

Creston PTA Nominations 2019-2020

- ✓ I want Creston to be one of the best schools in Portland!
- ✓ I want my child to have a great school year – to learn and to have fun!
- ✓ I want all the students at Creston 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 PTA officer or a committee chair for 2019-2020. There are jobs that take no more than a couple hours a month, some are that are seasonal, and a few that require a routine commitment.

Dedicated teachers, staff, and PARENTS help make Creston a great school! Join us – it’s rewarding, it’s important, it’s even fun! Nominate yourself or someone else. Some positions can be shared. (See back of this form for position descriptions.)

Elections will be held at the PTA General Meeting on Tuesday, May 21st at 6:00 in the school library. All candidates for elected officer positions must be registered with the Nominations Committee by **May 17, 2019**. Please return this form to your child’s teacher or to the school office. Appointed committee chair positions will be appointed by the 2019-2020 Creston PTA board. If you have any questions, please contact the PTA Nominating Committee at nominations@crestonschoolpta.org.

Elected Officers (Elected 5/21/19)

Nominee Name

Contact Info (Email)

President	_____	_____
Vice-President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Membership Coordinator	_____	_____
Health & Safety Coordinator	_____	_____

Appointed Committee Chairs:

Nominee Name

Contact Info (Email)

Back to School Social Chair	_____	_____
Parent Coffee Chair	_____	_____
Kindergarten Chair	_____	_____
Book Fair Chair	_____	_____
Communications Committee Chair	_____	_____
Directory Chair	_____	_____
Food Drive Chair	_____	_____
Movie Night Chair	_____	_____
Auction Committee Chair	_____	_____
Carnival Chair	_____	_____
Plant Sale Chair	_____	_____
Run for the Eagles Chair	_____	_____
Teacher Appreciation Chair	_____	_____
Spirit Wear Chair	_____	_____
Scrip Sales Coordinator	_____	_____
Talent Showcase Chair	_____	_____
Reflections Chair	_____	_____
Green Team Chair	_____	_____
Garden Team Chair	_____	_____
Middle School Parent Chair	_____	_____
STEAM Night Chair	_____	_____
Backpack Program Chair	_____	_____
Yearbook Chair	_____	_____

Elected Officers:

President- Have a desire to serve the Creston community while carrying out the mission of PTA; prepare for and lead Board and General Meetings; organize, set and plan priorities of the PTA; collaborate with Principal on events and community outreach; serve as ex-officio for all Creston PTA Committees; perform all organizational duties of the PTA; coordination of all fundraising for the PTA; fiscal responsibility, budgeting and banking; coordination of all programs run by the PTA. (Effort: 40-60 hours per month, on average).

Vice-President- Represent the President in their absence or upon their request; complete duties as assigned or requested by the President; Attend all scheduled Board and General Meetings. (Effort: 15 hours per month, on average).

Secretary- Record all meeting minutes of Board and General Meetings; complete duties as assigned or requested by the President; Attend all scheduled Board and General Meetings. (Effort 6 hours per month, on average).

Treasurer- Keep up to date on non-profit financial issues by attending trainings, managing the funds of the unit, preparing monthly reports, assisting in developing the annual budget, managing PTA cash flow and authorizing budgeted expenditures, preparing and arranging for annual audits and tax preparation. (Effort: 10 hours per month, on average).

Membership Coordinator- Coordinate membership efforts for the PTA by creating, implementing, and assessing a year-round membership plan. Attend monthly Board Meetings and General Meetings, update membership with state PTA, report at meetings. (Effort: 8 hours per month, on average).

Health & Safety Coordinator- Provide Creston students and families with health and safety information; work on furthering the health of our students while at school and attend monthly Board & General Meetings. (Effort: 8 hours per month, on average).

Chairs and Other Positions: (Remember, these are COMMITTEES and there will be volunteers to help run all events.)

Back to School Social Chair- Coordinate the PTA's annual fall family event. Oversee shopping, decorating event area, preparing food/dessert, setting up the afternoon of the event and then service during the event. This involves a committee to assist. (Effort is approximately 6 hours, one-time event.)

Parent Coffee Chair- Purchase pastries at PTA expense and prepare fresh coffee the morning of the parent coffee. Clean up the Community Room following the event. (Effort: 2 hours every other month).

Kindergarten Chair- Organize and execute the "Boo-Hoo" Breakfast in September; promote two "Connect to Kindergarten" events in late winter. Serve as parent liaison between PTA and Kindergarten families to foster and enhance family engagement. (Effort: varies, but is generally 2 hours per month and then total of 8 hours for the three events).

Book Fair Chair- Coordinate the PTA's two annual Book Fairs. Duties include communicating with the Distributor, setting up and closing the Book Fair and all promotions of the event (Effort: approximately 12-15 hours per event).

Communications Committee Chair- Create all marketing and flyers for events, administer PTA website, PTA Google Group, Facebook, Instagram and Twitter accounts. (Effort 12 hours per month).

Directory Chair – Publish the student address directory. Duties include formatting of address data from electronic source, layout and coordination with printer. Project occurs in September-October and effort varies depending on how work is divided within committee, but is generally 10 hours total.

Food Drive Chair- Collect food donation items from classrooms and sort for distribution. Tally counts for the class contest and post results to motivate student donations. At conclusion of the Drive, prepare the donations for Creston families in need with the assistance of the Creston Counselor (Effort 8-10 hours total).

Movie Night Chair- Purchase concessions at PTA expense; set up video equipment & run movie at the event; guide volunteers to provide refreshments & clean up after the movie; reconcile sales and report to President & Treasurer (Effort: 5 hours per event).

Auction Chair- Plan and execute one of our most important fundraisers; procure donations; lead Auction Committee in promoting the event in our community; set up the event, follow up with correspondence and report to the community (Effort: generally, 15 hours per month throughout the school year, with more time spent the month of the event; Committee to assist).

Carnival Chair- Coordinate the PTA's annual spring family event; includes concession sales, and activities. The Carnival is usually held in March or April and significant planning begins by December. This event involves leading a committee and effort is substantial, especially the 6 weeks prior to the event. Time spent depends on how work is divided and how roles are assigned.

Plant Sale Chair- Coordinate and schedule the sale with the vendor; create promotional flyers for use in the community; collect orders weekly in April; place order with vendor; distribute plants on pick up day in May (Effort: 8 hours total).

Run for the Eagles Chair- Coordinate and plan the event; lead team of volunteers keeping track of laps for students while they run, and collect pledge forms from classrooms following the run (Effort: varies depending on how the work within the committee is divided, but is generally 20 hours total).

Teacher Appreciation Chair – Organize annual teacher appreciation activities for Teacher Appreciation Week in May as well as the potluck dinner that is held during conferences (Effort: 2 hours per month, more in May depending on the activities planned.)

Spirit Wear Chair- Coordinate the selection, design, ordering, inventory, and sales of school T-shirts and any related products as decided by the board officers (Effort: varies due to design and committee size, but is generally 15 hours total).

Scrip Coordinator- Promote Scrip sales, place monthly orders, pick up orders & deliver to families; be responsible for monthly Scrip bank deposit and accounting (Effort: 4 hours per month, on average).

Talent Showcase Chair- Organize and execute the Talent Showcase event held in late winter (Effort: 16 hours total).

Reflections Chair- Organize and coordinate the Reflections Art Program within our community; promote the event within the community; coordinate entries at the state level with the Oregon PTA office; support where needed for a successful event (Effort: varies, but is generally 6-8 hours per month September thru January).

Green Team Chair- Assist with coordination of 2-3 Grounds Clean Up events annually; purchase snacks at PTA expense and set up on clean up days; promote the event within the school community with flyers and signage; coordination of all sustainability efforts at the school (Effort: 20-24 hours total).

Garden Team Chair- Lead committee and assist with maintenance of both the School Garden at the back playground as well as the Reading Garden in the front of the building. (Effort: 16-20 hours per month).

Middle School Parent Chair- Assist with the coordination and collaboration of middle school events, to strengthen middle school parent engagement and provide fun events for middle school students (Effort varies, but is generally 4-6 hours per month).

STEAM Night Chair- Assist the PTA President and Staff with the coordination of the event (Effort varies, but is generally 20 hours total).

Backpack Program Chair- Assist weekly with filling backpacks with food items for students in need, ordering and pick up of food at the distributor. Confidentiality is required in this role (Effort: 10-12 hours per month).

Yearbook Chair- Coordinate the publication of the annual Creston School Yearbook, taking photos, creating content, publishing and handling the orders and sale each spring. (Effort: 80 hours overall)