order to monthly produce "Harper Harold". Further descriptions available for each newsletter team position.