

PTO

WHY SHOULD you get involved?

Your Child's Education. The number one reason to be involved with the PTO is to benefit your child. In doing so, you also help our school. The PTO is a great opportunity to become involved in your child's education at DLE.

To get connected. There is no better way to get involved in what is happening, or is going to happen, at DLE.

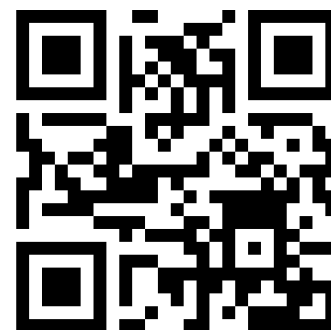
To stay informed. By getting involved at DLE, you will be part of the team helping to make positive changes.

Tap into a network. Come and share ideas, concerns, and experiences with other parents and educators in the community. PTO functions are an opportunity to meet other parents and teachers, build rapport, and be informed.

Be a role model. By becoming active in the PTO, you will be demonstrating to your child the importance you place on education. Studies show children do better in school when parents are involved.

Speak Up. The PTO offers a forum for exchanging ideas, as well as making suggestions.

SCAN FOR INTEREST FORM



www.dlepto.org

EXECUTIVE BOARD POSITIONS

President

- Oversees all PTO board members and chairs
- Assists/fills-in as needed for all PTO activities
- Leads and moderates monthly PTO Board Meetings
- Delivers biannual General PTO meetings
- Liaison between FBISD, DLE staff, and PTO
- Assists with budget planning
- Ensures PTO compliance with school, district, state, and federal rules and laws
- Establishes and maintains PTO calendar of events
- Manages special projects in conjunction with admin
- Ex-Officio member of all PTO committees
- Manages PTO equipment and business accounts
- Any other tasks as needed

Secretary

- Maintains PTO membership
- Records meeting minutes and distributes
- Checks mail and disperses as needed

Vice President

- Sets budget in collaboration with the executive team
- Signs checks and distributes reimbursements
- Approves all Jot Form reimbursement requests
- Manages all bank deposits
- Reports monthly direct campus expenses
- Seeks grant opportunities
- Oversees PTO Fundraising initiatives and Chairpersons
- Manages Box Tops, Kroger Cares, & others retail donations
- Assists/fills-in as needed for all PTO activities
- Any other tasks as needed

Treasurer

- Enters all debits and credits to Quickbooks
- Reconciles accounts and reports status update monthly to board
- Understands each line item and manages spending
- Processes check reimbursements
- Verifies and organizes donations through Zelle and Stripe
- Prepares annual audit to FBISD
- Collaborates with third-party CPA for filing of taxes
- Works with the PTO Financial Consultant as needed

OFFICERS & COMMITTEE CHAIRS

Educational Enrichment Coordinator

- Assists Lead Teachers with payment of Field Trips
- Processes teacher classroom supplies
- Promotes grade level grant program
- Helps with Curriculum Events: STEM Night, Campfire Reading, Mix It Up Lunch, and Career Week
- Assist, as needed, with in-house education assemblies

All Pro Dads Chair

- Coordinates monthly meetings, following APD Curriculum

Diversity Education Chair

- Designs Diversity Boards, following FBISD calendar

Fundraising Chairs

Community Relations Chair

- Solicits Business Sponsorships
- Promotes Corporate Match Program

Palooza Chair

- Manages annual Fall Fundraiser

Boosterthon Chair

- Manages annual Spring Fundraiser

Spirit Night Chair

- Arranges monthly Spirit Nights

School Supplies Chair

- Works with teachers to manage preferred lists
- Orders and disperses school supplies

Spirit Wear Chair

- Organizes grade-level spirit shirts and PTO shirts
- Works with retailer for online spirit wear store

Parliamentarian

- Updates and obliges to Bylaws
- Ensures all meetings follow procedure
- Manages Nomination Committee
- Actively recruits volunteers, board and chair members
- Maintains insight of current board and chair transitions

Publicity Coordinator

- Oversees all publicity timelines and upcoming events
- Maintains and updates PTO website
- Prepares weekly digital displays

PawPrints Newsletter Chair

- Publishes weekly PTO Paw Prints newsletter

Social Media Chair

- Maintains PTO social media accounts

Graphic Design Chair

- Creates and updates fliers and promotional materials

Yearbook Chair

- Collect photos and design yearbook
- Organize Shout Outs and 5th Grade Baby Pictures
- Manage promoting, ordering, and selling of yearbooks

Staff Appreciation Coordinator

- Leads Staff Appreciation Week in May
- Organizes monthly staff appreciation events
- Manages teacher Favorite Items List
- Organizes Teacher Planning Luncheon
- Provides Teacher Mid-Year Gifts

Staff Appreciation Chair

- Monthly Staff Birthdays
- Recognizes respective staff appreciation days

Student Activities Coordinator

- Oversees Kinder Playdate, Veterans Day, Picnic On the Playground, and other events requested by admin
- Monthly Recess Equipment Refresh

5th Grade Promotion Chair

- Plans in-house promotion event
- Recruits parent team for external event

School Store Chair

- Purchases and stocks school store merchandise
- Leads monthly school store volunteers

Field Day Chair

- Works with PE Teachers to plan activities and volunteers

Family Events Chair

- Executes plans for Fall Family Night
- Executes plans for Spring Family Night

VIPS Coordinator

- Maintains supplies and organization of VIPS Room
- Submits monthly volunteer hours to the district
- Organizes recognition for VIPS of Month and Year
- Recruits volunteers for DLE and DLE PTO events
- Manages Sign-Up Genius lists and needs

GLC/Room Parent Chair

- Determines Room Parents/GLC's
- Oversees Valentine's Day and Holiday Parties
- Coordinates volunteers for music programs

Shared Dreams Chair

- Liaison with FBISD Shared Dreams
- Coordinates Deeds for Donald Events

DLE Teacher Representative

- Bridges communication between PTO and Staff
- Shares needs of teacher/classrooms
- Promotes PTO events to staff and teachers