

HOLMDEL HIGH SCHOOL PARENT TEACHER STUDENT ORGANIZATION

March 2018

Dear Holmdel High School Families,

The Parent Teacher Student Organization (PTSO) is planning for the 2018-2019 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 gift the high school with items such as:

- Lower Commons Lounge
- Charging Stations
- Library Seating
- Holmdel Event Tent and Feather Flags
- New Podium and Portable Sound System
- Color Poster Printer

Being part of the PTSO is a fun and great way to stay involved, make some new friends or reacquaint with old ones, and be connected while your student(s) is at Holmdel High School.

If you are interested in an elected position or appointed position, please fill out the form and send it to the PTSO Nominating Committee, c/o Holmdel HS, 36 Crawfords Corner Rd, Holmdel NJ 07733 or drop it off at the HS main office. You can also email your interest to ptsohhs@gmail.com and a member of the nomination committee will be in touch.

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. Visit us at <https://www.holmdelparents.org/main/holmdel-high-school/> for volunteer opportunities and other important information.

Thank You!
Holmdel High School PTSO

HOLMDEL HIGH SCHOOL PTSO 2018-2019 NOMINATION FORM

NAME _____

CHILD'S NAME(S) AND GRADE(S) NEXT YEAR _____

Phone # _____

E-MAIL ADDRESS: _____

ELECTED EXECUTIVE OFFICERS

(Please check position(s) of interest)

- ___ PRESIDENT
- ___ 1ST VICE PRESIDENT / MEMBERSHIP
- ___ 2ND 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 HS administration and represents the PTSO at any district meetings as needed.
- Prepares agendas and presides over monthly meetings.
- Collaborates with Corresponding Secretary regarding all communication with the high school and community.

1st VICE PRESIDENT(s) -- MEMBERSHIP

- Assists and supports the president.
- Recruits volunteers to help solicit parents and faculty to join the PTSO, collects dues and keeps records of PTSO membership.
- Responsible for maintaining meeting attendance records.
- Coordinates the end of year breakfast for PTSO board and membership.

2nd VICE PRESIDENT(S) -- FUNDRAISING

- Collaborates with Project Graduation to ensure that the fundraising goals for Project Graduation are met for each year.
- Generates fundraising ideas and opportunities and presents to the Executive Board for final approval.
- Coordinates and oversees all other fundraising events for the school year.

RECORDING SECRETARY(s)

- Records minutes of monthly meetings, types minutes and reports them at the following meeting.
- Sends minutes to president prior to monthly meeting for public notice.

CORRESPONDING SECRETARY

- Responsible for all communication to and from the group.
- Works with President to distribute all communication to the HS community through the use of school messenger, Facebook and other other electronic communication.

TREASURER

- Reports at the monthly meetings the current balance and all the monies disbursed and deposited.
- Has authority to write checks, and must make all deposits, balance checkbook, and keeps ledger.
- Works with audit committee to ensure books are in order every year.
- Prepares federal tax forms as required by the IRS and submit by December 15 of each year. Renews the incorporation of the PTSO each year as required by the State of New Jersey and other licenses (if applicable).
- Responsible for renewing all gaming licenses and filing required reports to Holmdel Township and the state after raffles are held.

APPOINTED COMMITTEES:

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

BAKE SALES: Responsible for soliciting monthly donations and organizes, sets up and runs monthly bake sales.

BOE LIAISON: Attend Board of Education meetings and report pertinent information to 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. Helps in recruiting volunteers for various PTSO events.

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

HOLMDEL HIGH SCHOOL GO-TO-GUIDE: Responsible for updating the PTSO Go-To-Guide to make sure the information provided is correct. Add new and relevant information as needed.

HOSPITALITY: Coordinates and sets up refreshments for PTSO meetings and solicits donations for meetings.

PROJECT GRADUATION: Works with 2nd VP/Fundraising to coordinate all fundraising for PG night. Responsible for overseeing everything associated with Project Graduation. Such things include fundraising, meetings, venue, entertainment and food. Works closely with the PTSO Executive Board, HS and BOE.

TEACHER APPRECIATION: Responsible for planning Fall Teacher's Tea and Spring Teacher Appreciation Luncheon. Collaborates with Executive Board to solicit donations from the HHS community and local establishments to cover the associated costs of the events.