



Dear Hammond families and teachers,

Do you have a love for seeing our school continue to be successful? **We Need You!!** We are currently collecting names for the **2020-2021 PTA Board**.

If you are interested in any of the PTA Board positions, please fill out the attached form and return it via e-mail to Angela Aran at anelasweet@yahoo.com **no later than Tuesday, July 21, 2020**. You can be nominated by someone or nominate yourself. The only requirement is that you must be a current Hammond PTA card member no later than Monday, July 20th, 2020, in order to be eligible.

Completing the form does not commit you to any position or guarantee you a position on the PTA Board. The 2020/2021 Nomination Committee, which was voted in at the March PTA meeting, will collect the forms and select the most qualified person for each position. They will then contact those individuals to confirm that they will accept the position for a minimum of 1 year. Candidates will then be voted in at the August General PTA meeting. Date and time for the General PTA meeting is yet to be determined. The PTA plays a critical part in providing the students, staff, and school with many programs, technical needs, events, and supplies, that otherwise may not be provided. We hope you will consider being a part of this vital team that makes a difference.

Your 2020/2021 Nominee Committee:

Angela Aran

Lori Abbas

Stephanie Haeussner

Nomination forms can also be found on the Hammond website:

www.hammond.mysdhc.org, under the PTA tab.

If you have any questions, please feel free to contact me.

For all the Children,

Maurine Wheeler

PTA President, Hammond Elementary

Smwheeler318@gmail.com

PTA Board Nomination Form 2020-2021

Name of nominee: _____

Phone#: _____

Email address: _____

Are they currently a PTA card member? YES _____ NO _____

Has this person held this position(s) at this school or another?

YES (# of Years _____) NO _____

Position(s) nominating for: IF more than one, number positions by preference 1 to 3 (max 3)

Executive Board Members: Required to attend monthly Board meetings and head a committee(s)

**To be voted on at the August General Meeting

_____ PTA President _____ VP #4 Aid to the President (Membership)

_____ VP #1 Aid to President (Ways and Means) _____ Recording Secretary

_____ VP #2 Aid to the President (Programs) _____ Communications Specialist

_____ VP #3 Aid to the President (Volunteers)

_____ Treasurer (Financial background preferred)

List reason/ experiences for nominating this person for the position(s)

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under the PTA tab.

Name of person nominating this person (if applicable):

Contact information: Phone#: _____

Email address: _____



PTA Board Position Descriptions 2020-2021

EXECUTIVE BOARD POSITIONS: Required attendance at monthly board meetings. Duties and responsibilities include but are not limited to.

PTA President: Hammond PTA President serves as the presiding officer of the local PTA Board, and presides over all executive and general PTA meetings. Serves as Liaison between Board Members, Committee Chairs, and Administration. Responsible for review and approval of PTA communication. Work closely with the school Principle and PTA Treasurer. Is an authorized representative to sign contracts and legally binding documents.

VP #1- Aid to the President (Ways and Means): Vice-President of Ways and Means serves as aide to the President and the Ways and Means standing committee(s). This job ensures, through quarterly fundraising events that the PTA raises sufficient funds to meet its annual financial objectives.

VP #2- Aid to the President (Programs): Vice-President of Programs serves as aide to the President and the Programs standing committee(s). This job ensures that the PTA provides Hammond students with meaningful programs that raise the awareness and promote change on important topics.

VP #3 Aid to the President (Volunteers): The Vice President of Volunteers serves as aide to the President and standing committee(s). Promotes, schedules and communicates all the volunteer needs for PTA: programs, fundraisers, and school events.

VP #4 Aid to the President (Membership): The Vice President of Membership serves as aide to President and standing committee(s). Builds an informed and participating membership by enrolling parents, teachers, and interested citizens. Assures that membership lists and dues are collected.

Recording Secretary: The recording secretary is responsible for taking accurate, detailed records of what was said during all PTA meetings. Recorded minutes will be considered legal record of the Hammond PTA Board.

Communications Specialist: The Corresponding Secretary acts as group secretary for the Executive Board members when written correspondence is needed specifically when working with business partners, vendors and teachers. Responsible for the newsletter, Facebook page, and Constant Contact.

Treasurer: The treasurer is responsible for preparing the yearly budget, maintaining financial records, reporting on financial status, maintain and update budget spreadsheets monthly and ensure the yearly audits are performed.

PTA Committee Nomination Form 2020–2021

General Standing Committees: Heads committee but does not attend monthly Board meetings

(Excellent for working parents-minimum time required at school) **Will be voted on by newly elected executive board in September 2020.

- | | |
|--|---|
| _____ Homeroom Parent Coordinator | _____ Hospitality Coordinator |
| _____ Family Fun Night Coordinator | _____ 5 th Grade Coordinator |
| _____ All Pro Dad Coordinator | _____ Teacher Appreciation Coordinator |
| _____ Yearbook Coordinator | _____ Media Center Coordinator |
| _____ Reflections Coordinator | _____ Box Tops Coordinator |
| _____ Sweetheart Dance Coordinator | _____ Business Sponsors Coordinator |
| _____ Legislation / Advocacy | |
| _____ Afterschool Enrichment Development Coordinator | |

List reason/ experiences for nominating this person for the position(s)

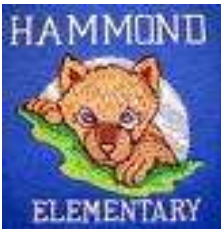
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under the PTA tab.

Name of person nominating this person (if applicable):

Contact information: Phone#: _____

Email address: _____

PTA Committee Descriptions 2020-2021



GENERAL STANDING COMMITTEES: Excellent position for working parents that can't volunteer at school regularly. ****Will be voted on by the newly elected executive board in September 2020.**

5th Grade Coordinator: Coordinate all 5th grade end of year celebration activities- fundraising, meetings, banquet, any off-site celebrations.

Family Fun Night Coordinator: Responsible for contacting local food and activity establishments to set up a fund-raising event at their location. Responsible for organizing and advertising PTA Fun Nights. Communicate it via flier, signing, and through the VP Communications Specialist to parents.

Homeroom Parent Coordinator: Liaison between PTA and parents. Sends all approved PTA emails to Homeroom parents for distribution to general population. Assists Homeroom parents with communication as necessary.

Hospitality Coordinator: Coordinates getting food donations, purchasing, delivering, and setting up food, and clean-up for several school events through-out the year.

Box Tops Coordinator: Send fliers to parents via HRM emails, send fliers home to parents via the students, in charge of any box top contests within the school and coordinate with the Box Top corporate offices.

Teacher Appreciation Coordinator: Communicate to parents via flier appreciation week specifics for each day, set up, organize and purchase items for teachers, staff and bus drivers during the assigned time and deliver them as needed.

All Pro Dad Coordinator: Coordinate, set up and deliver ALL Pro Dad Program and All Pro Dad events.

Yearbook Coordinator: Collect pictures, communicate ordering procedures and create the Hammond yearbook with help from an editing committee. Work with approved and authorized vendor to establish website, and commission information.

Media Center Coordinator: Works closely with the Media Center Specialist. Schedule volunteers for the Media center, create a volunteer schedule & send request for volunteers when needed via email and schedule volunteers and help with set up and tear down of book fair(s) as needed.

Reflections/ PTA Awards Coordinator: Work with the VP of Programs to advertise Reflections Art Contest, collect art, arrange judging and host celebration dinner. Prepare winning art for transport to and from Hillsborough County PTA. Inform parents of county and state celebrations and communicate with county and state PTA as necessary. Prepare County, State and National PTA award requests as well as any other available award requests.

Sweetheart Dance Coordinator: Work with the VP of Ways and Means to Plan and implement the annual Sweetheart Dance. Including but not limited to ticket sales, obtaining auction items, food vendor(s), entertainment, decorations, venue, security, and volunteers.

Business Sponsors Coordinator: Liaison between Hammond Elementary Business partners and Hammond Elementary PTA. Responsible for obtaining and maintaining business partnerships throughout the school year. Including but not limited to: Finalizing partnership contracts with the PTA President and VP of Ways and Means, printing and hanging of banners and/or any agreed upon service as described in the business partner contract with Hammond Elementary PTA.

Afterschool Enrichment Development Coordinator: Develop and implement the After-School Enrichment Program for the upcoming school year. Will coordinate with outside vendors, teachers and administration to solidify the upcoming programs/times offered. Automate the sign-up process and organize volunteers to run the program. * New Committee

Legislation / Advocacy Coordinator: Advocacy is the root of all elements that contribute to an excellent education for our students. Efforts are focused on keeping families informed on issues that affect our children's academic experience at Hammond Elementary.