

## Hopkins Hawks PTO Membership Drive

Welcome to the 2023-2024 school year! PTO is a volunteer organization dedicated to working with parents, families, teachers and administration for the benefits of our school. Membership provides you the opportunity to participate in meetings by expressing ideas, involvement in events, and opinions including voting on items set before the board. It is a great form of open communication between school and home.

PTO Membership is effective the date dues are paid until the last day of school. Dues are \$5.00 annually for an individual or staff/teacher (one vote) or \$10 per household (two adults, one vote each). All monies collected from the membership dues will be used by the PTO to help continue providing financial assistance to Hopkins for field trips, school spirit events and celebrations for teachers, staff, and students. A few examples are the STAAR Pep-Rally, Fifth Grade Graduate Shirts, and staff/teacher appreciation days.

Fundraising events will be held throughout the year where we will ask for assistance with volunteers, in-kind donations of services or items, and/or financial gifts. Examples of fundraisers are the Fall Festival, Penguin Patch, and after school snack sales. We are working securing funds to being preparations for these. We are also working towards establishing an EIN and non-profit tax exemption.

None of this can be possible, however, without volunteers to serve on the Executive Committee. Therefore, we are asking for volunteers for the following positions to be placed on the ballot.

**President:** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

**Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also oversee the committees of this organization.

**Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

**Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

**Fundraising Coordinator.** The fundraising coordinator shall organize and oversee all programs intended to solicit or generate funds for the PTO. He or she will present fundraising ideas to the Executive Committee for approval. He or she will work with the Volunteer Coordinator to ensure proper staffing and with the Treasurer to ensure funding and expenditures are secured with proper documentation.

**Volunteer Coordinator.** The volunteer coordinator will manage membership solicitation. He or she will compile a list of parent volunteers and distribute the list to the appropriate Executive Committee officers. He or she will coordinate homeroom liaisons and parent volunteers to support school-related events and PTO programs. He or she will keep a record of all volunteer hours and submit an end of the year report to the Secretary.

**Communications Coordinator.** The communications coordinator will create flyers, newsletters, or any other media for PTO and school activities when necessary and appropriate. He or She will provide PTO members with timely information on PTO and school activities. He or she will manage communication, including, but not limited to all social media platforms, PTO website, flyers, and other means necessary. He or she will ensure all posts made on behalf of the PTO follow any guidelines set by Hopkins of JISD and are approved by the Principal.

On September 28, 2023, at 6:00 pm, the first general PTO meeting will be held in the school cafeteria. At that time, we will vote for a new Board of Directors, approve the new By-Laws, and have open discussion on what the members would like to see for the PTO's goals.

We know that none of this could be possible without the amazing help and support of our families, friends, and our community. Each volunteer/member is just as vital as the next! Volunteers must follow Judson ISD guidelines which can be found at <https://www.judsonisd.org/Page/16591>.

Thank you so much in advance. We look forward to seeing you on the 28<sup>th</sup>. As always, we are "Flying High with the Hawks!"