



# PTO TODAY SECRETARY'S



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## About PTO Today

PTO Today provides information and services to help parent group leaders run their groups more efficiently and serve their schools more effectively. It's our mission to see effective and enthusiastic parent groups at every school, and we know that supporting volunteer leaders is the best way to reach that goal. Our services include:

- PTO Today magazine, published seven times a year (including an annual buyer's guide) and sent free to every K-8 parent-teacher group in the country.
- Our website, [ptotoday.com](http://ptotoday.com), with thousands of pages of information and a vibrant virtual parent group community.
- Active social media feeds on Facebook, Twitter, and Pinterest.
- School Family Nights, our exclusive involvement program. Kits to organize involvement-boosting family nights are available free to parent group leaders.
- Parent Group Expos, regional events providing access to parent group products and services. There is simply no other event like it anywhere in the country.
- PTO resources, like this toolkit. We offer expert guides on key topics, a parent group hotline, insurance discounts, and more through PTO Today Plus and our online store.
- TeacherLists.com, the National School Supply Lists Directory. It's a simple way to make back-to-school time easier for your entire school community.

## About This Guide

The goal of this guide is to assist parent group secretaries in their work documenting the business of the group and communicating with their members and the community. This toolkit was written for school parent group leaders by PTO Today Managing Editor Lani Harac, with contributions from Christy Forhan, Patti Ghezzi, Sandra Pfau Englund, and Craig Bystrynski. We welcome feedback on this and all PTO Today publications. Please send your thoughts to [editor@ptotoday.com](mailto:editor@ptotoday.com).

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## Secretary Tools

Agenda template  
Minutes template  
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Submission to media outlet (press release outline)  
Meeting announcement half-sheets, August-June (English and Spanish)  
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## Section 1:

# Getting Started

**I**f you're reading this, chances are you've already been elected to serve as secretary of your school's parent group. Or maybe you're considering taking on the role and want to know what it entails.

Either way, thank you! By volunteering with the parent group, whether it's a PTO, PTA, HSA, or any other name, you are doing a great deal to strengthen your child's school and send the message that education is important.

The secretary's role is typically fairly well defined. It can be split into its two basic parts, one to record information (such as meeting minutes) and one to communicate information (such as welcome letters to new parents and thank-you letters to

sponsors). One person might handle the whole job, or it could be split between two people. A secretary might stick to the conventional roles, or the job could even expand to include overseeing the newsletter or compiling a school directory.

We'll tell you what you need to know to do your job well—plus provide some tools to help you do so—and we'll give you some ideas about expanding the role if that's something you'd like to do. (Note: Although we mostly use "PTO" in this guide, the tips and tools are applicable to any parent group secretary.)

So grab a cup of coffee, get comfortable, and get ready to dive in. It's going to be a great year!

### RESOURCES FOR SECRETARIES

Find all our articles, downloadable forms, and more on the Secretary resources page at [ptotoday.com/secretary](http://ptotoday.com/secretary).







## Section 2:

# What a Parent Group Secretary Does

**A**t first glance, the role of PTO secretary seems straightforward: You type up the meeting agendas and prepare minutes from each meeting. But secretaries are often assigned additional responsibilities that make the job more interesting, more creative, and more challenging.

Because responsibilities can vary from group to group, it's important that you know what's expected of the secretary in your PTO. You don't want to be surprised to find out the job is far more—or far less—than you expected.

The most common responsibilities for a PTO secretary can be divided into two categories: *recording information* and *communicating information*. Some groups recruit two different officers for these roles, while others expect one person to handle the duties.

The role of recording secretary is the more clearly defined of the two; it focuses on compiling, organizing, and sharing meeting minutes and agendas. The corresponding secretary is in some ways the public relations expert for the PTO; she focuses on getting out the news of the PTO's good work. At minimum, however, a PTO needs someone to handle the basic secretarial duties such as taking meeting minutes and

sending essential correspondence.

If you'd like to make your term as secretary more or less than what is currently included in the role, talk to your parent group president about how you can make the job your own.

## Secretary's Job Description

Here's what a job description for a parent group secretary might look like. Remember, it may be different for every parent group, so check to see what your PTO's expectations are.

*The Secretary shall keep all records of the organization; take and record minutes at all general meetings and all meetings of the Executive Board; compile and distribute meeting agendas; prepare correspondence; send notices of meetings to the membership; help recruit committee chairpeople for vacant standing committees of the board; and keep the calendar of events for the PTO. The Secretary shall also keep a copy of the minutes, bylaws, rules, membership list, and any other necessary files and bring them to meetings. Expected time commitment is approximately three to five hours per month, including attending meetings and typing up minutes.*

## Recording Secretary Duties

- Working with the president, type up and

photocopy the agenda. This might be developed in an executive board meeting, or you might solicit agenda items from other officers and members via email.

- For general membership meetings, prepare the sign-in sheet, set out name tags, and arrange the room.
- Prepare any materials needed for distribution or reference at general membership meetings.
- Take minutes at meetings, type them up, and distribute them to the other officers and members in a timely fashion (usually at the next meeting, posted online, or both).
- Keep track of any unfinished business to be added to the agenda and discussed at the next meeting.
- Maintain a complete file of all approved minutes, agendas, and materials distributed at any official PTO meeting. These should be kept indefinitely as they are part of the historical record of your group.

## Corresponding Secretary Duties

- In discussion with the rest of the executive board, determine what methods to use for communication with members, and how often (broadcast email, bulletin boards, newsletters, etc.)
- Send out reminders for upcoming

meetings and events.

- Submit parent group news items to the school newsletter (if one is sent separately from the PTO newsletter).
- Build a relationship with local media outlets in your area and pass along interesting PTO news.
- Create letterhead and prepare templates for notes of thanks, sympathy, inquiry, etc., as needed on behalf of the PTO and with approval of the executive board.
- Reach out to new members with a welcome letter and pertinent materials (school directory, calendar of events, invitation to volunteer, etc.)
- Maintain a file of all your work, including photos of displays and samples of each document.

### Possible Additional Secretary Duties

These tasks may or may not be part of your official responsibilities as secretary. If they aren't, you may still find it useful to be aware of who will be doing them or may even be asked to oversee those volunteers.

- Collect email addresses and other information from members, and administer the group email account.
- Create a school directory for use by families.
- Update bulletin board or glass case displays monthly.
- Create and distribute a PTO newsletter.
- Use social media channels to connect with members and promote PTO activities.
- Compile and maintain a list of staff member birthdays.
- Administer the group voice mail account.
- Regularly check the PTO's school mailbox and respond to mail as needed.

### Success Tips for All Secretaries

Whatever your responsibilities as secretary include, the following steps can help you work more efficiently and effectively. By keeping an eye on quality all year long, you'll serve the PTO well this year and into the future, and will surely leave the secretary's "office" in better shape than when you arrived.

#### Be Prepared


- Meet with the former secretary before the school year ends. Listen to her advice, have her walk you through her files, take notes, and follow up with questions.
- Familiarize yourself with your PTO's bylaws and carefully read your job description.
- Familiarize yourself with Robert's Rules of Order, especially the instructions about the content and format of an agenda and minutes.
- Set up a filing system at your house and on your computer.

#### Be a Good Board Member

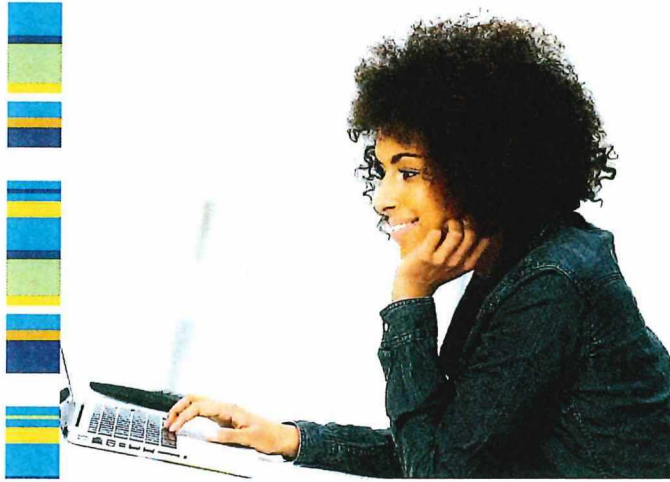
- Typically, as secretary you not only hold an elected office, you also serve as a member of the PTO or PTA executive board. As a board member, you are part of the team that makes key decisions on the direction and operation of the group.
- An effective board operates as a team. Share your ideas and opinions freely, but recognize that all of you are generously volunteering your time to create a better parent group and a better school. Disagreements are inevitable, but finding compromise and moving forward as a team is a key to effective management.

- As secretary, take some time at board meetings to pin down agenda items for your next general meeting.
- When you are in your official role in public, speak on behalf of the PTO as a whole rather than sharing your personal opinions on issues.
- Don't speak on behalf of the school, however. You might have a great relationship with administrators, but you are not an official representative. Refer questions on school business to the principal.
- Be polite. Even if you are not acting in an official capacity, people will associate you with the parent group, and you want them to feel good about it.
- Introduce yourself to school support staff you work with, and learn their names.
- Be aware of volunteer needs within the PTO. If you talk to someone who would be a great fit for one of those roles, make sure to connect her with the other leaders.
- Set up a filing system for this coming year, and stay organized from the start. When it comes time to pass them on to your successor, you'll be leaving her in a good position to succeed right off the bat.

#### Plan for the Future

- Develop or update the secretary procedures manual for your PTO.
- Keep samples of all your creative work and formal copies of official documents, such as minutes and agendas.
- If the historical recordkeeping for the PTO consists of a mess of paperwork in an old box, spend a little PTO money on binders and dividers. Organize past years' records into neat files, one per year. Purge duplicate or extraneous papers. 





### Section 3:

# How To Prepare a Meeting Agenda

**F**rom month to month, it should be fairly simple to create the meeting agenda. You can create it from scratch each time, or use an agenda template such as the one included in the Tools section of this guide. Figure out an appropriate window of time, such as a week before each meeting, to solicit agenda items from the other officers and put them into your file for the upcoming meeting.

The agenda is a detailed list of specific items, in the order in which they will be discussed. The agenda is meant to guide the flow of the meeting and to keep it on track (Best practice and shorter than an hour!). Use a consistent order of business from meeting to meeting and distribute hard copies of the agenda to attendees. You should also post the agenda

ahead of time at the school and on your website so members know what issues will be discussed at the upcoming meeting. A typical meeting agenda might look something like this:

1. Welcome and introduce new attendees
2. Review what happened at the previous meeting (approval of minutes)
3. Reports from each officer/committee chair on their current projects
4. Old business (list specific items)
5. New business (list specific items)
6. Other announcements
7. Next meeting date, time, and location
8. Adjournment

A little bit of extra care should go into preparing for the first meeting of the year. In addition to the above, your first meeting's business agenda might include:

**An introduction of PTO officers and**

**committee chairs.** It feels less formal if you have people introduce themselves rather than having the president do it. Ask each officer to give a little personal information, including what grades her children are in. Also have officers give very brief descriptions of their duties.

**An introduction of administrators and staff in attendance,** such as the principal, assistant principal, guidance counselors, teachers, etc.

**An explanation of what the PTO is, why it exists, its goals for the year, and what it supports.** Give a brief overview of the budget, explaining how funds are raised and spent. Don't be shy about stating your accomplishments and outlining your goals. Use this opportunity to get people excited about what you can all accomplish together. 🌟



## Section 4:

# How To Take Meeting Minutes

**M**inutes are the official permanent record of the business of your parent group. If your group is incorporated, keeping minutes demonstrates that the group is functioning as a corporation. It's one way you maintain the protection from individual liability for your officers that incorporation provides.

It's appropriate to take minutes at every formal meeting of the PTO, including executive board and general membership meetings, even if not very much goes on. As a general rule, keep minutes at any type of meeting where people vote or where group-level decisions are made. Minutes also help future PTO leaders understand how the parent group has operated in the past.

It is the PTO secretary's job to make sure the minutes are both accurate and concise. Minutes are intended to document the decisions made (i.e., the outcome of motions), not every word of discussion leading up to the decision—so you don't need to learn shorthand to take minutes. It's typical to summarize key points of discussion, in particular as they relate to the final decision. It's not necessary to record who said what, but you do want to give enough information to provide context, so people who weren't at the meeting

can better understand the thinking of the group in making the decision.

To make the minutes easier to draft and use, it's a good idea to have them follow the agenda. For each item on the agenda, there should be a corresponding item in the minutes. To simplify the process, prepare a template file on your computer with the standard headings and major section titles already inserted. Use this blank file to start each new set of minutes. You can set up your own or use the one included in the Tools section of this guide.

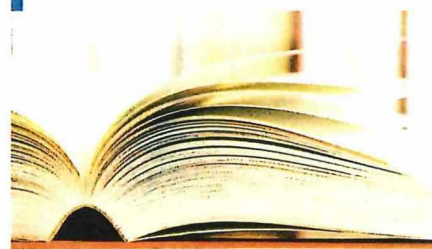
Use a laptop to take notes during the meeting only if you're comfortable and quick on the computer. You don't want to miss anything important because you're struggling with the keyboard or spellchecker.

And don't be afraid to interrupt the meeting to ask for the proper spelling of names or to make sure you get the wording of a motion correct. It is far more awkward for a member to see her name butchered in last month's minutes, for example, than it is for you to ask her to spell it correctly while you're taking notes. Likewise, don't be shy about asking for clarification during the meeting to get a point straight in your notes. Better to get it down accurately from the start than to

have to revise the minutes after they've been distributed.

## A HANDY REFERENCE

As on all matters of meeting procedure, Robert's Rules of Order offers information on taking proper minutes. A good reference that's easier to follow than simply reading Robert's Rules is Webster's New World Robert's Rules of Order, Simplified and Applied.



## What To Include in the Minutes

Structure every set of minutes with this standard format:

- Name of your PTO
- Date and time of meeting
- Place of meeting
- Name of presiding officer ("meeting called to order by NAME at TIME")
- Names of members in attendance and whether a quorum was reached



- Names of guests in attendance
- Summary of business discussed (with a section for each agenda item)
- All decisions made by the group during the meeting
- Time of adjournment
- Name of secretary who prepared the minutes

For groups that closely follow Robert's Rules of Order, the business of a PTO is conducted by proposing, discussing, and voting on motions. Under this format, the minutes of a meeting focus on the content and outcome of the motions.

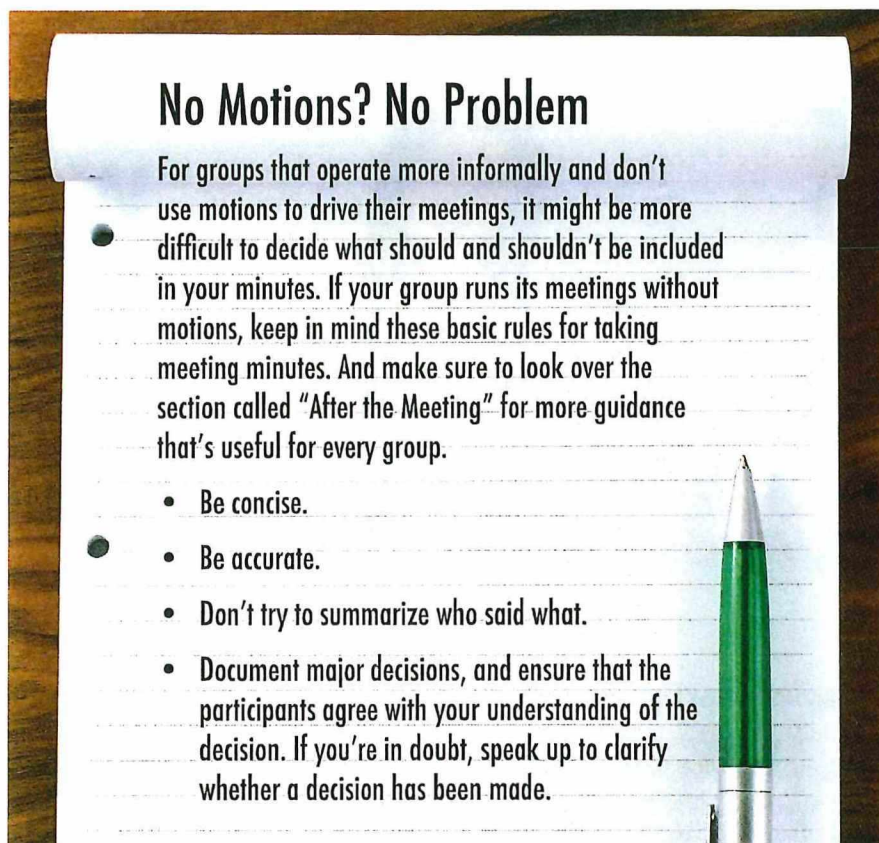
**Include the complete wording of each motion and then the outcome of the motion** (approved, defeated, tabled). You may include the name of the person making the motion, but it's not required. If you do decide to include names, be consistent and include the names for all motions.

**Include the name of any committee that presents a report and the name of the speaker who presented the report**, along with a very brief (one or two sentences) summary of the committee's report. Attach a copy of any committee's formal report as part of the permanent record of this meeting.

**Include the name and title of any guest speaker at your meeting, along with the topic of the speaker's presentation.** Don't try to summarize the speaker's presentation in your minutes. Attach any handout from the speaker as part of the permanent record of the meeting.

### What Not To Include in the Minutes

- Don't include the name of the person who seconded a motion.
- Don't summarize the discussion of a motion, or attribute discussion or comments to individuals.
- Don't include editorial comments about



## No Motions? No Problem

For groups that operate more informally and don't use motions to drive their meetings, it might be more difficult to decide what should and shouldn't be included in your minutes. If your group runs its meetings without motions, keep in mind these basic rules for taking meeting minutes. And make sure to look over the section called "After the Meeting" for more guidance that's useful for every group.

- Be concise.
- Be accurate.
- Don't try to summarize who said what.
- Document major decisions, and ensure that the participants agree with your understanding of the decision. If you're in doubt, speak up to clarify whether a decision has been made.

the nature of the discussion.

- Don't list the vote count. Outcome is enough.

### After the Meeting

**Finalize your minutes quickly, preferably within 24 hours of the meeting.** The faster you return to your notes, the easier they will be to decipher.

**Send a copy of your draft minutes to the executive officers for preliminary approval.** They should be on the lookout for errors or omissions.

**File an electronic copy in a folder on your computer reserved just for PTO minutes.** Identify new sets of minutes by naming the file with the type of meeting and the date of the meeting (e.g., "exec board 05152014"). Setting up this system

at the beginning will make it easier to stay organized throughout your term.

**Distribute the minutes after the meeting using email or through your PTO's website.** Bring a copy to the next meeting for review and approval. Technically, the minutes are not finalized until the membership votes to approve them at the next meeting.

**Save a copy of any handouts or reports presented by committees or guest speakers at your PTO meeting.** Include those documents with the corresponding meeting minutes in your permanent files.

**If you need to make corrections after you have finalized the minutes, be sure to update the copy in your permanent secretary file, too.**



## Section 5:

# Writing Thank-You Notes and Welcome Letters

### Thank-You Note Tips

For a thank-you note from the PTO to a person or business that made a donation to your group, follow this outline:

- Greeting (“Dear NAME”)
- Say thanks (“Thank you for the donation of 30 bottles of water...”)
- If appropriate, discuss how it will be applied (“...which will be provided to participants in our fall Fun Run.”)
- Mention the future (“Funds raised from this event will go toward renovation of the school’s computer lab.”)
- Say thanks again (“We are so grateful for your support of our school community. On behalf of all the students, thank you again!”)
- Closing (“Sincerely” or “Kind regards” are always good choices.)

For a thank-you note to a volunteer, the same outline can be used, just change the tone of the individual parts:


- Greeting (“Dear NAME”)
- Say thanks (“Thank you for volunteering at the fall Fun Run!”)

- If appropriate, discuss the specific role (“The sign-in process went more smoothly because of your assistance.”)
- Mention the future (“As you know, funds raised during the Fun Run will be put toward upgrading the school’s computer lab.”)
- Say thanks again (“We couldn’t have done it without you. Our school becomes a better place every day when parents like you are there to lend a hand!”)
- Closing (“Thank you again for sharing your time and talents” is a nice touch.)
- Mail or email your thank-you notes in a timely manner.
- Even if you’ve gotten delayed sending them out, don’t abandon the task—a late but sincere thank-you is better than none at all.

### Welcome Letter Tips

- Create a welcome letter to send to families who are new to the school, including parents of kindergarteners.
- Make the tone personal. Give parents

the sense that they have an advocate, someone looking out for them and helping them navigate the school. (To open the letter, filling in each parent’s name using a mail merge function rather than a generic “Dear Parent or Guardian” is a good start, although not strictly necessary.)

- Keep it brief. Outline your group’s mission, mention some of the benefits of involvement for students and parents, list a few of the goals for the coming school year. The mission statement should tell parents why the PTO exists and what it wants to accomplish.
- At the end, invite parents to get in touch with questions and suggestions, then close with contact information.
- The letter can be signed from the whole board, or from one person (the president or the corresponding secretary, for example) on behalf of the rest of the board members. Either way, listing all the names of the officers at the bottom will reinforce that personal touch. 





## Section 6:

# Putting Together a Newsletter

**T**he newsletter is a summary of what your PTO has been up to. It should get people excited about your group. In some groups the secretary will put it together, while in others there is a separate role for newsletter editor.

A good newsletter will recap events, profile volunteers, share photos, describe upcoming plans, and provide contact information. It creates a snapshot of what your group is like for parents who are not yet involved. Make it upbeat, and highlight the PTO's accomplishments.

### What To Put in Your Newsletter

- Always include contact information, including email addresses to reach your leaders and the group's website address and social media sites.
- Make your newsletter a resource by including key information about the school, such as information from the principal or a summary of upcoming lessons/topic areas in each class.
- Photos make everything better! Include a photo with each longer item if you can. Or have a page with several

photos from recent activities.

- If you are going to ask for submissions of content, make sure each issue has the deadline clearly noted, as well as how people should submit their information.
- Brag. Highlight the group's accomplishments since the last time the newsletter was sent out.
- Some fun additional touches:
  - » Include a "help wanted" column.
  - » Have students submit jokes and include one or two in each issue.
  - » Run a short profile (one to two paragraphs max) about a faculty or staff member.

### Newsletter Design Tips

- Make it obvious at a glance where your newsletter is from; include the school name and your parent group's acronym at the top of the first page.
- Use bold headlines that say what the story is about; for example, "Let's Focus on Building Community" rather than "Principal's Message."
- Clip art is good to spice up the design when there's nothing else available or as a small, fun element on a page, but if

you have to choose between a photo or clip art, go with the photo.

- Use a maximum of two or three fonts for a cleaner, more professional look—one for headlines, one for story text, and one for special items needing emphasis.

### Sharing Your Newsletter

- Ask someone else to proofread for you before the newsletter gets printed or emailed! This is an important step before distributing your newsletter.
- Sending a newsletter monthly is most common, but more often is OK too. Just make sure there's something new to say in each issue.
- Try to send out each issue of your newsletter at the same time of the month. If you have a weekly newsletter, try to always send it out on the same day every week.
- Use email as the primary way to share your newsletter. Post it to your group's website, as well, and make printed copies available as needed.
- Share it with every family and teacher at the school, not just "official" members of the parent group. 📧



## Section 7:

# Using Social Media and the Web



While managing the website and social media channels are not necessarily part of the standard list of duties, an enterprising secretary has the opportunity to become something of a social media marketing expert through her role with the PTO. Facebook and Twitter are being used more and more by groups, even to share basic information like meeting agendas and minutes. You can use social media channels in place of a dedicated parent group website or to enhance your regular online presence.

Keep in mind that some families may not have reliable access to the Internet, so don't rely solely on these electronic channels to communicate essential or urgent information.

## Facebook

Facebook is the most popular and well-known social networking site in the world. It's not essential that a PTO or PTA has a Facebook presence, but it's worth considering whether it will benefit your group's communications strategy.

Be aware that according to Facebook's rules, a page for an organization needs to be set up by an individual with her own personal Facebook account. This can be tricky because you probably want your group's Facebook page to be independent

of any one person so that it can live on after that person leaves the school. We've heard of some groups that start with a made-up personal account and then create the organization's account from there.

When you set up your page, Facebook asks if you would like to "add a LIKE box" to your website. Take advantage of this option! It allows people to "like" your Facebook page directly from your website.



The status box has three types of posts you can make. "Status" is for a regular text-based post and is what you will probably use most often. It can include a link to any URL. There is also a "Photo/Video" option, which is what you would use for those types of media as well as for albums, and "Offer/Event," which can be used for highlighting event items to your followers.

There is also an "Events" tab in the Facebook Apps section at top right. Using

either the Events tab or the Offer/Events option in the status box, you can easily promote your school's family events and keep your members up to date on each event's details. You can also add links and photos.

## A Note About Comments

School administrators and parent group leaders often worry that inappropriate comments will be posted on the Facebook page. It is possible to have a page where only the administrator can post. People can "like" the page and see what you post, but they can't comment on those things. Generally, our experience is that if comments are moderated—someone reads the page on a regular basis to make sure the conversation stays appropriate—a PTO or PTA Facebook page can be a very good community-building tool.

It's important to have code of conduct for posters that you can cite when deleting a post or taking other action. The code of conduct should include rules prohibiting posters from making personal comments about other posters or about teachers and administrators, for example.

## What Facebook Is Good For

- Promoting events
- Posting event photos and videos



- Posting schedules and reminders
- Collecting informal feedback and poll responses

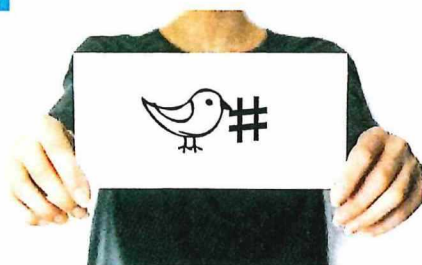
## Twitter

While Facebook works as kind of a modified website, with separate pages that can be set up to archive and retrieve information on various topics, Twitter provides an automatically updating stream of brief updates. Fewer people use Twitter than Facebook, but depending on your group's needs and other communications channels, you might find Twitter quite helpful and easy to use.

Each post, called a "tweet," is only 140 characters long (that includes spaces). These short bursts work well for sending reminders about upcoming events or deadlines, as well as for sharing updates and links. And because each item is so brief, Twitter is easy for people to check on smartphones. If you have a lot of parents at the school who are using smartphones, encourage them to follow your tweets on their phones.

A note about links: You can include links in your tweet simply by posting the complete URL from <http://> to the end, but some URLs are long, making it difficult or impossible to stay within the 140-character maximum. Three popular link-shortening services are HootSuite, Snurl (short for "SnipURL"), and Bitly. They all work basically the same way: You enter the long URL, the service generates a shortened version, and you copy and paste the short URL into your tweet.

Similar to the Facebook "like" button, Twitter has a "tweet" button that you should consider adding to your website so people can easily share information while they are browsing your site.



## What Twitter Is Good For

- Sending event and deadline reminders
- Sharing updates
- Sharing links
- Staying connected via smartphone
- Creating excitement through real-time interaction, such as by taking a vote on a movie night selection.

## Website

Chances are your PTO or PTA has at least a basic online presence already, if not a full-fledged website. But are you posting the right kind of information? And are you keeping that information updated? A properly designed and maintained website will enhance your PTO's image. It provides a 24-7 reference. A poorly designed website—particularly one full of outdated information—can be worse than no website at all.

Your website can be as bare bones or as comprehensive as you'd like it to be. With so many options available for creating a free or low-cost website, there's no reason not to. Many parent group leaders use blog platforms like WordPress or Blogger to create simple websites for their groups. You can create standing pages on a blog, such as with contact information or a list of upcoming events. Then, announcements and items of current interest can simply be posted as regular blog items.

Information you might include on your parent group website:

- Your group's mission statement
- Officer names of and contact info
- Annual calendar of events
- Meeting agendas and meeting minutes
- Bylaws
- Newsletters
- Thank-you messages to volunteers, teachers, and businesses
- Volunteer sign-up forms
- A way to sign up for the email newsletter
- Other forms, such as spiritwear order forms or event flyers
- Photos from events and activities
- A link to the school's website

As you are thinking about the design of your site, make sure you display your group's name prominently on each page.

Make sure your fonts are easy to read, and if your parent group or your school (or both) has a logo, include that, as well.

It's best to place key information at the top, where people can see it without having to scroll down. Simple navigation that points to the key elements on your site will also make it easier for visitors to browse your site and find what they are looking for.

Keep your home page fresh by using it to showcase recent accomplishments and "breaking news." If you enjoyed record turnout at your third annual family fun festival, post a brief article and photos on the home page, where users will see it first. Top it with a splashy headline. If your group sponsors an opera performance in the school cafeteria, post pictures and a write-up afterward. Also reserve a spot on the home page for fundraising results and upcoming events. Consider creating a "past events" or archive page and move old articles and photos there.

One thing to remember is that websites are the most passive form of electronic communication. While email pushes out notices to your mailing list and social networking allows for two-way conversation, with a website you must count on parents to visit your site and find the info they need. The best-case scenario takes a combined approach, using each of these forms of communication for what they do best.

## What a Website Is Good For

- Publicizing meetings and other scheduled activities
- Sharing organizational and historical files, such as bylaws and meeting minutes
- Sharing contact information
- Detailing volunteer needs and soliciting help
- Detailing fundraising programs
- Serving as a reference

## General Tips and Best Practices

Decide who will be the administrators of the social media and website accounts. Admins can post and delete content. It's a good idea to have several people as admins; come up with an

outline or a schedule for when each person will post and/or monitor content. In the case of a website, the person in charge will provide content (or solicit it from other parents and school personnel); maintain the site (you should update it at least once a month, but more often is better); and train a successor.

Write up your group's policies and code of conduct for social media, and post them on a tab on your Facebook page as well as on your website. For example, one set of community guidelines that we found and posted on the ptotoday.com message boards say "play nice, keep it real and factual; keep the conversation productive; only write something that you would say to someone's face." We recommend a zero-tolerance approach to negative posts.

Similarly, delete social media posts that are negative or inflammatory, as well as any posts that are promotional or commercial. Consistently enforcing a zero-tolerance approach is best. (Make sure this

policy is clearly stated in your code of conduct statement.) If conversation gets ugly or critical, take it down and contact the people directly to let them know that your social media policy guidelines do not permit this type of discussion but that you would be happy to continue the conversation offline.

Advertise your website address and your Facebook and Twitter pages on all notices that the PTO sends home (newsletters, emails, flyers, etc.). Ask the school webmaster to post a link to your website on the school's site, too. If someone (or even more than one person) has a tablet computer such as an iPad, bring it to events to show parents your pages.

If your website or Facebook address is one of those headache-inducing strings of letters and characters, give out your school's website address instead and instruct parents to click on the link for your group. You can also purchase a custom domain name to create a shorter address

that will redirect automatically to your group's main webpage.

Vary the content. If all of your updates are asking for money or volunteers, it will get old fast. Photos, school updates, blog posts, links to community events that are of interest to families, relevant quotations, and links to relevant parenting articles are all considered good content. They all position your PTO as a community-builder.

Let your PTO's wonderful personality shine through. Your Facebook page in particular is a great way to show that the parent group is welcoming and friendly, has a sense of humor, and is not a clique. Use photos of your events, volunteers, and officers to personalize your group and encourage involvement.

Keep text blocks short or break them up with subheads. Reading online is uncomfortable for many people. Make it easier for them to find what they're looking for by marking key words in a bold font.





## Section 8:

# Additional Secretary Duties: Tips For Success

**W**hether the following tasks are included in the secretary's list of official duties will vary from group to group, but you may find it helpful to know some best practices for doing them well.

### Coordinating a Membership Drive

- If it's not your group's policy already, consider changing things so that families with a child enrolled at the school are automatically members.
- Piggyback your membership drive on an event parents will already be attending, such as a back-to-school or meet the teachers night.
- Offer incentives for parents to complete various steps: filling out a volunteer interest survey, signing a volunteer pledge, etc.
  - » Free school directory to the parent
  - » Ice cream or pizza party for the first class with 100 percent participation from parents
- Create a theme around the membership drive to spice it up.
  - » Use bridges or construction blocks to show that families are vital to "building a stronger community at school."
  - » Hold an ice cream social; each time a parent joins, a paper scoop of ice cream with their name on it gets

added to large paper cones taped to the wall.

- » Hand out jump ropes as a thank-you when families "jump in" and get involved.
- » Break the ice and show that families and the school "fit together": Leave a large puzzle piece on each chair or have each family pick one piece from a box as they enter; families must find the other matching pieces and complete the puzzle.

### Recruiting Volunteers

- Create a good volunteer interest survey at the beginning of the year, and get it into parents' hands (or run it online and make sure the link gets out). Then, make sure you review the answers so you can use parents' skills in positive ways.
- Reach out to parents of first-time students before the start of the school year, or even at the end of the previous school year.
- Write "help wanted" ads to post in the school and parent group newsletters or as a standalone flyer. Include the duties of the position, the time commitment, and other pertinent information.
- Create a list of all the ways volunteers can help with a maximum one-hour time commitment.

- Extend a personal invitation to get involved; for example, "We could use your help with the spaghetti dinner. Would you mind serving food for one 30-minute shift?" This is the single most important thing you can do to increase success in recruiting volunteers!
- Emphasize to potential volunteers that they will not be sucked into a "black hole" of volunteering.
- If someone comes to you and offers to volunteer, follow up quickly! Even if you aren't certain how to use them yet, respond to acknowledge their interest, say thank-you, and let them know that you'll be back in touch soon with more specifics. (And then make sure you do follow up later.)
- Set realistic expectations. Don't tell a potential volunteer that a task will only take 15 minutes if you know it'll be at least an hour. But be supportive, too—offer assistance for first-timers instead of leaving them to reinvent the wheel on their own.
- Don't micromanage! Let a volunteer complete a task in her own way. As long as the final outcome serves the purpose, it doesn't really matter how she got there.
- Keep reaching out throughout the year. Volunteer recruitment shouldn't be considered a once-and-done activity; you'll

have the best results if you make a regular effort to tell parents that their contributions of time and talent are helpful.

- Translate relevant materials for parents who don't speak English so they can get involved and help out, too.
- Don't forget to say thank-you! (Even if someone says they can't help at this time.) And don't use guilt to try to get them to change their answer.

### Setting Up for Meetings (Welcome and Refreshments)

- Greet each attendee at the door, or designate someone to do so. For newcomers, the greeter should introduce herself and ask the new attendee's name.
- Have name tags at every meeting, for every attendee to wear. (Including officers! Even if they think everyone else knows who they are!).
- Consider doing something fun with the name tags. For example, put matching stickers on pairs of the blank name tags, then shuffle them all together. Attendees would need to find the person with a matching sticker and learn one new thing about each other.
- Arrange to have light refreshments at each meeting. Coffee or juice, a box of graham crackers or some pretzels can make a big difference.

### Ongoing New Family Welcome

- Check in with the office staff every few weeks to find out whether new families have enrolled. If so, reach out with an updated welcome letter, welcome packet, and any other materials you shared at the beginning of the year, and invite them to attend an upcoming event or meeting.
- If possible, make sure you or someone else will be on the lookout for them and greet them by name at an upcoming event. You could even make sure to introduce them to someone else there who has a child in the same grade.

### Creating a School Directory

- Recruit one or two volunteers to be in charge of the directory.
- Discuss what information would be most useful to include, such as kids' ages and birthdays or simply grade levels. Consider asking for cell phone numbers and email addresses in addition to the more typical home phone and address so parents will be as accessible as possible.
- If you are sending home an information sheet for parents to fill out, try to include it in a packet with other important back-to-school documents. You could also set up an online submission form or have parents input their information

into your database during an open house. Offer the flexibility to have some information published, such as a home phone number, even if an address isn't printed.

- As information comes in, have a volunteer enter or transfer the data into a database, such as an Excel spreadsheet. Ask a different volunteer or two to proofread the text. Pay careful attention to phone numbers because it's easy to transpose digits.
- Organize the information however is most useful to your school community. Some options include sorting names by grade level and class, with an alphabetical index at the back of the directory, or listed alphabetically with the grade level and teacher noted next to each name.
- Make sure you include a prominent disclaimer that the information in the school directory is for personal use only and not to be used for sales or marketing.
- Some families may want more than one directory. If you provide a copy free to each family, consider selling subsequent copies at cost or at a slight markup. Have families place advance orders for extras so you don't end up making more copies than you need.



# Secretary Tools

These tools were written and produced by PTO Today Inc. Our goal is to see effective and enthusiastic parent groups in every school. We know that supporting parent volunteers in building a strong foundation for their groups is one of the most important ways to achieve that goal.

All of these documents can be downloaded free from the File Exchange on [ptotoday.com](http://ptotoday.com) by PTO Today Plus members. If you purchased a copy of this guide, the forms are included in electronic format on the Secretary's Notebook CD. Some of these forms are PDFs with customizable fields; to copy and paste the entire text to another program for editing, view the files in Adobe Reader and choose "Select All" from the edit menu.

All contents of this guide are copyrighted by PTO Today Inc. Permission is granted to reproduce any forms and letters in this guide and modify them as needed for distribution within your school or group. If you have any suggestions or ideas for updates to this kit, we'd like to hear from you. Send an email to [editor@ptotoday.com](mailto:editor@ptotoday.com). We'd like to give you the best, most useful tools we can.

One last thing: Thank you for all you do on behalf of schools. The work you do is important and really makes a difference. It's a message that parent group leaders don't hear enough!

Sincerely,



Craig Bystrynski  
Editor in Chief, PTO Today



## AGENDA TEMPLATE

Download this Meeting Agenda Outline as an editable Word document from the File Exchange on [ptotoday.com](http://ptotoday.com), or find it on the accompanying CD if you purchased a copy of this toolkit.

### SCHOOL NAME PTO MONTH Meeting Agenda

Meeting Date:  
Meeting Location:

- 1. Call to Order:** Welcome and introduce new attendees
- 2. Minutes:** Review and approval of minutes from mm/dd/yy meeting
- 3. Officers' Reports**
  - a. President's Report
  - b. Vice President's Report
  - c. Treasurer's Report
- 4. Committee Reports**
  - a. XX Committee
  - b. YY Committee
  - c. ZZ Committee
  - d. etc.
- 5. Unfinished (old) Business**
  - a. Topic
  - b. Topic
  - c. etc.
- 6. New Business**
  - a. Topic
  - b. Topic
  - c. etc.
- 7. Announcements**
- 8. Next Meeting:** Date, time, and location
- 9. Adjournment**





## MINUTES TEMPLATE

Download this Meeting Minutes Template as an editable Word document from the File Exchange on ptoday.com, or find it on the accompanying CD if you purchased a copy of this toolkit.

### SCHOOL NAME PTO MONTH Meeting Minutes

#### Date, Time, and Location:

Meeting called to order by NAME at TIME

**Attendance:** Names and/or number of members in attendance; quorum reached?  
Names and/or number of guests in attendance

**Minutes:** Minutes of mm/dd/yy meeting read and accepted *(or amended; include details)*

#### Officers' Reports

*(name of speaker, summary of business discussed)*

President:

Vice President:

Treasurer:

Treasurer's report read and accepted/amended. Report attached.

Principal:

#### Committee Reports

*(name of speaker, summary of business discussed)*

XX Committee:

YY Committee:

ZZ Committee:

#### Old Business

*(key information and motions voted on)*

Topic A:

Topic B:

# SAMPLE MEETING MINUTES

## ABC Elementary PTO

### February 2014 General Meeting Minutes

**Date, Time, and Location:** Tuesday, Feb. 4, 2014, at 7 p.m. in the school library

**Meeting called to order by** President Shirley Reed at 7:05 p.m.

**Attendance:** Michael Bird, Shirley Reed, Monica Arsenault, Laura Downey, Pam Brockton, Stuart Johns, Carol Dualla, Mary Sennot, Clara Parkes, Tara Shuman, Randi Brown, Adam Wayne, Sasha Smythe, Samantha Thompson, Bo Merrick, Christine Strickland, Tracy Klein, Sarah Schott, and CeCe Aston. There were 19 members in attendance; a quorum was reached. No guests in attendance.

**Minutes:** The minutes of 1/7/14 meeting were read and accepted.

### Officers' Reports

*(name of speaker, summary of business discussed)*

President: given by Shirley Reed

- Bingo Night was a huge success. The committee was thanked for their hard work.
- Thank-you to Linda Jameson for creating a five-page outline that will be used to help answer common questions for parents who are new to the district. Goal is to have a booklet available for the fall. PTO may include this in next year's budget.
- Our wonderful Cafeteria Ladies were acknowledged for their hard work. Our cafeteria was the only one in the district that had a zero violation report. Their picture is in the display case and both were given Target gift certificates. Great job!
- The spring Art Smart project will feature Milwaukee artist Hugh Lawrence. There was a motion made by Randi Brown for a \$200 stipend (allocated from the fundraising surplus) to be paid to him. The motion was seconded and accepted. The students will also participate in a penny drive to support a major project of Mr. Lawrence's.

Treasurer: given by Pam Brockton

- Treasurer's report read and accepted/amended. Report attached.
- Assemblies were discussed.

### Committee Reports

*(name of speaker, summary of business discussed)*

Pizza Kit Committee: given by Sarah Schott

- Cochair needed for the Pizza Kit Sale. The cochair does not have to be a 5th grade volunteer. Please contact Sarah Schott at (xxx) 555-3333.

Fiesta Spring Carnival Committee: given by Tracy Klein

- There is a need for volunteers for the Fiesta. Please contact Tracy Klein (xxx) 555-1111 or Cathy Allen (xxx) 555-2222 if you are able to help.



# SAMPLE MEETING MINUTES

## **Principal's Report:** given by Michael Bird

- There was a discussion on the Building Big theme meeting. There were 30 people in attendance at the earlier 9 a.m. meeting. He announced the field trips that are being offered for the students that will be associated with the theme.
- Mary Sennot and Shannon Valdez were thanked for their hard work with Bingo Night. It was great family fun.
- There was a great turnout for the optional Saturday 5th grade basketball games.
- The Brick Paver fundraiser installation will be this spring. Profit will be determined after all of the bricks will be sold. To date, sales are approximately \$6,000, enough to justify the cost of installation.
- Mrs. Silva's class is working on a special project that will be aired on Channel 19 that will showcase an upcoming \$10 pledge donation program to benefit our Education Foundation.
- The state testing is complete. Pam Brockton along with the PTO was thanked for testing snacks that were provided to the students.
- There will be an important upcoming School District Meeting on Feb. 21 at 7:30 p.m., at the high school. Budget cuts will be the topic and community dialogue will be encouraged for the upcoming year. It will be done in a small group setting. The meeting will be announced in the PTO newsletter and parents are encouraged to come.
- The 5th grade Camp Edmund pizza fundraiser will start after the midwinter break. The kits will be sold by all students for a period of two weeks. The camp will be from June 8-10, 2014, and it will cost \$235/child.

## **Old Business**

*(key information and motions voted on)*

Bingo Night: Mary Sennot thanked everyone who was involved with Bingo Night. She was open to any suggestions for next year.

Book Drive: Tara Shuman updated us on the Book Drive. The books collected will go to the Glazer Elementary downtown. The collection will be in three weeks of March. Information will be in the newsletter.

## **New Business**

*(key information and motions voted on)*

Field Trip Expenses: Stuart Johns discussed field trip expenses. It will be tabled to another discussion for the March PTO meeting so information can be gathered about the cost of field trips and possible alternatives for helping offset some of those costs.

**Next meeting is** 3/4/14 at 7 p.m. in the school library

**Meeting adjourned at** 8:28 p.m.

**Minutes compiled by** Laura Downey, Recording Secretary



## WELCOME LETTER

Download this Welcome Letter as an editable Word document from the File Exchange on [ptotoday.com](http://ptotoday.com), or find it on the accompanying CD if you purchased a copy of this toolkit.



### ABC Elementary PTO

111 Main Street, Anytown, ME 55555 • [www.abcelementarypto.org](http://www.abcelementarypto.org) • [info@abcelementarypto.org](mailto:info@abcelementarypto.org)

DATE

Dear NAME,

Welcome to ABC Elementary and the ABC PTO!

Our key mission is to promote an environment at school where teachers and administrators can do their best work and our students can do their best learning. We're always eager to find more great people, like you, to help us meet this goal.

Last year, we helped build literacy by running an after-school reading program, aided teachers with much-needed supplies and classroom support, and improved the school grounds by painting and gardening outdoors. This year, some of the things we hope to accomplish are:

- Holding a free family night every other month
- Replacing the 12 computers in the technology lab
- Refurbishing the school library
- Taking the 5th graders to the space museum

Research shows that students whose parents are involved in their education get better grades and have fewer discipline problems. Involvement at the school also makes it easier to create friendships with other parents and your child's teachers. We consider every parent or guardian of a student at ABC Elementary to be a member of the PTO.

We promise that the time you give our group and the school will be worth your while—and fun! We don't expect a huge time commitment from volunteers. An hour can be a big help to our group and the school, and we have positions and tasks to fit all schedules and interests. Just let us know whether a program, event, or activity interests you and when you might be free to help. You don't even have to come to the school or attend a meeting to be involved (although we'd like to meet you in person!).

Feel free to call or email if you have any questions or suggestions. Together, we can make a difference at our school.

Sincerely,

Patti Lane  
On behalf of the entire ABC Elementary PTO Board

Cynthia Fox, President  
Debbie Reed, Vice President  
Mitch Burton, Treasurer  
Patti Lane, Corresponding Secretary  
Marcia Peeples, Recording Secretary





## THANK-YOU LETTER FOR BUSINESS DONORS

Download this Thank-You Letter for Business Donors as an editable Word document from the File Exchange on [ptotoday.com](http://ptotoday.com), or find it on the accompanying CD if you purchased a copy of this toolkit.



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---

DATE

NAME

Organization

Address

City, State, Zip

Dear NAME,

Thank you for your donation of 30 bottles of water, which will be provided to participants in our fall Fun Run. Funds raised from this event will go toward renovation of the ABC Elementary computer lab.

The Fun Run is organized by the ABC Elementary PTO, a Maine-based nonprofit corporation recognized under section 501(c)(3) of the IRS tax code. For your records, please note that the ABC Elementary PTO's tax ID number is 99-1234567.

We are so grateful for your support of our school community. On behalf of all the students, thank you again!

Sincerely,

Susie Smith  
Fun Run Chairwoman  
ABC Elementary PTO



## THANK-YOU LETTER FOR VOLUNTEERS

Download this Thank-You Letter for Volunteers as an editable Word document from the File Exchange on ptotoday.com, or find it on the accompanying CD if you purchased a copy of this toolkit.



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---

DATE

Dear NAME,

Thank you for volunteering at the fall Fun Run! The sign-in process went more smoothly because of your assistance.

As you know, funds raised during the Fun Run will be put toward upgrading the school's computer lab. We couldn't have done it without you. Our school becomes a better place every day when parents like you are there to lend a hand!

We hope that you found your volunteer experience worthwhile. If you have any questions about the school or suggestions for the parent group's future events and activities, please don't hesitate to call or email.

Thank you again for sharing your time and talents.

Susie Smith  
Fun Run Chairwoman  
ABC Elementary PTO





# ABC Elementary PTO

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Feel free to call or email if you have any questions or suggestions. Together, we can make a difference at our school.

Sincerely,

Patti Lane

On behalf of the entire ABC Elementary PTO Board

Cynthia Fox, President

Debbie Reed, Vice President

Mitch Burton, Treasurer

Patti Lane, Corresponding Secretary

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We hope that you found your volunteer experience worthwhile. If you have any questions about the school or suggestions for the parent group's future events and activities, please don't hesitate to call or email.

Thank you again for sharing your time and talents.

Susie Smith  
Fun Run Chairwoman  
ABC Elementary PTO





## SUBMISSION TO MEDIA OUTLET (PRESS RELEASE OUTLINE)

Download this press release outline as an editable Word document from the File Exchange on ptotoday.com, or find it on the accompanying CD if you purchased a copy of this toolkit.



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Media Contact: Mary Jones  
555-555-5555  
[maryjones@mail.net](mailto:maryjones@mail.net)

DATE—For Immediate Release:

#### ABC Elementary PTO Auction on Oct. 24

Find great sports tickets, vacation rentals, and more at ABC Elementary PTO's auction gala from 7 to 9 p.m. on Oct. 24 in the school cafeteria. ABC Elementary is located at 111 Main St. in Anytown.

Tickets include dinner, two drink coupons, and admission to the silent and live auctions. Entertainment will be provided by local singer-songwriter Joe Smith. Tickets may be purchased in advance at the school office for \$25 or at the door for \$35.

For more information about auction items, go to [www.abcelementarypto.org](http://www.abcelementarypto.org) or call 555-555-0000.

ABC Elementary PTO is a nonprofit 501(c)(3) organization that supports school enrichment programs. Proceeds from the event will benefit the PTO's playground renovation fund.

## MEETING ANNOUNCEMENT HALF-SHEETS

Download the [Meeting Announcements in English](#) and the [Meeting Announcements in Spanish](#) as editable Word documents from the File Exchange on [ptotoday.com](http://ptotoday.com), or find them on the accompanying CD if you purchased a copy of this toolkit.



### August PTO Meeting

Please join us **Tuesday, August 18<sup>th</sup>**, at **9:30 am** in the Teacher's Lounge for our next PTO meeting.

PTO**TODAY**

[www.ptotoday.com](http://www.ptotoday.com)



### Agosto Reunión de la Asociación de Padres y Maestros

Le invitamos a asistir a nuestra próxima reunión, la cual tendrá lugar **el martes, 16 de agosto, a las 9:30 am** en el salón de maestros.

PTO**TODAY**

[www.ptotoday.com](http://www.ptotoday.com)



# School Volunteer Form

Help us and you'll help your child succeed at school! Please check the areas below where you would like to get involved. We've listed the number of hours each volunteer activity will take so you can plan ahead. Thanks for doing your part!

PARENT/GUARDIAN'S NAME

PARENT/GUARDIAN'S NAME

ADDRESS

PHONE

EMAIL

BEST TIME TO REACH YOU

CHILD

GRADE

CHILD

GRADE

SPECIAL TALENT OR AREA OF INTEREST

## School Volunteer Opportunities and PTO Committee and Volunteer Opportunities:

### General:

- ☐ Make copies or file (1 hour)
- ☐ Classroom helper (1 hour)
- ☐ Work at office reception desk (1 hour)
- ☐ Library volunteer (1 hour)
- ☐ Lunch/recess duty help (1 hour)
- ☐ Serve on school council/advisory board (1 hour)

### Hospitality:

- ☐ Baking or provide luncheon item (1 hour)
- ☐ Drop off food for meetings/parent center (1 hour)
- ☐ "Welcome new parents" event (1 hour)

### Special Events at School:

- ☐ Back-to-school celebration (1 hour)
- ☐ Fall or spring fair (1 hour)
- ☐ Book fair (1 hour)
- ☐ Family fun nights (1 hour)
- ☐ DARE/Red Ribbon Week (1 hour)

### Curriculum/Enrichment:

- ☐ Teach after-school class/hobby (1 hour)
- ☐ Research and coordinate cultural programs (1 hour)
- ☐ Help with Arts Week activities (1 hour)
- ☐ Plan author visit (1 hour)
- ☐ Science/educational fair (1 hour)
- ☐ Math night (1 hour)
- ☐ Read to students—literacy events (1 hour)

### Fundraising:

- ☐ Plan or assist with annual fundraising activities (1 hour)
- ☐ Help with ongoing clip-and-save fundraising (Box tops, etc.) (1 hour)
- ☐ Help with flyers, packets, materials, or delivery (1 hour)
- ☐ Solicit donations for auction or raffles (1 hour)

### Parent/School Communication:

- ☐ Website manager (1 hour)
- ☐ Newsletter editor, prepare flyers for events (1 hour)
- ☐ Publicity—photograph events, write releases (1 hour)

## Our family would love to share its talents! Please call us for the following:

### Carpentry Needs:

- ☐ Carnival setup (1 hour)
- ☐ Playground maintenance (1 hour)
- ☐ Stage design (1 hour)

### Foreign Language Needs:

- ☐ Intercultural night (1 hour)
- ☐ Flyers, newsletter, and web translation (1 hour)

### Musical/Theatrical Talent Needs:

- ☐ Perform at school assembly/open house
- ☐ Participate in/coordinate talent show (1 hour)
- ☐ School play (1 hour)
- ☐ Arts Week productions (1 hour)

### Cooking Needs:

- ☐ Spaghetti supper (1 hour)
- ☐ Potluck dinner (1 hour)
- ☐ Cooking classes for parents (1 hour)

### Professional Event Speakers/Presentations:

- ☐ Sports (1 hour)
- ☐ Health/fitness (1 hour)
- ☐ Education (1 hour)
- ☐ Legal/accounting (1 hour)
- ☐ Science, engineering, technology (1 hour)

### Equipment We Can Loan to the School:

- ☐ Truck/trailer
- ☐ Tent/canopy
- ☐ Power tools
- ☐ Landscaping machinery/equipment
- ☐ Gardening
- ☐ Painting
- ☐ Ladders, scaffolding

### Other:

- ☐ Is there another way you'd like to help?

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**Contact:** Fill in Name of PTO and email or phone

# Formulario Para Voluntarios

¡Ayúdenos, y ayude a su niño a triunfar en la escuela! Indique las áreas específicas en donde le gustaría participar.  
Hemos incluido la cantidad de tiempo que cada actividad voluntaria requiere para que pueda planificar su disponibilidad.  
¡Gracias por hacer su parte!

NOMBRE DE MAMA

NOMBRE DE PAPA

DIRECCIÓN

NUMERO DE TELÉFONO

DIRECCIÓN DE CORREO ELECTRÓNICO

MEJOR HORA PARA CONTACTARLO

NOMBRE Y GRADO DE SU NIÑO

NOMBRE Y GRADO DE SU NIÑO

TALENTO PARTICULAR O ÁREA DE INTERÉS

## Oportunidades de Trabajo Voluntario Escolar y de Participación en el Comité de la Asociación de Padres y Maestros:

### General:

- ☐ Hacer copias o archivar (1 hora)
- ☐ Ayudante de salón de clase (1 hora)
- ☐ Turno en la oficina de recepción (1 hora)
- ☐ Voluntario de biblioteca (1 hora)
- ☐ Turno de ayuda durante almuerzo/recreo (1 hora)
- ☐ Puesto en el consejo escolar/ junta asesora (1 hora)

### Hospitabilidad

- ☐ Hornear, proveer 1 plato de almuerzo (1 hora)
- ☐ Llevar comida a reuniones/centro para padres (1 hora)
- ☐ Evento bienvenida a padres nuevos (1 hora)

### Eventos Especiales en la Escuela

- ☐ Celebración regreso a la escuela (1 hora)
- ☐ Feria de otoño o primavera (1 hora)
- ☐ Feria de Libros (1 hora)
- ☐ Noche de diversión para familia (1 hora)
- ☐ "DARE"/Semana de Cinta Roja (1 hora)

### Currículo/Enriquecimiento

- ☐ Dirigir clase/pasatiempo fuera de horario escolar (1 hora)
- ☐ Buscar y coordinar programas culturales (1 hora)
- ☐ Ayudar con actividades de la semana de arte (1 hora)
- ☐ Planear la visita de un autor (1 hora)
- ☐ Feria de Ciencia/Educacional (1 hora)
- ☐ Noche de Matemática (1 hora)
- ☐ Leerle a la clase—eventos literarios (1 hora)

### Recaudación de Fondos

- ☐ Planear o ayudar con actividades anuales de recaudación de fondos (1 hora)
- ☐ Ayuda con actividad continua de recaudación de fondos "clip" (tapas de cajas/recipientes, etc... a)
- ☐ Ayuda con panfletos, materiales, o entrega (1 hora)
- ☐ Solicitud de donación para rifas y subastas (1 hora)

### Comunicación entre Padre/Escuela

- ☐ Manejo de sitio Web (1 hora)
- ☐ Redacción de boletín, preparar anuncios para eventos (1 hora)
- ☐ Publicidad—tomar fotos durante eventos, redactar reportes (1 hora)

## ¡Nuestra familia quisiera compartir sus talentos! Por favor llámenos para lo siguiente:

### Necesidades de Carpintería

- ☐ Preparaciones para carnaval (1 hora)
- ☐ Mantenimiento de patio de recreo (1 hora)
- ☐ Diseño de escenario (1 hora)

### Necesidades con Respecto a Otros Idiomas

- ☐ Noche Intercultural (1 hora)
- ☐ Panfletos, boletines, y traducción de sitio Web (1 hora)

### Necesidades de Talento Musical/Teatro

- ☐ Presentación en la asamblea escolar/"open house"
- ☐ Participación en/coordinación de programa de aficionados (1 hora)
- ☐ Obra teatral escolar (1 hora)
- ☐ Producciones relacionadas a la semana de arte (1 hora)

### Necesidades de Cocina

- ☐ Cena de espagueti (1 hora)
- ☐ Cena cooperativa "Potluck" (1 hora)
- ☐ Clases de cocina para padres (1 hora)

### Oradores/Presentaciones Profesionales

- ☐ Deportes (1 hora)
- ☐ Salud/Ejercicio (1 hora)
- ☐ Educación (1 hora)
- ☐ Legal/Contabilidad (1 hora)
- ☐ Ciencia, ingeniería, tecnología (1 hora)

### Equipo que Podemos Prestarle a la Escuela

- ☐ Camión y/o remolque
- ☐ Tienda de campana/dosel
- ☐ Herramientas
- ☐ Equipo/maquinaria de jardinería
- ☐ Jardinería
- ☐ Pintura
- ☐ Escaleras, andamio

### Adicional:

- ☐ Preferiría ayudarnos de alguna otra forma?

Para más información, contacto: Fill in Name of PTO and email or phone