

SPRINGVILLE K-8
Parent Teacher Organization

6655 NW Joss Ave
 Portland OR 97229
(503) 356-2480



PTO President

Responsibilities	Time commitment/week
<ul style="list-style-type: none"> ● Runs all PTO meetings, makes sure there is agenda ● Approves all PTO expenses: minigrants, event expenses, school/staff expenses. Double check signature with the treasurer for over \$50 ● Develops with school and treasurer the PTO budget and approves PTO budget with the treasurer ● Manages PTO calendar, runs all meetings, reviews agenda ● Oversees that events have a plan, are approved, and volunteers are sufficient ● Makes sure Benevity status is current. Approves pack 467 as project in Benevity ● Reviews bank account and expenses monthly with the board/treasurer ● Reviews PTO bylaws with new members 	1hr/week outside events 2hr/week during fundraiser 1.5hr-2hr/week first week in Sept Extra 1 hr for each event

PTO Treasurer

Responsibilities	Time commitment/week
<ul style="list-style-type: none"> ● Attends all PTO meetings and provide input on PTO activities ● Manages PTO funds (bank account, paypal) ● Develops with school and president the PTO budget and approves PTO budget with the treasurer ● Approves all PTO expenses: minigrants, event expenses, school/staff expenses. Double check signature with the treasurer for over \$50 ● Ensures PTO insurance is up to date ● Writes checks and balances check book ● Remains compliant with IRS tax status expectation and files taxes annually with IRS and OR ● Reimburses for approved expenses by teachers, school and parents ● Manages quickbooks accounting ● Coordinates back to school night so PTO gets volunteers <p>Note: PTO has a treasurer handbook</p>	1hr/week outside events 10hr/week during fundraiser 1-2hr/summer (taxes) 1.5-2hr first week in Sept

PTO Volunteer coordinator- 2 people needed

Responsibilities	Time commitment/week
<ul style="list-style-type: none"> Attends all PTO meetings and provide input on PTO activities Manages mybetter impact volunteer system for the school Creates and manages volunteer projects in mybetter impact Responds to emails from school staff and volunteers that need PTO assistance Helps troubleshoot volunteer account issues, My Impact sign-ups, and event set-up Reserves school space for events <p>Note: PTO has a volunteer coordinator handbook</p>	<p>1h/week</p> <p>Heavier in September when need to setup each classroom and review volunteers</p> <p>1.5hour for WolfRun setup</p> <p>1hr for Cultural night volunteer setup</p> <p>1hr/month for PTO meetings</p>

PTO Fundraiser Coordinator-2 people needed

Responsibilities	Time commitment/week
<ul style="list-style-type: none"> Attends all PTO meetings and provide input on PTO activities Oversees the annual fundraiser event: advertising to parents and community, prepares familybooklet, distributes material to teachers and school for distribution to parents. Meets with volunteers to make sure roles and responsibilities are met and people know what to do Coordinates with treasurer fund collection <p>Note: PTO has several handbooks for how to run the Fundraiser. There is only ONE fundraiser, usually early October</p>	<p>2hr/week Sept to Mid October for Wolf Run</p> <p>1hr/month after that for PTO meetings</p>

PTO Secretary

Responsibilities	Time commitment/week
<ul style="list-style-type: none"> Attends all PTO meetings and provide input on PTO activities Connects with PTO president and the school for agenda for monthly PTO meeting Publishes agenda to PTO board ahead of meeting including ZOOM info if virtual Manages ZOOM space and sets up meetings Takes notes and publish minutes Can provide PTO president coverage if needed 	<p>1hour/month for agenda setup</p> <p>1hr/month for PTO meetings</p>

PTO Communication volunteer

Responsibilities	Time commitment/week
<ul style="list-style-type: none"> Attends all PTO meetings and provide input on PTO activities Manages PTO newsletter (2/month): connects w PTO president, volunteer coordinator and school for updates 	<p>1hour/every other week</p> <p>1hr/month for PTO meetings</p>

<ul style="list-style-type: none"> Manages PTO web page. During fundraiser, provides often updates on the web page with fundraiser status 	
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PTO Community Relations Volunteer

Responsibilities	Time commitment/week
<ul style="list-style-type: none"> Attends all PTO meetings and provide input on PTO activities Coordinates community events: sends out communication to parents, ensure each event has a committee and approved budget. Is first point of contact for questions. Liaison with school if needed but preferably delegate to committee There are a few big events in the year: <p>Springville Cares: completely managed by school, PTO has very little to do Cultural Night in February: 5th grade celebration: owned by 5th grade parents</p>	<p>1hr/month for PTO meetings Up to 2 hours to get events going/reviewed</p>

PTO members at large

Responsibilities	Time commitment/week
<ul style="list-style-type: none"> Attend PTO meetings and provide input on PTO activities <p>After school Club coordinator: Manages club email/account, keeps track of what clubs are currently approved. Coordinates with volunteer coordinator and school any needs clubs may have but preferably delegates to each club’s coordinator</p> <p>After school club volunteer coordinators: Parents who are in charge with a club. Makes sure the club has space, budget, communication and compliance with the school expectations. Submits reimbursement as needed</p> <p>OBOB coordinators: manages the OBOB team, setups volunteer roles in mybetterimpact app</p> <p>Staff Appreciation Coordinator (3/year): coordinates w PTO president and Principal the event format. Coordinates with volunteers the event setup/purchases, etc</p> <p>Other: any parent who is interested in attending PTO monthly meetings and is willing to coordinate activities is encouraged to become at large member</p>	<p>1hr/month for PTO meetings if desired Up to volunteer how much time willing to dedicate</p> <p>OBOB coordinator: Varies depending on the month</p> <p>Staff Appreciation Coordinator: about 2 hrs/event</p>