

# HOLMDEL HIGH SCHOOL PARENT TEACHER STUDENT ORGANIZATION

March 2017

Dear Holmdel High School Families,

The Holmdel High School Parent Teacher Student Organization is planning for the 2017-2018 school year and we are looking for parent volunteers for our Executive and Appointed boards.

We fundraise for various educational enhancements and events for the students, faculty and staff of Holmdel High School such as:

- Teacher Appreciation in the Fall and Spring
- “Demystifying College” Night
- Senior Award Scholarships
- Free “Grab and Go” Snacks During Exams
- Project Graduation

Our fundraising has also afforded us the opportunity to fund things such as:

- Lower Commons Lounge
- Charging Stations
- Library Seating
- Holmdel Event Tent and Feather Flags
- New Podium and Portable Sound System
- A Second Microwave for Students

Being part of the PTSO is the perfect way to stay involved and connected while your students are at Holmdel High School. If you are interested in an elected position, please fill the form below and send it to the PTSO Nominating Committee, c/o Holmdel HS, 36 Crawfords Corner Rd, Holmdel NJ 07733, drop it off at the HS main office, or bring it to the next meeting.

If you are interested in an appointed position, please send an email to [PTSOcopresidents@gmail.com](mailto:PTSOcopresidents@gmail.com).

*The positions and the responsibilities of each position are listed below this form.*

There are also many opportunities to get involved without committing to a board position. We look forward to hearing back from you and to the 2017-2018 school year.

Thank You!  
Holmdel High School PTSO

**HOLMDEL HIGH SCHOOL PTSO 2017-2018 NOMINATION FORM**

NAME \_\_\_\_\_

CHILD'S NAME(S) AND GRADE(S) NEXT YEAR \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

Phone # \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

***ELECTED EXECUTIVE OFFICERS***

*(Please check position(s) of interest)*

- \_\_\_ PRESIDENT
- \_\_\_ 1<sup>ST</sup> VICE PRESIDENT / MEMBERSHIP
- \_\_\_ 2<sup>ND</sup> VICE PRESIDENT / FUNDRAISING (2)
- \_\_\_ RECORDING SECRETARY
- \_\_\_ CORRESPONDING SECRETARY
- \_\_\_ TREASURER

***APPOINTED BOARD***

*(Please check position(s) of interest)*

I WISH TO REMAIN IN MY CURRENT BOARD POSITION: YES \_\_\_\_\_ NO \_\_\_\_\_

Positions for which you would like to be considered, in order of preference:

FIRST CHOICE: \_\_\_\_\_

SECOND CHOICE: \_\_\_\_\_

THIRD CHOICE: \_\_\_\_\_

# PTSO Board Positions

## EXECUTIVE COMMITTEE:

**PRESIDENT** - Oversees and coordinates all board committees. Acts as a liaison with the administration, and represents Holmdel High School at the Superintendent's and Food Service meetings. Prepares agendas and runs monthly meetings. Prepares PTSO update emails for HS.

**1<sup>st</sup> VICE PRESIDENT/MEMBERSHIP** – Assists and supports the president. Solicits parents and faculty to join the PTSO, collects dues and keeps records of PTSO membership. Plans end of the year breakfast for PTSO board.

**2<sup>nd</sup> VICE PRESIDENTS/FUNDRAISING** – Coordinates and oversees all fundraising events for the school year. This includes Write-A-Check and any other fundraising events.

**RECORDING SECRETARY** – Records minutes of monthly meetings, types minutes and reports them at the following meeting.

**CORRESPONDING SECRETARY** – Responsible for all communication to and from the group.

**TREASURER** – Reports at the monthly meetings the current balance and all the monies disbursed and deposited. Writes checks, makes deposits, balances checkbook, and keeps ledger. Must be available for major fundraisers and gifting committee.

## APPOINTED COMMITTEES:

**ARISE LIAISON:** Attend and/or obtain summary of meetings and report pertinent information to the PTSO.

**BAKE SALES:** Responsible for soliciting bakers and organizing monthly cupcake sales.

**BOE LIAISON:** Attend Board of Education meetings and report pertinent information to PTSO.

**BOOSTER CLUB:** Attend and/or obtain summary of Booster Club meetings and report pertinent information to the PTSO.

**CLASS LIAISONS 9TH, 10TH, 11TH AND 12TH** (4 positions, one from each class) Contacts class advisor and communicates class fundraising and other activities to PTSO. Assists class advisor where necessary.

**DRUG AND ALCOHOL ALLIANCE LIAISON:** Attend and/or obtain summary of meetings and report pertinent information to the PTSO.

**FACEBOOK:** Responsible for posting notices and items of interest about PTSO events on Facebook.

**TEACHER APPRECIATION:** Responsible for planning Fall Teacher's Tea and Spring Teacher Appreciation Luncheon.

**HOSPITALITY:** Coordinating refreshments for PTSO meetings.

**HOLMDEL CREATIVE ARTS ASSOC. (HCAA) LIAISON:** Attend and/or obtain summary of meetings and report information to the PTSO.

**HOLMDEL FOUNDATION FOR EDUCATIONAL EXCELLENCE (HFEE) LIAISON:** Attend and/or obtain summary of meetings and report pertinent information to the PTSO.

**NEWCOMERS:** Obtains the lists and welcomes new students and families into the district.

**PROJECT GRADUATION:** Coordinates all activities revolving around project graduation including but not limited to monthly meetings with the students.

**STUDENT DIRECTORY:** Responsible for coordinating registration for the District Student Directory.

**WEBSITE:** Updates the PTSO website.

The PTSO is a non-commercial, non-sectarian, and non-partisan organization created to promote the general welfare of all students and to enhance communication between parents, staff and students. The PTSO is a non-profit 501(c)(3) corporation.