



Help us help the school!

YOUR PTO IN ACTION
2016-17

Programs Supported

- Teacher Appreciation
- Box Tops for Education
- KidStuff Coupon Books
- Square1 Art

Events Sponsored

- Kindergarten Orientation
- Fall & Spring Book Fair
- Science Night
- Sweetheart Dance
- Slam n' Jam
- Candy Bar Bingo
- Field Trips
- Field Day
- Student Enrichment
- Take Pride in Burke
- Holiday Fair
- Celtics/Red Sox

Services & Supplies

- School T-Shirts
- Volunteers Recruited
- Fundraising Efforts
- Drive around drop off
- School supplies
- School Store

And so much more!

Nominations & Elections for 2017-2018

- ✓ I want BURKE to be one of the best schools in MA.
- ✓ I want my student(s) 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 BURKE to be successful.

If the above statements are true, then “help us help the school”. Parent involvement is critical for a successful school, so please volunteer as a PTO officer or a committee chair for 2017-18 school year. There are jobs that take no more than a couple hours a month, some are that are seasonal, and a few that require routine commitment.

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

Nominate yourself or someone else. All positions can be shared. (See back of form for position descriptions.) If you have any questions, please contact **Suzanne Slater** at burkepto@gmail.com.

Elections will be held at the PTO General Meeting on Wednesday April 5th at 6:00 pm in the Burke cafe. Please return this form to your child’s teacher or to the school office **no later than March 13th**.

<u>Positions</u>	<u>Nominee Name</u>	<u>Contact Info</u>
President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Hospitality	_____	_____

Committee Chairs

Take Pride in Burke	_____	_____
Ice Cream Social	_____	_____
Halloween Social	_____	_____
Technology	_____	_____
Holiday Fair	_____	_____
Candy Bar Bingo	_____	_____
Student Enrichment	_____	_____
Slam n' Jam	_____	_____
Sweetheart Dance	_____	_____
T-Shirt	_____	_____

Traffic Coordinator	_____	_____
Yearbook	_____	_____
Library Representative	_____	_____
Room Parent Co-ord.	_____	_____
PAB	_____	_____
Tiger Tales	_____	_____
Family Movie Night	_____	_____
Box Tops	_____	_____
Teacher Liaison	_____	_____
T-shirts	_____	_____
International Festival	_____	_____
Grants Coordinator	_____	_____
School Store	_____	_____

Officer and Committee Chair Descriptions

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

Executive 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, organize and execute Field Day. Prior (Effort: year-round, on-going)

Vice President - Act as an aide to the President; perform duties of the President in the absence or inability of that officer to serve; assume other responsibilities as needed. Coordinate Scholarship Committee and By-Law revisions (Effort: year-round, time varies)

Secretary - Responsibilities include taking attendance and minutes of the board and general meetings. Maintain a file of PTO minutes and all handouts. Distribute initial copy of minutes at next general meeting. (Effort: 3-4 hours per month)

Treasurer - Be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTO events where money will be collected; assure that PTO policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit. (Effort: 4-5 hours per month, average)

Chairs and Other Positions (Remember, these are COMMITTEES – there should be volunteers to help.)

Hospitality: Utilize a volunteer list to organize and oversee hospitality committee. Provide and maintain the necessary refreshments, paper goods, condiments, utensils, table decorations, and so forth for Teacher Appreciation, Election Bake Sale etc.

Room Parent Coordinator: Responsible for coordinating room parents and their duties throughout the year. Act as liaison between room parents & PTO Board.

Tiger Tales: Prepare monthly Tiger Tales newsletter by collecting information and soliciting input from the entire school population. The President, Principal, and Mrs. Sullivan must review final draft.

Library Representative: Coordinate annual Scholastic Book fair and act as liaison between school library and PTO Board.

Yearbook Coordinator: Responsible for putting together the Burke School Yearbook. Take photographs & keep up to date with all school events.

Parent Advisory Board (PAB): Represent the Burke School PTO at the citywide PAB meeting and reports back to our PTO with updates.

Traffic Coordinator: Work with parent volunteers to schedule morning drop-off for breakfast club and afternoon traffic and pickup.

Technology Coordinator: Work with PTO chairpersons to utilize Burke School website for the use of notification and documentation. Create and update a family-email distribution list to notify parents of PTO activity.

T-Shirts: Organize and execute Burke T-shirt sales. Obtain class lists from President and create flyers. Research companies as needed and price check.

Event Chairpersons:

The following positions responsibilities include organizing and executing the event, creating a committee to assist, recruiting volunteers to assist at the event, filling out appropriate paperwork, setting dates, communicating with PTO Board and Principal regarding event.

Take Pride in Burke
Sweetheart Dance
Slam n' Jam
Halloween Social
Ice Cream Social
International Festival
Movie Night
Game Night
Candy Bar Bingo
Holiday Fair

Any questions? Please email burkepto@gmail.com