



PTO President The Role and What You Need to Know

The Parent Teacher Organization at Foothills Montessori School is a volunteer organization comprised of members of the FMS Family including parents, guardians, teachers and administration, all of whom are committed to promoting activities that enhance the joy and well-being of FMS children in ways that enrich their education and social experience. The PTO Board is generally comprised of nine (9) or more voting members who oversee and uphold the goals, policies, and procedures of the organization.

The role of President is to act as a positive voice and overall representative for the PTO to all FMS families and encourage event participation among the community through example. The President provides positive oversight and guidance to the PTO Board, Chairpersons, Volunteers, and toward all PTO sponsored events.

As the leader of the PTO, the President role includes acting within the PTO mission statement and policy and procedure guidelines as follows:

- leading meetings
- meeting and calendar scheduling
- budget control and fiscal compliance
- efficient scheduling and communication with board members and event chairpersons
- ensuring that all PTO-lead social events are executed within the goals and mission statement of the PTO
- coordinate closely with school administration to operate within school calendar and procedures
- facilitate the transfer of duties from outgoing to ingoing PTO boards
- cosigner on the PTO bank account

Required In Person Event Participation Approximately 35-45 Hours:

1. **PTO Meetings**- Attend 10 board meetings and 2 PTO general meetings.
Commitment: 12 Hours
2. **Welcome Back Night**- Welcome families back to campus, hand out PTO informational materials, sign up committee members, hand out popsicles.
Commitment: 2-3 Hours
3. **Scholastic Book Fair**- Set up OR take down event AND 1 book fair shift.
Commitment: 2-3 Hours
4. **Family Movie Night**- Set up OR take down event AND light help with food sale or art project during event.
Commitment: 2-3 Hours
5. **Fall Festival**- Secure 1-2 silent auction items for fundraising effort. Set up OR take down event AND help with check in and event station management during event.
Commitment: 5-10 Hours
6. **Winter Creativity Fair**- Set up OR take down event AND light help with event management or art projects during event.
Commitment: 2-3 Hours
7. **Teacher Appreciation Week**- Set up OR take down décor the Saturday before event or after event concludes.
Commitment: 3-4 Hours
8. **Family Fun Run**- Set up OR take down event OR help with light help with event check in and management.
Commitment: 1-2 Hours
9. **Family Dance**- Set up OR take down event OR light help with event check in and management.
Commitment: 1-2 Hours
10. **Fun Fridays**- Attend 2 of the 4 Fun Fridays. Set up lawn games, hand out snacks.
Commitment: 4 Hours

Everyone helping a little gets a lot done! Let's do this!



PTO Vice President The Role and What You Need to Know

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The role of Vice President is to act as a positive voice and overall representative for the PTO to all FMS families and encourage event participation among the community through example. The Vice President provides assistance to the President to provide positive oversight and guidance to the PTO Board, Chairpersons, Volunteers, and toward all PTO sponsored events.

As a leader of the PTO, the Vice President's role includes acting within the PTO mission statement and policy and procedure guidelines as follows:

- representing the President in his/her absence
- assisting in leading meetings
- meeting and calendar scheduling, budget control and fiscal compliance
- efficient scheduling and communication with board members and event chairpersons
- ensuring that all PTO-lead social events are executed within the goals and mission statement of the PTO
- coordinate closely with school administration to operate within school calendar and procedures
- facilitate the transfer of duties from outgoing to ingoing PTO boards
- cosigner on the PTO bank account

Required In Person Event Participation Approximately 35-45 Hours:

1. **PTO Meetings**- Attend 10 board meetings and 2 PTO general meetings.
Commitment: 12 Hours
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Commitment: 2-3 Hours
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Commitment: 2-3 Hours
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Commitment: 3-4 Hours
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Commitment: 1-2 Hours
9. **Family Dance**- Set up OR take down event OR light help with event check in and management.
Commitment: 1-2 Hours
10. **Fun Fridays**- Attend 2 of the 4 Fun Fridays. Set up lawn games, hand out snacks.
Commitment: 4 Hours

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PTO Treasurer

The Role and What You Need to Know

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The Treasurer's role is to act as a positive voice and overall representative for the PTO to all FMS families and encourage event participation among the community through example. As a leader of the PTO, the Treasurer is responsible for collecting and tracking all PTO Board funds. The Treasurer reports financial standing to the board monthly and provides assistance toward all PTO sponsored events.

The Treasurer role includes acting within the PTO mission statement and policy and procedure guidelines as follows:

- track, record, & reconcile budgets in accounting software and spreadsheet format for:
 - PTO checking and savings accounts – updated monthly
 - overall PTO budget status, listed by event, and date – updated monthly
 - PTO profit distribution – updated twice annually
 - Falcon's Nest financials – updated every two months
 - PTO board members volunteer hours monthly
- event management
 - distribute budget expenditure template, reimbursable template, & in-kind donation template to chairperson and guide them on how to use forms
 - track and record revenue per sales category (i.e. ticket, raffle, baked goods, silent auction, etc.)
 - manage safe and efficient money flow during any PTO sponsored event
 - track in-kind donations
 - earmark funds raised for a specific campaign
 - track each event budget
- manage merchant services accounts to transfer funds into PTO checking account after event
- pay invoices and vendors
- manage reimbursables to volunteers ensuring receipts are received with completed reimbursable template
- manage safe and efficient petty cash flow (generally have \$200 in office safe throughout school year at all times)
- ensure merchant services card readers are usable prior to events
- prepare budget for the next fiscal year with help of the PTO president
- work with accountant to file appropriate tax forms and send out thank you letters for donations at the end of the fiscal year
- cosigner on the PTO bank account

Required In Person Event Participation Approximately 35-45 Hours:

1. **PTO Meetings**- Attend 10 board meetings and 2 PTO general meetings
Commitment: 12 Hours
2. **Welcome Back Night**- Welcome families back to campus, hand out PTO informational materials, sign up committee members, hand out popsicles.
Commitment: 2-3 Hours
3. **Scholastic Book Fair**- Set up OR take down event AND 1 book fair shift.
Commitment: 2-3 Hours
4. **Family Movie Night**- Set up OR take down event AND light help with food sale or art project during event.
Commitment: 2-3 Hours
5. **Fall Festival**- Secure 1-2 silent auction items for fundraising effort. Set up OR take down event AND help with check in and event station management during event.
Commitment: 5-10 Hours
6. **Winter Creativity Fair**- Set up OR take down event AND light help with event management or art projects during event.
Commitment: 2-3 Hours
7. **Teacher Appreciation Week**- Set up OR take down décor the Saturday before event or after event concludes.
Commitment: 3-4 Hours
8. **Family Fun Run**- Set up OR take down event OR help with light help with event check in and management.



PTO Treasurer

The Role and What You Need to Know

Commitment: 1-2 Hours

9. **Family Dance**- Set up OR take down event OR light help with event check in and management.

Commitment: 1-2 Hours

10. **Fun Fridays**- Attend 2 of the 4 Fun Fridays. Set up lawn games, hand out snacks.

Commitment: 4 Hours

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PTO Secretary Representative The Role and What You Need to Know

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The role of Secretary is to act as a positive voice and overall representative for the PTO to all FMS families and encourage event participation among the community through example. The Secretary provides leadership through communication efforts both internal and community-wide, and provides assistance toward all PTO sponsored events.

The Secretary's role includes acting within the PTO mission statement and policy and procedure guidelines as follows:

- record board meeting minutes
- maintain PTO digital database with meeting minutes and other PTO event-related records
- creation and distribution of PTO monthly newsletter, The Loop
- create social media posts via PTO Facebook page
- update PTO website at the beginning of the school year and as Falcon's Nest merchandise rotates

Required In Person Event Participation Approximately 35-45 Hours:

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Commitment: 12 Hours
2. **Welcome Back Night**- Welcome families back to campus, hand out PTO informational materials, sign up committee members, hand out popsicles.
Commitment: 2-3 Hours
3. **Scholastic Book Fair**- Set up OR take down event AND 1 book fair shift.
Commitment: 2-3 Hours
4. **Family Movie Night**- Set up OR take down event AND light help with food sale or art project during event.
Commitment: 2-3 Hours
5. **Fall Festival**- Secure 1-2 silent auction items for fundraising effort. Set up OR take down event AND help with check in and event station management during event.
Commitment: 5-10 Hours
6. **Winter Creativity Fair**- Set up OR take down event AND light help with event management or art projects during event.
Commitment: 2-3 Hours
7. **Teacher Appreciation Week**- Set up OR take down décor the Saturday before event or after event concludes.
Commitment: 3-4 Hours
8. **Family Fun Run**- Set up OR take down event OR help with light help with event check in and management.
Commitment: 1-2 Hours
9. **Family Dance**- Set up OR take down event OR light help with event check in and management.
Commitment: 1-2 Hours
10. **Fun Fridays**- Attend 2 of the 4 Fun Fridays. Set up lawn games, hand out snacks.
Commitment: 4 Hours

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Primary Classroom Representative The Role and What You Need to Know

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The Primary Classroom Representative role is to act as a positive voice and overall representative for the PTO to all FMS families and encourage event participation among the community through example. As a voting member of the PTO, the Primary Representative is responsible for representing the interests of the primary classrooms to the PTO, and ensuring efficient communication of PTO initiatives to all primary families.

The Primary Representative's role includes acting within the PTO mission statement and policy and procedure guidelines as follows:

- maintain close, efficient communication with all primary room parents
- maintain email and phone contact information of all primary families
- help primary room parents manage efficient communication with all primary families
- manage the primary classroom-sponsored teacher luncheons
- promote all PTO social events, fundraising efforts, and volunteerism among primary families
- encourage primary family involvement and community building

Required In Person Event Participation Approximately 35-45 Hours:

1. **PTO Meetings**- Attend 10 board meetings and 2 PTO general meetings.
Commitment: 12 Hours
2. **Welcome Back Night**- Welcome families back to campus, hand out PTO informational materials, sign up committee members, hand out popsicles.
Commitment: 2-3 Hours
3. **Scholastic Book Fair**- Set up OR take down event AND 1 book fair shift.
Commitment: 2-3 Hours
4. **Family Movie Night**- Set up OR take down event AND light help with food sale or art project during event.
Commitment: 2-3 Hours
5. **Fall Festival**- Secure 1-2 silent auction items for fundraising effort. Set up OR take down event AND help with check in and event station management during event.
Commitment: 5-10 Hours
6. **Winter Creativity Fair**- Set up OR take down event AND light help with event management or art projects during event.
Commitment: 2-3 Hours
7. **Teacher Appreciation Week**- Set up OR take down décor the Saturday before event or after event concludes.
Commitment: 3-4 Hours
8. **Family Fun Run**- Set up OR take down event OR help with light help with event check in and management.
Commitment: 1-2 Hours
9. **Family Dance**- Set up OR take down event OR light help with event check in and management.
Commitment: 1-2 Hours
10. **Fun Fridays**- Attend 2 of the 4 Fun Fridays. Set up lawn games, hand out snacks.
Commitment: 4 Hours

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Lower Elementary Classroom Representative The Role and What You Need to Know

The Parent Teacher Organization at Foothills Montessori School is a volunteer organization comprised of members of the FMS Family including parents, guardians, teachers and administration, all of whom are committed to promoting activities that enhance the joy and well-being of FMS children in ways that enrich their education and social experience. The PTO Board is generally comprised of nine (9) or more voting members who oversee and uphold the goals, policies, and procedures of the organization.

The Lower Elementary Classroom Representative role is to act as a positive voice and overall representative for the PTO to all FMS families and encourage event participation among the community through example. As a voting member of the PTO, the Lower Elementary Representative is responsible for representing the interests of the lower elementary classrooms to the PTO, and ensuring efficient communication of PTO initiatives to all lower elementary families.

The Lower Elementary Representative's role includes acting within the PTO mission statement and policy and procedure guidelines as follows:

- maintain close, efficient communication with all lower elementary room parents
- maintain email and phone contact information of all lower elementary families
- help lower elementary room parents manage efficient communication with all lower elementary families
- manage the lower elementary classroom-sponsored teacher luncheons
- promote all PTO social events, fundraising efforts, and volunteerism among lower elementary families
- encourage lower family involvement and community building

Required In Person Event Participation Approximately 35-45 Hours:

1. **PTO Meetings-** Attend 10 board meetings and 2 PTO general meetings.
Commitment: 12 Hours
2. **Welcome Back Night-** Welcome families back to campus, hand out PTO informational materials, sign up committee members, hand out popsicles.
Commitment: 2-3 Hours
3. **Scholastic Book Fair-** Set up OR take down event AND 1 book fair shift.
Commitment: 2-3 Hours
4. **Family Movie Night-** Set up OR take down event AND light help with food sale or art project during event.
Commitment: 2-3 Hours
5. **Fall Festival-** Secure 1-2 silent auction items for fundraising effort. Set up OR take down event AND help with check in and event station management during event.
Commitment: 5-10 Hours
6. **Winter Creativity Fair-** Set up OR take down event AND light help with event management or art projects during event.
Commitment: 2-3 Hours
7. **Teacher Appreciation Week-** Set up OR take down décor the Saturday before event or after event concludes.
Commitment: 3-4 Hours
8. **Family Fun Run-** Set up OR take down event OR help with light help with event check in and management.
Commitment: 1-2 Hours
9. **Family Dance-** Set up OR take down event OR light help with event check in and management.
Commitment: 1-2 Hours
10. **Fun Fridays-** Attend 2 of the 4 Fun Fridays. Set up lawn games, hand out snacks.
Commitment: 4 Hours

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Upper Elementary Classroom Representative The Role and What You Need to Know

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The Upper Elementary Classroom Representative role is to act as a positive voice and overall representative for the PTO to all FMS families and encourage event participation among the community through example. As a voting member of the PTO, the Upper Elementary Representative is responsible for representing the interests of the upper elementary classrooms to the PTO, and ensuring efficient communication of PTO initiatives to all upper elementary families.

The Upper Elementary Representative's role includes acting within the PTO mission statement and policy and procedure guidelines as follows:

- maintain close, efficient communication with all upper elementary room parents
- maintain email and phone contact information of all upper elementary families
- help upper elementary room parents manage efficient communication with all upper elementary families
- manage the upper elementary classroom-sponsored teacher luncheons
- promote all PTO social events, fundraising efforts, and volunteerism among upper elementary families
- encourage upper family involvement and community building

Required In Person Event Participation Approximately 35-45 Hours:

1. **PTO Meetings**- Attend 10 board meetings and 2 PTO general meetings.
Commitment: 12 Hours
2. **Welcome Back Night**- Welcome families back to campus, hand out PTO informational materials, sign up committee members, hand out popsicles.
Commitment: 2-3 Hours
3. **Scholastic Book Fair**- Set up OR take down event AND 1 book fair shift.
Commitment: 2-3 Hours
4. **Family Movie Night**- Set up OR take down event AND light help with food sale or art project during event.
Commitment: 2-3 Hours
5. **Fall Festival**- Secure 1-2 silent auction items for fundraising effort. Set up OR take down event AND help with check in and event station management during event.
Commitment: 5-10 Hours
6. **Winter Creativity Fair**- Set up OR take down event AND light help with event management or art projects during event.
Commitment: 2-3 Hours
7. **Teacher Appreciation Week**- Set up OR take down décor the Saturday before event or after event concludes.
Commitment: 3-4 Hours
8. **Family Fun Run**- Set up OR take down event OR help with light help with event check in and management.
Commitment: 1-2 Hours
9. **Family Dance**- Set up OR take down event OR light help with event check in and management.
Commitment: 1-2 Hours
10. **Fun Fridays**- Attend 2 of the 4 Fun Fridays. Set up lawn games, hand out snacks.
Commitment: 4 Hours

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Middle School Classroom Representative The Role and What You Need to Know

The Parent Teacher Organization at Foothills Montessori School is a volunteer organization comprised of members of the FMS Family including parents, guardians, teachers and administration, all of whom are committed to promoting activities that enhance the joy and well-being of FMS children in ways that enrich their education and social experience. The PTO Board is generally comprised of nine (9) or more voting members who oversee and uphold the goals, policies, and procedures of the organization.

The Middle School Classroom Representative role is to act as a positive voice and overall representative for the PTO to all FMS families and encourage event participation among the community through example. As a voting member of the PTO, the Middle School Representative is responsible for representing the interests of the middle school classrooms to the PTO, and ensuring efficient communication of PTO initiatives to all middle school families.

The Middle School Representative's role includes acting within the PTO mission statement and policy and procedure guidelines as follows:

- maintain close, efficient communication with all middle school room parents
- maintain email and phone contact information of all middle school families
- help middle school room parents manage efficient communication with all middle school families
- manage the middle school classroom-sponsored teacher luncheons
- promote all PTO social events, fundraising efforts, and volunteerism among middle school families
- encourage middle school family involvement and community building

Required In Person Event Participation Approximately 35-45 Hours:

1. **PTO Meetings**- Attend 10 board meetings and 2 PTO general meetings.
Commitment: 12 Hours
2. **Welcome Back Night**- Welcome families back to campus, hand out PTO informational materials, sign up committee members, hand out popsicles.
Commitment: 2-3 Hours
3. **Scholastic Book Fair**- Set up OR take down event AND 1 book fair shift.
Commitment: 2-3 Hours
4. **Family Movie Night**- Set up OR take down event AND light help with food sale or art project during event.
Commitment: 2-3 Hours
5. **Fall Festival**- Secure 1-2 silent auction items for fundraising effort. Set up OR take down event AND help with check in and event station management during event.
Commitment: 5-10 Hours
6. **Winter Creativity Fair**- Set up OR take down event AND light help with event management or art projects during event.
Commitment: 2-3 Hours
7. **Teacher Appreciation Week**- Set up OR take down décor the Saturday before event or after event concludes.
Commitment: 3-4 Hours
8. **Family Fun Run**- Set up OR take down event OR help with light help with event check in and management.
Commitment: 1-2 Hours
9. **Family Dance**- Set up OR take down event OR light help with event check in and management.
Commitment: 1-2 Hours
10. **Fun Fridays**- Attend 2 of the 4 Fun Fridays. Set up lawn games, hand out snacks.
Commitment: 4 Hours

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PTO Member At Large The Role and What You Need to Know

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The role of Member At Large is to act as a positive voice and overall representative for the PTO to all FMS families and encourage event participation among the community through example. The Member At Large aids as needed to both the PTO Board, Chairpersons, Volunteers, and toward all PTO sponsored events.

As a leader of the PTO, the Member At Large role includes acting within the PTO mission statement and policy and procedure guidelines as follows:

- provide assistance as needed to both the board, committees, and FMS families as it relates to PTO matters
- promote all PTO social events, fundraising efforts, and volunteerism among all families
- encourage involvement and community building with FMS community

Required In Person Event Participation Approximately 35-45 Hours:

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Commitment: 12 Hours
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Commitment: 2-3 Hours
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Commitment: 2-3 Hours
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Commitment: 5-10 Hours
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Commitment: 2-3 Hours
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Commitment: 3-4 Hours
8. **Family Fun Run**- Set up OR take down event OR help with light help with event check in and management.
Commitment: 1-2 Hours
9. **Family Dance**- Set up OR take down event OR light help with event check in and management.
Commitment: 1-2 Hours
10. **Fun Fridays**- Attend 2 of the 4 Fun Fridays. Set up lawn games, hand out snacks.
Commitment: 4 Hours

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