

**Blackman Elementary PTO Membership Information**

Welcome to the 2021-2022 school year! The Blackman Elementary PTO is gearing up for the new school year and with that comes our annual membership drive.

This year we are hoping to get contact information for all of our BLE families so we can keep you informed throughout the year. Complete and turn in your form before the deadline. The class with the most completed forms turned in wins a party!

If you are not familiar with the BLE PTO, our purpose is to aid the students, faculty and staff of Blackman Elementary School in their educational and recreational needs. We coordinate family and fundraising activities to promote an open communication between the administration, faculty, parents and the community with the goal of enhancing our children’s educational environment.

In years past, the PTO has helped BLE purchase agendas for all the students, the sign in front of the school, playground equipment, laptops and tablets for each grade and we helped with the AR program. We also provide meals for the staff on Parent Teacher conference nights and we celebrate our staff during teacher appreciation week.

The last two years have been a challenge for everyone. We try to have two fundraisers each year but in the 2019-2020 school year we were only able to have one fundraiser in the fall due to school letting out in March. In the 2020-2021 school year, COVID prevented us from having any fundraisers. This year for the 2021-2022 school year, we are hopeful that we can successfully have two fundraisers and be able to celebrate our students and our staff at BLE!

The PTO is made up of parent volunteers. There are four elected board positions; President, Vice President, Secretary and Treasurer. Aside from these positions, we would like to have a family night coordinator, a social media coordinator, a hospitality coordinator, and a fundraising coordinator. The 4 elected board members **MUST** attend a monthly meeting during school hours. The coordinator positions are not required to attend the meetings but you will need to communicate regularly with the board members.

**RETURN THIS FORM COMPLETED BY FRIDAY, SEPT. 17, 2021**

**Please complete the top portion of this form and return to your child’s teacher to be added to our email list. The class with the most completed forms will win a party!**

***If you have more than one child in the school, only one form needs to be submitted.***

Parent/Guardian name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**We are looking for parents/guardians that would like to actively participate on the PTO. There are many volunteer opportunities available. If you are interested in helping, please check the positions you are interested in below.**

**President, Treasurer, and Social Media Coordinator are filled for the 2021-2022 school year but you can shadow these positions for the 2022-2023 year when they will be open.**

* **President** *- works closely with the school principal and oversees ALL aspects and positions of the PTO*
* **Vice President** - *works closely with the President*
* **Secretary** – *keeps a record of minutes at all monthly board meetings, email lists, and merchandise lists. Assists with all other aspects per the president*
* **Treasurer** – *Must maintain accurate accounting of the checking account at all times and be prepared to show it to the President, Principal, and the BOE at any time. Must prepare the tax return for the IRS and the financial reports for the BOE and assist with all other aspects per the president*
* **Hospitality –** *Set up meals, snacks, prizes etc. for the BLE staff. This includes calling for quotes, pickup, set up and clean up. All require prior approved by President and Treasurer.*
* **Fund Raising –** *inquire about and set up fundraisers with companies that will benefit the school the most. President will get BOE and principal approval prior to start of fundraiser.*
* **Family Night Coordinator** *– call restaurants to set up. Plan to set different place each month. Work with president and social media coordinator to advertise and get out fliers if needed.*
* **Social Media Coordinator** *– keeps up the Facebook page, Instagram, Twitter, and Weebly page. Also works with Tech coach at school to have Dojo messages sent out.*
* **MISC** - *The PTO will send out emails occasionally asking for help with distributing t-shirts, prizes, fundraising items, and changing the signs out front and in the back of the school.*

**Please note that joining the PTO does not give you automatic access to the classrooms, students or school. All PTO visits to the school require prior approval by the principal which is requested by the president.**

**BLE email:** [**blackmanpto@gmail.com**](mailto:blackmanpto@gmail.com) **Facebook: Blackman Elementary School PTO**

**Twitter: BLEPTO**