



February 1, 2012

Dear Parents:

The Haine PTO is seeking volunteers for officer positions and for committee chairpersons for the 2012-2013 school year. Without the help and leadership of parents, the continued success of the many PTO sponsored programs would not be possible. We are always looking for new volunteers and the new ideas people bring with them. It is our goal to have one representative from the elementary school and one from the middle school to co-chair each committee so that we can best meet the needs of all students and both schools.

So far this school year the PTO has provided funds to purchase a new playground structure, 11 Elmo projectors for classrooms, 7 assemblies, provided \$25 for each teacher to purchase supplies for their classroom, purchased 2 new cafeteria tables, provided \$15 per student for field trips, donated \$5,000 in books for the library as well as provided the funds for an Author's Visit to the school. All of these efforts could not have been accomplished without the support of our parents and the exceptional efforts of our PTO members.

Attached you will find a brief description of each position or you can visit our website at www.hainepto.org for additional information on all of our committees as well as our PTO by-laws, standing rules, minutes, newsletters and photos of our events. Even if it is a challenge for you to come to the school during the day, we have several committees that can be done from home or in the evening. PTO Committee Chairs are asked to attend monthly meetings throughout the school year. These meetings are held once a month in the evening. We have a great group of caring, enthusiastic people and I encourage you to become part of this organization.

Please consider getting involved. Take a moment to mark your choice on the back of this form and return it by **Wednesday, February 15, 2012**. If you have any questions please contact Chris Sherry at (724) 742-2708, csherry@mlswpa.org or Jamie Sehgal at (724) 776-7518, jamiasehgal@yahoo.com.

Sincerely,

Chris Sherry & Jamie Sehgal
Haine PTO Co-Presidents

Name: _____ Phone: _____ Email: _____

Child's Name: _____ Grade: _____ Child's Name: _____ Grade: _____

<i>Board</i>	<i>K - 4th (Elementary)</i>	<i>5th & 6th (Middle)</i>
Co-President*		
1 st Vice-President		
2 nd Vice-President		
Secretary		
Treasurer		
<i>Committee Chair</i>		
Assemblies		
Beach Blast (6 th grade parents only)	N/A	
Bike Rodeo		
Book Fair		
Box Tops/Tyson		
Campbell's		
Directory/Membership		
Family Fun		
Fundraiser		
Giant Eagle/Ink Cartridges		
School Store		
Spirit Wear		
TAG (Traveling Art Gallery)		
Teacher/Staff Luncheon		
Vendor/Craft Expo		
Website		
Yearbook		

If you are interested in more than one committee, please mark your choice in order of preference and we will do our best to accommodate you.

*In order to be eligible to run for Co-President, you must have served two years on the Haine PTO as a committee chairperson or one year of executive board service at CVE or Rowan Elementary.

Responsibilities

Board Members:

Co-President- Conducts all Officer and monthly PTO meetings. The Co-President is automatically a member of all committees. Works with Board Members/Principals/Teachers in writing grant proposals.

1st Vice-President- Responsible for collecting and entering all volunteer information into PTO database. Works with the Co-Presidents/Principals to coordinate volunteers for school sponsored events. Works with the Principals/Guidance Counselors on Humanitarian projects (i.e. nurse & memorial book donations). Responsible for special fundraising activities. Responsible for overseeing specific committees as designated by Co-President. Works with Board Members/Principals/Teachers in writing grant proposals.

2nd Vice-President- Coordinates parent receptions at orientations throughout the school year. Coordinates bus driver appreciation in October and teacher/staff appreciation week in May. Responsible for getting all SV School Board meeting minutes from the office and reporting relevant information at the monthly meetings. Responsible for publishing and copying/distributing PTO newsletter on a monthly basis as well as maintaining the PTO Bulletin Boards in both of the school lobbies. Works with Co-Presidents and website committee to make sure information is up to date on Haine PTO website. Responsible for contacting local newspapers/online sites concerning publicity for PTO events. Responsible for overseeing specific committees as designated by Co-President. Works with Board Members/Principals/Teachers in writing grant proposals.

Secretary-Records all business transacted at the monthly meetings as well as arranges for snacks and refreshments. Keeps copy of PTO documentation. Sends out monthly meeting reminders. Is the chairperson of the nomination committee. Responsible for all PTO correspondence (i.e, thank you, sympathy, get well cards). Works with Board Members/Principals/Teachers in writing grant proposals.

Treasurer-Keeps a detailed/accurate account of all funds. Is the chairperson of the budget committee. Provides a financial statement at all meetings. Works with Accountant to file year end tax returns. Oversees all committees working with PTO funds. Works with Board Members/Principals/Teachers in writing grant proposals.

Committee Chairs:

Assemblies-The PTO sponsors several educational assemblies for both Elementary and Middle schools. The committee chairs work with the Co-Presidents/Principals to select educational assemblies. Each chair helps to coordinate all assemblies at the school throughout the school year and monitors costs to keep in line with the PTO budget. Assemblies are typically held over a two day span to help accomodate both schools.

Beach Blast (6th)- This event is a wonderful send off as our children enter the Seneca Valley Middle School. The committee chairs head up parent volunteers, organize and oversee all facets of the event. The event is held in the evening at the end of the school year.

Bike Rodeo- This event helps students recognize the importance of bike safety which includes bicycle & helmet checks as well as a riding course that tests their skills. The committee chairs work with Rowan PTA, Cranberry Twp. Police and UPMC Passavant Cranberry Staff to set up a Bike Rodeo as well as arranges for parent volunteers to work the event. This event is held in the Spring.

Book Fair-The PTO offers two opportunities to bring books to our kids by holding a Fall and Spring Book Fair. Both fairs are five full days, one half day and one evening in the Fall & Spring. The students visit the fair during their classroom library time. Each committee chair helps to organize and oversee all aspects of the Fall & Spring Book Fair including scheduling parent volunteers to work the fair. They also work closely with the Librarian. Additionally in the Fall we hold an annual Barnes & Noble day, typically on a Saturday. The committee chairs work closely with the Co-Presidents/Principals & staff to help coordinate this event.

BoxTops/Tyson- We participate in these easy money fundraisers to help fund various projects. The committee chairs organize and chart the results of the program by collecting, counting and mailing in the box tops/Tyson labels in accordance to the program regulations.

Responsibilities

Committee Chairs (continued):

Campbell's- The PTO participates in this point program to keep our administrative costs low as well as obtain school supplies/equipment for the school. The committee chairs must organize the program and chart the results by collecting, counting and mailing the Campbell's labels in accordance to the program guidelines.

Directory/Membership- The PTO distributes a student directory to all PTO members. The committee chairs collect information, enter information into PTO database, copy, and distribute the student directory as well as PTO membership cards which is done at the beginning of the school year. Additionally they collect membership dues, record and maintain a membership list and transfer necessary information to all PTO Board.

Family Fun- The PTO sponsors family oriented events that involve both Elementary and Middle School students, parents, teachers & staff the opportunity to get together and enjoy an evening of fun activities. The committee chairs are responsible for planning & overseeing these events throughout the school year as well as arranging for volunteers to staff the events.

Fundraiser - The committee chairs are responsible for coordinating all aspects of the PTO fundraiser in the Fall including arranging for parent volunteers to help with distribution.

Giant Eagle/Ink Cartridges - The PTO participates in these point programs to keep our administrative costs low as well as obtain school supplies/equipment for the school. The committee chairs register our school online with Giant Eagle and track the monthly points. . At the end of the school year, they work with Co-Presidents/Principal's to order school supplies/equipment from the earned points. They are also responsible for collecting and turning in used ink cartridges once a month to OfficeMax & Staples in accordance with the program guidelines. The PTO uses these credits to purchase paper as well as school/office supplies.

School Store- The PTO offers opportunities for our students to shop our Elementary and Middle School Stores throughout the year to get a few supplies and some fun items. The committee chairs order merchandise, keep inventory and operate the School Store two mornings every other month. Additionally, they arrange for parent volunteers to work the school store.

Spirit Wear- The PTO offers an opportunity for students to show their school spirit by selling SV merchandise. Committee chairs are responsible for working with a vendor and selecting merchandise. Additionally they are responsible for the sale & distribution of purchases to buyers.

TAG- The PTO encourages knowledge of Art through the Traveling Art Gallery. The committee chairs are responsible for coordinating volunteers to present prints of works of art to elementary and middle school classrooms. Coordinates prints to be used, assigns specific pieces to volunteers, creates classroom rotation schedules and communicates with faculty as needed. Works closely with middle school art department.

Teacher/Staff Luncheon- Responsible for teacher/staff luncheon which is held before the start of the school year. The committee chair is responsible for coordinating PTO volunteers to help with the set-up and clean-up of the luncheon.

Vendor/Craft Expo- The PTO holds an annual Vendor/Craft Expo in the Fall where participants can come and display their wares. The committee chairs coordinate all aspects of this event which includes contacting vendors/crafters to participate, posting advertisements/signs and distributing flyers prior to the event. Additionally they are responsible for set-up/clean-up of event as well working the day of the event. This event coincides with the Fall Fundraiser pickup. This is a fantastic opportunity for individuals who want to get involved but coming into the school is a challenge. You are supplied with a contact list and all preparations prior to the event that can be done from home over the summer months.

Website- Responsible for keeping the Haine PTO website up to date. Works closely with 2nd Vice President.

Yearbook- The PTO offers a yearbook to the student body for both the Elementary and Middle Schools. The committee chairs oversee the photos, layouts and all other prep work on the both yearbooks. Additionally, they are responsible for the sale and distribution of the yearbook.