

ROYALVIEW PTA NOMINATION FORM

Due: April 1, 2019 (Elective positions)

Below is a list of the positions that must be filled by election in the month of May. Please return form in an envelope marked "PTA Elections" sent to school through you child, or return to Laura Kramer to be forwarded to the Nominating Committee or President Elect (for appointed positions).

ROYALVIEW PTA LETTER OF INTENTION TO SERVE

I would be interested in serving Royalview PTA during the year 2019-2020 as a member of the elected board or as an appointed chairperson. This shall signify my consent to serve, if nominated or elected to the following position/s by the Nominating Committee in my absence or inability to reach me by phone. (Forms must be returned by April 1, 2019 for elective positions.)

Name: _____ Date: _____

Phone Number: _____ Email: _____

Children's Names:

Signature:

<p>PTA ELECTIVE POSITONS</p> <ul style="list-style-type: none">• President• 1st Vice President• 2nd Vice President• 3rd Vice President• Past President Advisor• Recording Secretary• Treasurer• School Board Liaison• LCC Delegate – 2 needed	<p>Elective Position/s Desired:</p> <p>_____</p> <p>Elective Position Currently Held:</p> <p>_____</p>
<p>PTA APPOINTED POSITONS</p> <ul style="list-style-type: none">• Bake Sale• Book Fair• Carnival• Field Day• Fundraising• Health and Safety• Holiday Craft Extravaganza• Membership• Popcorn• Skating Parties• Spirit wear• Teacher Appreciation	<p>Appointed Position/s Desired:</p> <p>_____</p> <p><input type="checkbox"/> Yes, I would be willing to be the Head Chair</p> <p><input type="checkbox"/> Yes, I would be willing to be the Co-Chair</p> <p>Appointed Position/s Currently Held:</p> <p>_____</p>

PTA Appointed Position Descriptions

Here are some details regarding the various committees here at Royalview. Each committee has 1 Head Chair Person, 1-2 Co-chairs (if needed) or multiple committee members to help with committee duties.

BAKE SALE (Position Open for 19-20)

Responsibilities: set up/manage table, copy flyers, and collect baked good donations. Day of event: Election Day

- I am interested in Head Chair (1 needed)
- I am interested in Co-Chair (1 needed)

BOOK FAIR (Head chair assigned, Co-Chairs Open)

Responsibilities: Set-up tables, un-pack books in the library, help students shop for books, clean-up, Principal Reading Night

- I am interested in Head Chair (1 needed)
- I am interested in Co-Chair (1-2 needed)

CARNIVAL – there are two main areas of Carnival: 1) Kitchen and 2) Event/Games (Head Chair Open for 19-20)

Kitchen/Food/Cooks: Responsibilities: food prep (cutting up, pre-cooking), kitchen service: serving, restocking, manage cash register

Event/Games: Responsibilities: tickets, set up/tear down, schedule games, volunteers, classrooms, order prizes, game restoration

- I am interested in Head Chair (1 needed)
- I am interested in Co-Chair (Event/Games) (1-2 needed) Help plan and run the event the day of.
- I am interested in Co-Chair (Kitchen) (1-2 needed) Help set up and manage kitchen

FIELD DAY (All chairs filled)

Responsibilities: coordinate volunteers, create event agenda, coordinate with PE department and Principals, take pictures, coordinate and schedule indoor entertainment assembly.

- I am interested in Head Chair (1 needed)
- I am interested in Co-Chair (1-2 needed)

FUNDRAISING (All chairs open)

Royalview has 2 main fundraisers per year. Fundraising includes many including, Administrative: making/delivering flyer copies, phone calls, order checking, help with pizza boxes, Community Liaison: contacting area businesses/leagues/groups for support, Decorating/ Posters/Set-up/Tear-down, Research: find new ways to raise funds, Planning: help start up or co-chair an event

- I am interested in Head Chair (2 needed: 1 for each main fundraiser)
- I am interested in Co-Chair (2-3 needed)

HEALTH & SAFETY

Responsibilities: coordinate volunteers for vision, hearing, teeth cleaning, Heart Healthy programs and plan 5th grade Maturi Tea event.

- I am interested in Head Chair (1 needed)
- I am interested in Co-Chair (1 needed)

HOLIDAY CRAFT EXTRAVAGANZA (Head Chair assigned, Co-Chairs needed)

Responsibilities: find and schedule vendors, set-up/tear down, organize student and parent volunteers.

- I am interested in Head Chair (1 needed)
- I am interested in Co-Chair (1-2 needed)

MEMBERSHIP

Responsibilities: manage membership list and member numbers, promote membership and attend school events to answer questions/sign members up, coordinate and manage membership prizes, create posters

- I am interested in Head Chair (1 needed)
- I am interested in Co-Chair (1-2 needed)

POPCORN (Head Chair assigned, Co-Chairs needed)

Responsibilities: manage money/orders, pop popcorn, stuff bags, distribute bags to classrooms, and clean up.

- I am interested in Head Chair (1 needed)
- I am interested in Co-Chair (1-2 needed)

SKATING PARTY (Head Chair assigned, Co-Chairs needed)

Responsibilities: schedule parties, purchase prizes for raffle, attend skating parties and manage table

- I am interested in Head Chair (1 needed)
- I am interested in Co-Chair (1 needed)

SPIRIT WEAR (All chairs open)

Responsibilities Help fill orders, shirt design, manage tables at event, ordering, website management

- I am interested in Head Chair (1 needed)
- I am interested in Co-Chair (1 needed)

TEACHER APPRECIATION WEEK (All chairs open)

Responsibilities: Plan special treats, events, raffles, and luncheon for teachers during Teacher Appreciation Week.

- I am interested in Head Chair (1 needed)
- I am interested in Co-Chair (1-2 needed)