



PTO Membership and Volunteer Interest

Student #1 Name	Grade	House
Student #2 Name	Grade	House
Student #3 Name	Grade	House

Today's Date

Name - Parent #1		<input type="checkbox"/> Male	<input type="checkbox"/> Female
Home Address	City	Zip	
Home Phone	<input type="checkbox"/> Cell	<input type="checkbox"/> Business Phone	
Email Address			
Employer:	Occupation:		
Employer Matching Gift Program?	Best Time(s) / Day(s) to Help?		
<input type="checkbox"/> Yes <input type="checkbox"/> No			

Name - Parent # 2		<input type="checkbox"/> Male	<input type="checkbox"/> Female
Home Address	City	Zip	
Home Phone	<input type="checkbox"/> Cell	<input type="checkbox"/> Business Phone	
Email Address			
Employer:	Occupation:		
Employer Matching Gift Program?	Best Time(s) / Day(s) to Help?		
<input type="checkbox"/> Yes <input type="checkbox"/> No			

PTO MEMBERSHIP LEVELS (See attachment for list of benefits by level)

- \$15 - \$49 POLO CHARGER
 \$50 - \$99 BRONZE CHARGER
 \$100 - \$249 SILVER CHARGER
 \$250 - \$499 GOLDEN CHARGER
 \$500+ PLATINUM CHARGER

The minimum amount required for PTO Membership is \$15.00. Payment of \$_____ CASH CHECK # _____
 Payment is accepted in the form of cash or check only. Please make your check payable to Pin Oak PTO.

Help us and you'll help your child succeed at school! There are opportunities for everyone, no matter what your talents, interest or availability. Please indicate below any areas you are willing to help. Your involvement is vital, so please volunteer for your kid's sake!!

Please check boxes indicating areas you are interested in. Positions in gray are board positions.
 Next to your check mark, indicate "#1" or "#2" (for parent #1 or #2) or "B" (for both parents).

<input type="checkbox"/> VP 1 COMMUNICATIONS <input type="checkbox"/> Student Directory <input type="checkbox"/> Ad Sales <input type="checkbox"/> Newsletter <input type="checkbox"/> PTO Website <input type="checkbox"/> PTO Membership <input type="checkbox"/> Publicity/ Marketing <input type="checkbox"/> Database Management <input type="checkbox"/> Displays / Bulletin Boards <input type="checkbox"/> VP 2 ACTIVITIES <input type="checkbox"/> Fall Event Chair(s) <input type="checkbox"/> Set Up / Decorations <input type="checkbox"/> Committee <input type="checkbox"/> 8 th Grade Promotion Chair(s) <input type="checkbox"/> Planning Committee <input type="checkbox"/> Open House Chair(s) <input type="checkbox"/> Committee <input type="checkbox"/> Staff Appreciation Chair(s) <input type="checkbox"/> Committee <input type="checkbox"/> Campus Beautification	<input type="checkbox"/> PRESIDENT <input type="checkbox"/> TREASURER <input type="checkbox"/> Audit Committee <input type="checkbox"/> SECRETARY <input type="checkbox"/> PARLIAMENTARIAN <input type="checkbox"/> HISTORIAN <input type="checkbox"/> VOLUNTEER COORDINATOR(S) <input type="checkbox"/> NOMINATING COMMITTEE	<input type="checkbox"/> VP 3 DEVELOPMENT <input type="checkbox"/> Magnet Week Chair(s) <input type="checkbox"/> Tours <input type="checkbox"/> Hospitality <input type="checkbox"/> School Store Chair(s) <input type="checkbox"/> Store Buyers <input type="checkbox"/> Store Uniforms <input type="checkbox"/> Store Treasurer <input type="checkbox"/> Store Volunteer Coordinator <input type="checkbox"/> Store Candy Sales <input type="checkbox"/> Work in Store <input type="checkbox"/> Morning <input type="checkbox"/> Lunch <input type="checkbox"/> Afternoon <input type="checkbox"/> Pin Oak Idol Chair(s) <input type="checkbox"/> Set Up / Decorations <input type="checkbox"/> Lighting <input type="checkbox"/> Sound <input type="checkbox"/> Planning Committee <input type="checkbox"/> Fundraising Chair(s) <input type="checkbox"/> Fun Food Fridays Chair <input type="checkbox"/> Work at Fun Food Fridays <input type="checkbox"/> Retail Partnerships <input type="checkbox"/> Box Tops Coordinator <input type="checkbox"/> Corporate Sponsorships
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TALENTS / SKILLS / INTERESTS / RESOURCES

<input type="checkbox"/> Accounting <input type="checkbox"/> Fundraising <input type="checkbox"/> Grant Writing <input type="checkbox"/> Access to Printing <input type="checkbox"/> Write/Submit Press Releases <input type="checkbox"/> Local Business Contacts <input type="checkbox"/> Other Skills/Resources - (don't be shy): _____	<input type="checkbox"/> Computer: _____ <input type="checkbox"/> Web Design <input type="checkbox"/> Database <input type="checkbox"/> Power Point <input type="checkbox"/> Graphics/desktop publishing	<input type="checkbox"/> Carpentry, general construction <input type="checkbox"/> Art / Set Design / Murals <input type="checkbox"/> Landscaping / Gardening <input type="checkbox"/> Catering / Restaurant <input type="checkbox"/> Screen Printing / Embroidery <input type="checkbox"/> Sewing / Costumes
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PARENT PARTICIPATION

All volunteer efforts are valuable! We work with your schedule. Whether you can donate just a little bit of time or a lot, and whether you can come to the school or prefer to work from a computer or phone, at an office or from home, we need you to be involved in whatever ways works best for you. The following is a brief explanation of the many ways you can become involved. Board positions are highlighted in gray.

PRESIDENT (Board): Responsible for providing direction to the PTO Board. Sets agenda for meetings. Liaison with Principal to establish goals for the year, coordinate activities, communicate with parents, and provide support for Pin Oak activities.

TREASURER (Board): Responsible for maintaining financial records of the PTO such as budget preparation, paying bills, expense reimbursement and reporting status to the Board each month. Files annual tax forms as needed.

AUDIT COMMITTEE: In Summer, oversees a detailed review of the booster club's financial records. The audit will verify the numbers, ensure accuracy and how closely the budget was matched, and assess procedures used by the treasurer.

SECRETARY (Board): Responsible for recording and distributing minutes of each PTO meeting. Handles all correspondence of PTO.

PARLIAMENTARIAN (Board): Assist in providing order during meetings. Assists with motions, election and voting procedures.

HISTORIAN (Board): Responsible for record keeping & storage of all PTO documents.

VOLUNTEER COORDINATOR: Assists with soliciting volunteers for various events throughout the year. Coordinates selection of Volunteer of the Month.

NOMINATING COMMITTEE: Consists of at least two members who will nominate officers for the following year's PTO officers.

1ST VP COMMUNICATIONS (Board): PTO board position that provides oversight & serves as point person for those committees involved with communication between the school, PTO, parents and the community.

STUDENT DIRECTORY: Create database to design and publish a student directory. Will work closely with Ad Sales to defray costs of publishing.

AD SALES: Responsible for solicitation from businesses of ad purchases in the Student Directory.

NEWSLETTER: Responsible for gathering timely information from PTO committee chairs, teachers, etc. to write and layout articles to be published in a newsletter sent to parents.

PTO MEMBERSHIP: Coordinate PTO membership and donation campaign during Charger Camps, Parent Open House and 6th Grade Orientation. Responsible for tracking donation levels and recognition.

PTO WEBSITE: Plans/develops the PTO website and solicits current information to post on site.

PUBLICITY / MARKETING: Prepares written submissions of school events to local newspapers. Assists with all aspects of publicity related to PTO Sponsored activities.

DISPLAYS AND BULLETIN BOARDS: Responsible for updating PTO displays and bulletin boards with current information such as calendars, volunteer opportunities, important notices, meeting minutes, etc.

DATABASE: Create and maintain a database of POMS students, parents, alumni, and supporters.

2ND VP ACTIVITIES (Board): PTO board position that serves as point person for those committees involved with teacher and parent appreciation as well as school hospitality.

EVENING WITH THE STARS FALL EVENT: Plans and assists with various aspects of this fine arts fundraiser each fall. Includes publicity, ticket and food sales, decorations, etc.

8TH GRADE PROMOTION: Assists with planning 8th grade promotion events and sending out information to parents that outlines 8th grade promotion activities/fees.

OPEN HOUSE: Coordinate/assist with refreshments for parent open house event in September each year.

STAFF APPRECIATION: Ongoing appreciation with notes, snacks and small gifts, especially in spring during National Teacher Appreciation Week. Organize breakfast and/or lunch on occasion.

BEAUTIFICATION COMMITTEE: Oversees the planning and implementation of projects throughout year for the improvement of the interior and exterior appearance of the school campus.

3RD VP DEVELOPMENT (Board): provides oversight & serves as point person for all committees that generate funds for the PTO such as the School Store, Pin Oak Idol, Fun Food Fridays, Corporate Sponsorships, and other fundraisers.

MAGNET WEEK: Responsible for coordinating and assisting with parent/student tours and set up of refreshments during Magnet Week, held during the first week of November.

SCHOOL STORE: Volunteers are needed to work in the store M-F, during the morning (8:15 – 9:15), lunch (11:30 – 1:30) and afternoon (3:45 – 4:15).

STORE BUYERS: Maintains

STORE UNIFORMS: Maintains

STORE TREASURER: Maintains

STORE VOLUNTEER COORDINATOR: Responsible for recruiting volunteers to work each shift of school store.

STORE CANDY SALES: Responsible for buying, stock and selling candy and drinks. Candy is sold Friday after school (3:30-4:15)

PIN OAK IDOL: Plans and assists with various aspects of this student talent competition event in May. Includes talent auditions, rehearsals, ticket and food sales, publicity, decorations, etc.

FUNDRAISING CHAIR: Responsible for proposing and coordinating any fundraising deemed necessary by the Board such as Retail partnerships, corporate relations, food sales, etc.

RETAIL PARTNERSHIPS: Ongoing – make recommendations of new school partner opportunities and handle any related paperwork. Current partnerships include: Box Tops, Randall's, Kroger.

CORPORATE SPONSORSHIP: Responsible for outreach and solicitation of financial sponsorships from corporations and businesses. Will work closely with Communications in publicizing sponsors in print and on the internet.

FUN FOOD FRIDAYS: Assists with preparation and sale of snacks after school on Fridays from 3:00 – 4:15

*Get a friend to join you on a committee! Please complete and return as soon as possible.
Questions? Contact Laura Tullier at 713-218-7923 or Mimi Branham at 713-729-1415 – volunteers@pinoakpto.org*