

PTCO Nominating Form: 2010-2011 School Year

What makes Belleview such an outstanding school is not only our teachers and staff, but the support from our parent community involvement. **We need you to become involved in order to maintain this outstanding reputation!**

Below you will find descriptions of various jobs that can be done at home, some involving a one time commitment for an event, some working with our teachers and staff, and others that will require more of a time commitment. We would love to have you as part of the 2009-2010 PTCO team. Please complete the form below, circling ALL the positions in which you are interested, and return this form to the front desk by Thursday, February 25.

If you are interested in a position, you MUST fill out this form, even if you have previously emailed or verbally expressed your interest. The Nominating Committee will put together the slate of chairpersons and will notify everyone in March. Please contact Amy Hand (dhand01@comcast.net 303-782-9239) or Cindy Wells (cindy-wells@comcast.net 303-790-7561) with your questions.

Name _____

Email _____ Phone Number _____

If you have a preference, please number your choices, with #1 being your first choice.

Executive Committee:

Co-Presidents Elect
Vice President – Fundraising
Corresponding Secretary
Recording Secretary
Treasurer/Co-Treasurer

Events:

Book Fair
Spring Family Event
Fitness Festival
Building Assets/Red Ribbon
Fall Family Movie Nights
“Desserts Around the World”
K-2 or 3-5
Nominating Committee
Field Day

Community:

Belleview/CMS Liaison
PIN Representative
Legislative Representative
Volunteer
Website Coordinator
Communications/PTO
manager coordinator

Fundraising:

Community Advertising
School Supplies
King Soopers/Scripts Gift Cards
Family Dine Out Nights
School Store
Cash Management Committee
Square One Art Coordinator
Spellbound
Pledge Drive

Enrichment Programs:

Enrichment Program
Coordinator
Philanthropy
Programs & Resources

Legacy:

5th Grade Continuation (for parents whose
Youngest child is graduating from Belleview)
Yearbook

Internal:

Newcomer/Kindergarten
Welcome
Health & Safety
Media Center
Publicity/Bulletin Board
Room Parents
Staff Appreciation/Hospitality
Box Tops/Soup Labels
Friends of the Arts

Descriptions of PTCO Chairperson/Coordinator Positions for 2010-2011

Executive Committee: meets monthly (during the school day) to discuss PTCO activities & vote on executive decisions.

Co-Presidents Elect – Responsible for Meet & Greet in August, Special Person's Day in November, and will be Co-Presidents the following year. This is a 2-year commitment.

Vice President Fundraising – Responsible for managing fundraising programs which fund the PTCO activities and events, assist with preparation of the budget, serve on Cash Management Committee.

Corresponding Secretary – Compile the Buzz Book (school telephone directory), handle all PTCO correspondence, and coordinate Secretary's Day in the spring.

Recording Secretary – Keep a record of all PTCO meetings, provide minutes to the Executive Board, keep records of the Constitution, Bylaws, Rules of Order, and Standing Rules, assist with compiling the Buzz Book.

Treasurer/Co-Treasurer – Handle the money for the PTCO, serve on the Cash Management Committee, make deposits, write checks, utilize QuickBooks and other designated software to manage funds, and prepare the budget and taxes. This is a 2-year commitment.

Things that can be done from HOME:

Communications Coordinator – solicit, compile and distribute weekly Bulletin/email communications from PTCO chairs to Belleview families on upcoming events and important announcements, maintain parent email database.

Enrichment Program Coordinator – schedule after-school activities and classes for small venues, such as Monart, Mad Science, knitting classes, etc.; may have to stop by school occasionally.

Programs & Resources – communicate with staff and organize special speakers/programs for the students which are held during the day.

Room Parent Coordinator – obtain room parents for each class and provide information to the room parents regarding class parties, gift letters, etc. with one organizational meeting in September or October.

Volunteer/PTO Manager Coordinator – obtain volunteers through the Support Our School forms at the beginning of the year; enter volunteer information into PTO Manager at the beginning of the year, work with event chairs in using software.

Website Coordinator – maintain the Belleview PTCO website

One-Time Events:

Building Assets/Red Ribbon – manage activities and events during the school's Red Ribbon Week in Oct.

Fall Family Movie Nights- coordinate a movie night (K-2 or 3-5) in the fall, in conjunction with "Desserts Around the World".

Spring Family Event – coordinate a fun family evening event in the spring (Sock Hop, Luau, etc).

Fitness Festival – work with our PE teacher to host before school activities promoting the Fitness Festival (a district-wide run/walk event held on a Saturday morning in September).

Book Fair – assist the Media Center staff in managing the Scholastic Book Fair (held in November)

Newcomer/Kindergarten Welcome – host an event for Kindergarten families and those new to Belleview in August, contact and provide information to new families throughout the school year.

Nominating Committee – fill the slate for the 2010-2011 school year (February and March)

School Supplies – shop and package school supply kits, need to provide storage during summer months

Field Day – assists the PE teacher in running the Belleview mini-Olympics which is typically held on a Friday in May.

Square One Art – coordinate with art teacher on distributing/receiving order forms for art projects (spring)

Community Advertising – interact with the DTC community to help with fundraising & advertising in the Buzz Book (late summer)

Fall Pledge Drive – manage the pledge drive which is the one primary fundraising event for the 2010-2011 school year. (July and August)

Spellbound-coordinate our school's spelling challenge in spring

Attend Scheduled Meetings:

Bellevue/CMS Liaison – communicate between Bellevue and Campus Middle School

PIN Representative – attend monthly PIN meeting on the first Tuesday of the month and communicate information to Bellevue community.

Legislative Representative – communicate between CC Legislative Network, as well as the district on legislative matters affecting Bellevue and the overall school district.

Cash Management Committee – responsible for the counting of funds received from all PTCO activities, serve with Treasurer, Co-Treasurer and VP Fundraising, generally meets on bi-monthly schedule with more frequent meetings required at the beginning of the year and/or in conjunction with certain events.

Working with Teachers and Staff:

Friends of the Arts – assist art and music teachers with art and choir events. (Art Show–spring, choir event–twice a yr)

Health & Safety – work with school nurse to organize and manage vision & hearing screening tests in fall, attend monthly (after school) Health & Safety committee meeting.

Media Center – work with our librarian to coordinate volunteers in the media center.

Staff Appreciation/Hospitality – organize luncheons for teachers and staff throughout year, and assist in the planning of Teacher Appreciation Week (spring).

Requires Monthly Commitment

Philanthropy – organize monthly community service activities that students and parents can participate in

Family Dine Out Night – organize and publicize family nights at local restaurants

School Store – manage school store (including ordering, inventory & staffing). Store is open every other Friday during lunch and at some larger events (Special Person’s Day, Meet and Greet, Field Day, etc.)

Jobs that Involve Creativity:

Publicity/Bulletin Board – coordinate the information and display of the PTCO bulletin board

5th Grade Continuation – coordinate/distribute Entertainment Books fundraiser for 5th grade Ameritowne (Aug/Sept), create a wonderful final event for the 5th grade students. This position is available only to parents whose youngest child is “continuing on” from Bellevue Elementary School.

Yearbook – manage the creation of the yearbook

Jobs that Require Time Several Times a Year:

Box Top for Education/Campbell’s Soup Labels – collect box tops from each class a few times a year, coordinate a class party for winners

King Soopers/Scripts Coordinator – coordinate sales of King Soopers gift cards and manage the Scripts program which allows for the purchase of gift cards from local retailers (3-4 times a year)