



Lindeneau PTO

Officer and Committee Nominations

- ✓ I want Lindeneau Elementary to be one of the best schools in New Jersey.
- ✓ I want my child to have a great school year – to learn and to have fun!
- ✓ I want to help decide how PTO fundraising monies are spent.
- ✓ I want all the students at Lindeneau to be successful.

YOUR PTO IN ACTION

Programs Supported

- Book Fair
- Teacher Appreciation
- Box Tops for Education
- ETPTAC Scholarship
- Project Graduation
- Amazon Smile

Events Sponsored

- Fun & Field Day
- Field Trips
- Talent Show
- Ice Cream Social
- Boogie Bash
- Assemblies
- Breakfast With Santa

Services & Projects

- Field Trip T-Shirts
- Field Trip Buses
- School Yearbooks

... and many more!

Help us help the school!

If the above statements are true, then “help us help the school”. Parent involvement is critical for a successful school, so volunteer as a PTO officer or in a committee for the 2019-2020 school year. There are positions that take no more than a couple of hours a month, some that are seasonal, and a few that require a routine commitment.

Dedicated teachers, staff, and **PARENTS** help make Lindeneau Elementary “A Great Place To Grow”. Join us – it’s rewarding, it’s important, it’s even fun!

Nominate yourself, someone else or form a committee with a group of your friends. All positions can be shared. (See back of form for position descriptions.) If you are interested, please complete this form and return to school or sign up on our website. If you have any questions, please contact us at lindeneupto@gmail.com.

Elections for officers will be held at the PTO General Meeting on Wednesday, May 15th at 7:00. All candidates for officer positions must be registered with the Nominations Committee by April 30th. Please return this form to the school by this date.

Elected Officers (Elected at General Meeting)	Nominee Name	Email / Phone
President		
Vice President		
Treasurer		
Recording Secretary		
Corresponding Secretary		
Committees (Approved by Executive Board)	Nominee Name	Email / Phone
Ice Cream Social		
Tiger Shop		
Book Fair		
Coupon Book Fundraiser		
Boogie Bash		
Pretzel Sales		
Holiday Store		
Breakfast w/ Santa		
Lucky Lindeneau Raffle		
Teacher Appreciation		
Mother's / Father's Day Sale		
Spiritwear		
Box Tops		
Fall / Spring Fundraiser		
Dine Out Nights		
Website / Social Media		
Courtyard		
Penny War		

Why Your Support is Needed

Lindeneau PTO has an annual budget of about \$50,000. All of these funds are raised through our events and fundraising efforts and all of these funds directly benefit the school and the students. That works out to about \$125 per student. Without the help of volunteers like you, some of these events are in jeopardy of being canceled which would negatively affect the funds available to sponsor activities like field trips and assemblies. Please consider volunteering for a position so we can continue to provide these programs and services to the students of Lindeneau.

Officer and Committee Chair Descriptions

The PTO Executive Board is comprised of elected officers, committee chairs, and school representatives. It meets one evening per month to conduct PTO business. Everyone may attend.

Elected Officers

President – Serve as leader and key contact for the PTO; preside at all PTO meetings; 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. (Effort: year-round, on-going)

Vice President - 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; coordinate the general activities of any Special Committees created by the Executive Board. (Effort: year-round, time varies depending upon roles)

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 the PTO policies and best practices are followed with regards to funds; prepare financial reports for each meeting; prepare annual budget; prepare the books for an annual audit; maintain the tax exempt status of the PTO. (Effort: year-round, on-going)

Recording Secretary - Keep the minutes of all general meetings and all meetings of the Executive Board; maintain membership records; retain a copy of the approved bylaws; keep the calendar of events for the PTO. (Effort: 3-4 hours per month)

Corresponding Secretary – Conduct correspondence on behalf of the PTO; create and publish newsletters and fliers; keep the minutes in the absence of the Recording Secretary; maintain meeting attendance records; publish meeting dates. (Effort: 3-4 hours per month).

Committee Chairs (Remember, these are committees, all positions can be shared. The PTO Executive Board as well as additional volunteers will be available to assist.)

Ice Cream Social – Organize the popular school-wide social event in September in which the Lindeneau staff serves ice cream to students. Responsibilities end after event. (Effort: 1 hour per week in September and length of event.)

Tiger Shop – Stock and replenish Tiger Shop (School Store) inventory. Help students shop for school supplies on the first Friday of the month. (Effort: 6 hours per month (first Friday) during the school year.)

Book Fair – Organize the Scholastic Book Fair which is held three times yearly. Help students shop for age appropriate books during school day. (Effort: 6-10 hours per fair, 2-3 hours of setup evening before event.)

Coupon Book Fundraiser – Coordinate the coupon book fundraiser sale. Duties include distribution of coupon books, collection and submission of orders and distribution of coupon books. (Effort: 6-8 hours in November.)

Boogie Bash – Organize evening Halloween themed family event generally held the Friday before Halloween. This is one of the most popular PTO events and generally has a long list of eager volunteers. Program includes DJ, trick-or-treating around school, snack and crafts. Planning begins in September. Responsibilities end after event. (Effort: 1 hour per week in September/October, 2-3 hours of setup evening before event and length of event.)

Pretzel Sales – Collect orders and distribute pretzel orders during school day. (Effort: 2-3 hours per sale, 5-10 sales per year.)

Holiday Store – Help setup and run the Holiday Store in December in which students can shop for gifts for family and friends. (Effort: 6-8 hours in December.)

Breakfast with Santa – Organize Saturday morning family event held in early or mid December. Another popular PTO event and generally has a long list of eager volunteers. Program includes pictures with Santa, hot breakfast and crafts/activities. Planning begins in November. Responsibilities end after event. (Effort: 1-2 hours per week in November/December, 2-3 hours of setup evening before event and length of event.)

Lucky Lindeneau Raffle – Plan and organize the raffle fundraiser. Duties include donation solicitation, organizing and executing raffle, publicizing event. (Effort varies: Donation solicitation is early Fall; raffle execution December through April)

Teacher Appreciation – Organize luncheon for Teacher Appreciation Day in May. (Effort: 1-2 hours per month in April and May.)

Mother's / Father's Day Sales – Help setup and run the Mother's Day flower sale and Father's Day gift sale in May and June respectively. (Effort: 6-8 hours per sale and 1-2 hours prior to Mother's Day sale to pick up flowers.)

Spiritwear - Coordinate the selection, design, ordering, inventory, and sales of school spiritwear and field trip T-shirts. (Effort varies: Spiritwear sales in September/October. New field trip design and distribution in February/ March.)

Box Tops – Coordinate the 2 yearly Box Top collection drives, duties include collection, counting and submission of Box Tops. (Effort: 2-4 hours per month in January and May.)

Fall / Spring Fundraiser - Coordinate the fall and spring catalog fundraising. Duties include distribution of catalogs, collection and submission of orders and distribution of orders. (Effort: Fall Sale 6-8 hours, Spring Sale 6-8 hours.)

Dine Out Nights - Coordinate with local restaurants a monthly fundraiser night. Duties include distribution of fliers and contacting and booking restaurants (Effort: 1-2 hours per month, can be done mostly from home.)

Website / Social Media - Manage the PTO website, social media feeds and mailing lists. Write posts and keep the online presence of the PTO current. (Effort: year-round, time varies depending events)

Courtyard - Maintain the school's two courtyards. Duties include general gardening and light landscaping. Can only be completed on days or evenings school is open. (Effort: year-round, time varies depending on season.)

Penny War – Work with school staff to organize annual Penny War fundraiser in February.(Effort: End of January/February)