



Help us help the school!

YOUR PTC IN ACTION

Programs Supported

- Staff Appreciation
- Art/Music Programs
- Technology
- FAME (Fine Arts Mini Experience)
- Green Team
- 6th Grade Activities
- Soccer Team
- Chess Team
- Math Olympiad
- Science Bowl
- Math Counts
- Odyssey of the Mind

Events Sponsored

- Family Picnic
- Coffee with the Principal
- Fall Book Fair
- Halloween Carnival
- Assemblies
- Holiday KidStore
- Field Trips
- Basketball
- Winterfest
- Ice Cream Social
- Track & Field Days

Services & Supplies

- Classroom Supplies
- Student Directory
- Community Board
- Kindergarten Buses
- Safety Patrol
- Youth Counselor
- School T-Shirts

MSJE PTC

Nominations & Elections for 2019-2020

- ✓ I want MSJE to be one of the best schools in California.
- ✓ I want my child to have a great school year – to learn and to have fun!
- ✓ I want to help decide how PTC fundraising moneys are spent.
- ✓ I want all the students at MSJE 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 PTC officer or a committee chair for the school year. There are jobs that take just a couple hours a month, some are seasonal, and a few require a routine commitment.

Dedicated teachers, staff, and **PARENTS** help make MSJE great!!!
Join us – it’s rewarding, it’s important, and it’s even fun!..and it’s for our own children.

Nominate yourself or someone else. All positions except for president can be shared. **See back of form for position descriptions.** If you have any questions, please contact Philip Ngai @ philip.ngai@gmail.com

Election results will be announced in the May PTC Meeting on Tuesday, May 14 at 7:00 pm in the school library. Please return this form to your child’s teacher or to the school office by April 18th.

<u>Elected Officers</u>	Nominee Name	Contact Info
President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____

<u>Committee Chairs</u>	Nominee Name	Contact Info
Corporate Match	_____	_____
Halloween Carnival	_____	_____
Safety (Traffic) Patrol AM	_____	_____
Safety (Traffic) Patrol PM	_____	_____
FAME	_____	_____
Green Team	_____	_____
Volunteer/Rm Parent Coordinator	_____	_____
School Directory	_____	_____
Sixth Grade Activities	_____	_____
Election Committee	_____	_____
Field Day	_____	_____
Teacher/Staff Appreciation	_____	_____
Hospitality	_____	_____
Other Position:(see back for list)	_____	_____
_____	_____	_____

Officer and Committee Chair Descriptions

Elected Officers

President – Serve as leader and key contact for the PTC; preside at all PTC meetings; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTC's objectives can be met. (Effort: year-round, on-going)

Vice President - Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Executive Board; coordinate the school assemblies; help recruit committee chairpersons for all vacant standing committees of the board . (Effort: 2 hours per month. Year-round)

Secretary - Keep minutes of all General and Executive Board Meetings; prepare correspondence and perform all other duties assigned; maintain master documents; keep the calendar of events for the PTC. (Effort: 3-4 hours per month, includes attending meeting and typing up minutes)

Treasurer - Be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTC events where money will be collected; assure that PTC policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit. (Effort: 4-5 hours per month, average)

Appointed (by PTC President) Officers

Parliamentarian – Act as a consultant to assure meetings and processes are conducted in accordance with bylaws; advise on parliamentary procedures using Robert's Rules of Order; bring current copy of Constitution and By-Laws to all meetings. (Effort: 1-2 hours per month).

Chairs – Volunteer Positions

Book Fair – Organize the school's Book Fair in fall. Act as liaison to coordinate, promote the event to students and parents, and plan setup of Fair. Effort can be split among multiple project leaders.

Contribution Drive – Manage the coordination of the PTC's one-time fund-raising drive at the beginning of the school year.

FAME – "Fine Arts Mini Experience" Arts program available to all grade levels that introduces students to famous artists and musical composers along with an art activity associated with the artists presented (e.g., clay sculpting, drawing, painting, dancing, etc.). FAME Coordinator (Committee Chair) provides docents (volunteers) with printed, preplanned lessons, art and music supplies, and a training session before each of the six lessons. Two docents perform each lesson together.

Halloween Carnival – Coordinate Halloween carnival event with Mission Valley Elementary School. Activities include games, food, raffle, etc.

Holiday KidStore – Coordinate and organize a mini holiday shop for students. Recruit and schedule volunteers. Coordinate the selection, ordering, inventory, and sales of holiday related merchandise.

Hospitality – Coordinate hospitality activities (e.g. – Welcome Program and documentation for new and kindergarten families).

Ice Cream Social – Organize an Ice Cream Social at Open House. Coordinate ice cream selection, ordering, inventory, and sales.

Room Parent Coordinator – Coordinate parent representatives from each class whose job is to be in contact with the teacher of and communicate with the class parents. Room Parent Coordinator relays PTC activities and if parent volunteers are needed for events.

School Directory – Publish the student address directory. Committee often co-chaired with two or three people. Responsibilities include 1) Collection and formatting of address data from electronic source. 2) Layout and coordination with printer. Project occurs in September-October and effort varies depending on how work is divided.

6th Grade Activities – Coordinate 6th Grade promotion activities including swimming party, promotion ceremony, farewell party, etc.

Green Team – The Green Team at MSJE is committed to increase awareness of our environmental footprint in a fun and positive way. This interactive educational program empowers students and teachers to help the environment through waste reduction, recycling, composting, and pollution prevention. Volunteers needed to supervise lunch time sorting and drop food off to local shelter.

Spirit Committee – Coordinate the selection, design, ordering, inventory, and sales of school T-shirts and any related products. Plan events and activities to promote school pride and spirit.

Teacher Appreciation – Organize annual teacher appreciation activities for Teacher Appreciation Week in May.

Traffic Patrol – Recruit, assign, and schedule parent volunteers for safety patrol during morning drop-off and afternoon pick-up time.

Volunteer Coordinator– Coordinate volunteers for PTC events and school activities. Collect list of general volunteers at beginning of year and for special events. Assure that volunteer data is recorded and available to both the Board and teachers. Work with teachers, staff, and leaders of committees to assure volunteers are recruited for programs.

Winterfest (Musical) – Organize an evening family musical event held in early or mid-December.

Yearbook – Coordinate with room parents to collect various school and classroom activity photos. Coordinate the design, promotion, ordering, and sale of the yearbook.

***Previous position holders and volunteers are always available to assist incoming Committee Chairs. You can always count on their support and advice should you need any at all!*