

Cypress Grove Needs You...



for the 2019-2020 Cypress Grove PTO Board! We are currently recruiting volunteers who will have a child at CG next year to serve on the PTO Board. In addition to serving on a committee, it is encouraged that you attend our monthly meetings typically held the second Wednesday of the month at 12:30pm. We work hard to keep the meeting under an hour to accommodate those who need to return to work.

Below is a list & number of available positions. Brief descriptions of all positions are located on the back. If you are interested, please fill out the form below & return it to school. Busy? Consider serving with a friend!

Any Questions? Please email Tammy Mogford at tammy.mogford@gmail.com, Misty Cathey at catheytx@gmail.com or Carla Ponder at carla.ponder@gmail.com. Consider joining us and being a part of a great group of parents!

Your Name: _____

Grade(s) of your child(ren) in 2019-2020: _____

Phone Number: _____ Email: _____

Please rank order only the board positions that interest you with 1 being your 1st choice and so on:

- | | | | |
|-------------------------|-------|------------------------|-------|
| • Vice President (1) | _____ | • Yearbook Liaison (1) | _____ |
| • Glow in the Grove (1) | _____ | • Spring Fling (1) | _____ |
| • Spring Fundraiser (1) | _____ | • Grants (1) | _____ |
- (Games/Booths)

Cypress Grove PTO Board Positions

President (1) – Heads up the Cypress Grove PTO. Prepare the agenda for, preside and maintain order at all PTO meetings. Appoint members of Standing and Special Committees and the Chair of the Nominating Committee. Represent the Board at City-Wide PTO meetings. Form a Committee with a Chairman for Teacher Grants and City-Wide PTO Campus Scholarship.

Vice President (1) – Helps the President run the Cypress Grove PTO. Chair and form the Scholarship Committee during the Spring Semester.

Secretary (1) – Record and prepare the minutes of all PTO meetings. Be knowledgeable about Robert's Rules of Order. Maintain and have available at all meetings documentation for the current year including current bylaws, minutes, correspondence and any business procedures.

Treasurer (1) – Have signature authority on all PTO bank accounts; receive all monies of the PTO and pay out funds, keep an accurate record of all financial transactions and present a financial report at every meeting. Submit all necessary tax information, prepare an annual report and submit financial records annually for review by the Audit Committee in the Summer.

Communications (1) – Responsible for PTO communications, which includes the Facebook page, website, Remind, Twitter and notices for the School's newsletter. Also assist other Board members with flyers, if needed. The Communications Chair requires a person with good writing skills and is comfortable working with standard computer software (internet, Word, PowerPoint, email, pdf).

Staff Relations (2) – Organize snacks for the teachers at monthly staff meetings, organize a breakfast or snack in August and host the luncheons for teachers in December and May. Organize and distribute birthday gifts on behalf of the PTO.

VIPS (1) – Manage the PTO's Signup Genius account. Coordinate with City-Wide PTO and other Board members to ensure volunteers have been approved through the District. Work with other Board Members to ensure we have the support necessary for scheduled events.

Glow in the Grove Fundraiser (2) – Organize and manage Cypress Grove's Fall fundraiser designed to fulfill the school's wish list needs and/or fund the annual budget.

Spring Semester Fundraiser (2) – Organize and manage Cypress Grove's Spring fundraiser to help fund the following year's annual budget and/or meet the school's wish list needs. These Chairs can work with a committee throughout the year to put on this Winter event. Includes silent auction, games, food and student Fine Arts performances.

Food Drive (1-2) – Coordinate Cypress Grove's portion of the City-Wide PTO Food Drive in April/May. The Food Drive is our way of giving back to the community by raising funds and collecting cans for the Brazos Valley Food Bank.

Snack Attack (1) – Organize and manage monthly snack attacks whereby the PTO sells snacks after school to students.

Spirit Night (1) – Organize monthly Spirit Nights whereby a business donates back a portion of its proceeds to the PTO.

Box Tops (1) – Organize Box Tops collections and contests throughout the year. Count and submit Box Tops.

Spring Fling Coordinator (1) – Coordinate the end-of-the-year dance for 6th Graders. This casual dance takes place immediately after school on a Friday in May and includes a live DJ, snacks, drinks, and prizes.

Yearbook Liaison (1) – Coordinate the annual yearbook, market the yearbook and use pictures taken at events and submitted by others.

Book Fair (1) – Coordinate and run Cypress Grove's book fairs in the Fall and Spring with Mrs. Kunz, the School's Librarian.

Grants (1) – Help administrators and teachers find and submit grants, including Education Foundation grants. Assist with the Cypress Grove Teacher Grant process.

Cats Helping Cats (1) – Work with the School Counselor to help all Cats have tools necessary to be successful in school. Responsibilities include soliciting and organizing donations from the school family for holiday giving, etc.