



## Bellevue Elementary PTCO Self-Nominating Form Executive Board and Committees – 2020-2021

Make an **IMPACT** at Bellevue by getting involved in our Parent Teacher Community Organization (PTCO). Please read the attached job descriptions and complete this form indicating how you want to engage in our community.

Contact Stephanie Geller ([sgeller8@comcast.net](mailto:sgeller8@comcast.net)) or  
Renee Cohen ([Renee@ReneeSellsColorado.com](mailto:Renee@ReneeSellsColorado.com)) with any questions

### Important Deadlines

**February 14** – Return this form to [sgeller8@comcast.net](mailto:sgeller8@comcast.net) or to the front desk at Bellevue  
**March 13** – Notifications will be sent to all individuals slated for positions

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## Personal Information

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
CELL PHONE

\_\_\_\_\_  
EMAIL

I will have Bellevue students in grades (2020-2021): K 1 2 3 4 5 (circle all that apply)

Please list any past Committee, Chair or Executive Board positions you have held (At Bellevue and/or in other organizations):

\_\_\_\_\_  
Please list any professional skills that you offer and are willing to share:

**See Reverse to select Executive Board, Board of Director and Committee Positions**

## Executive Board and Committees – 2020-2021

### Executive Board Positions\*

- President Elect/Co-Presidents Elect
- VP Fundraising
- VP Community
- Treasurer/Co-Treasurers Elect
- Director of Communications
- Recording Secretary

### Community Building

- Carnival Chair\*
  - Carnival Committee
- Hospitality Chair\*
  - Hospitality Committee
  - School Tours Committee
- Movie Nights Chair\*
  - Movie Nights Committee
- Pastries with Parents Chair\*
  - Pastries with Parents Committee
- Spirit Night Chair\*
- Spirit Wear Chair\*
- Special Person's Day Chair\*
  - Special Person's Day Committee
- Watch D.O.G.S. Chair\*

### Fundraising

- Auction Chair\*
  - Auction Committee
- Book Fair Chair\*
  - Book Fair Committee
- Box Tops Chair\*
- Corporate Sponsorship Chair\*
  - Corporate Sponsorship Committee
- Dine Out Nights Chair\*
- Every Dollar Counts Campaign Chair\*
  - Every Dollar Counts Campaign Committee
- Parent Socials Chair\*
  - Parent's Social Committee
- Retail Fundraising Chair\*
- School Store Chair\*
- School Supplies Chair\*
- Spellbound Chair\*
- Square One Art Chair\*

### Communications

- Campus Middle School Liaison
- Communications Chair\*
  - Social Media Manager
  - Website Manager
- Directory Chair\*
- District Accountability Representative
- Legislative Representative
- Parent Information Network (PIN) Representative
- Yearbook Chair\*

### Staff Appreciation and Support

- Field Day Liaison
- Friends of the Arts Liaison
- Media Center Liaison
- Room Parents Chair\*
- Scripts and Staff Gifts Chair\*
- Staff Appreciation Chair\*
  - Staff Appreciation Committee
- Vision and Hearing Screening Liaison

### Student Activities

- 5<sup>th</sup> Grade Continuation Chair\*
  - 5<sup>th</sup> Grade Continuation Committee
- After School Enrichment Coordinator
- Philanthropy Club Coordinator

\*This position is a member of the PTCO Board of Directors

**Please return this form the front office at Belleview by Friday, February 14th**

# Job Descriptions

## Executive Board and Committee Positions - 2020-2021

### Executive Board Positions:

- **Meet monthly (during the school day)**

**President Elect/Co-Presidents Elect** – This position is responsible for training under the President/Co-Presidents and will preside in their absence. In addition, the President Elect/Co-Presidents Elect plan the Meet Your Teachers event in August and a Board of Directors Social in May. This position is responsible for managing the Fall and/or Spring Funding process. In addition, this position is responsible for preparing the budget and creating the calendar for the upcoming school year. President Elect/Co-Presidents Elect will become President/Co-Presidents for the year following serving in this position, making this a minimum 2-year commitment with an optional 3<sup>rd</sup> year as Parliamentarians in an advisory role to the Executive Board. (See PTCO Bylaws for President/Co-Presidents Responsibilities)

**Vice President Fundraising** – This position is responsible for managing fundraising initiatives and events that fund the programs and grants provided by the PTCO. This position must work in partnership with appointed Chairs and serve as a member of the Every Dollar Counts Campaign and Auction Committees. In addition, the VP Fundraising assists with preparation of the budget for the upcoming school year and serves on the Cash Management Committee.

**Vice President Community** – This position is responsible for managing community building focused programs and events that help the PTCO serve the broader Belleview community. This position must work in partnership with appointed Chairs and serve as a member of the Carnival and Special Person's Day Committees. This position also serves as a member of the Belleview Accountability and Advisory Committee and attends the Belleview Diversity and District P.A.S.S. Committee Meetings. In addition, the VP Community assists with preparation of the budget for the upcoming school year.

**Recording Secretary** – This position is responsible for keeping a record of all Executive Board, Board of Directors and General PTCO meetings, and providing minutes to the general membership. In addition, the Recording Secretary is responsible for maintaining, reviewing, amending, tracking amendments and keeping the most current versions of the PTCO Bylaws.

**Director of Communications** – This position is responsible for all PTCO communication including eblasts and social media. With assistance from the Communications Chair, Social Media Manager and Website Manager, the Director of Communications compiles and distributes weekly email/e-blast communications from PTCO Chairs and Committees to Belleview families on upcoming events and important announcements. This position is also responsible for maintaining the parent email database and assisting the Directory Chair by providing required contact information. In addition, in the absence of the Recording Secretary, the Director of Communications takes and submits meeting minutes for any Executive Board, Board of Directors and General PTCO meetings.

**Treasurer Elect/Co-Treasurers Elect** – This position is responsible for training under the Treasurer/Co-Treasurers. This position serves on the Cash Management Committee and handles financial responsibilities on behalf of the PTCO including making deposits, writing checks and utilizing QuickBooks and other designated software to manage funds. The Treasurer Elect/Co-Treasurers Elect also reconcile the organization's accounts and records and assists with the preparation of tax statements and state filings. This position assists with making purchases and payments for all approved fall and/or spring funding items. The Treasurer Elect/Co-Treasurers Elect also assists with the preparation of the budget for the upcoming school year. This is a 2-year commitment. (See PTCO Bylaws for Treasurer/Co-Treasurers Responsibilities)

## **Board of Director Chair and Representative/Liaison Positions:**

### **Fundraising:**

**Auction** – This Chair and his/her Committee plan the largest spring fundraising event for the Belleview community. This Committee is responsible for finding the venue, determining a theme, and soliciting donations from businesses and coordinating both a silent and live auction.

**Book Fair** – This Chair is responsible for assisting the Media Center staff in managing the Scholastic Book Fair(s), which provide the main source of funding for Media Center staffing and resources.

**Box Tops** – This Chair is responsible for organizing the collection of box tops from all classes throughout the school year and submitting them to receive a donation back to the Belleview PTCO. This Chair also coordinates incentives for students and classrooms with the highest participation.

**Corporate Sponsorship Chair** – This Chair and his/her committee is responsible for soliciting Corporate Sponsorships to support Belleview PTCO events and programs. The Corporate Sponsorship Committee serves as a representative of the Belleview PTCO by developing relationships with local businesses to create ongoing corporate giving and sponsorships. Corporate Sponsors help fund the Directory, Website and other communication efforts in addition to events like Pastries with Parents, Carnival, Special Persons Day and Auction.

**Dine Out Nights** – This Chair is responsible for organizing and publicizing one (1) family dining opportunity per month (weeknight dinner or weekend breakfast) at local restaurants that provide a percentage of sales back to the Belleview PTCO.

**Every Dollar Counts Campaign** – This Chair and his/her Committee is responsible for coordinating the annual Fundraising Campaign, which is the largest annual fundraiser of the Belleview PTCO. This Committee coordinates communication, registration and ongoing events related to this primary school-wide fall fundraiser.

**Parent Socials** – This Chair and his/her Committee is responsible for planning Parent Social events that provide fundraising revenue for the Belleview PTCO in addition to serving as community-building events. This Committee coordinates a minimum of one social per semester (Brews and Blues, and Moms with Margaritas) and identifies new opportunities to offer social events with a fundraising component for parents in the Belleview Community. This includes identifying potential hosts or underwriters to make these events affordable and allows for more funds to come back to the Belleview PTCO.

**Retail Fundraising** – This Chair coordinates the communication to the Belleview community about retail fundraising opportunities including King Soopers and Amazon programs. In addition, this Chair identifies new opportunities for fundraising through online shopping or in-store shopping nights with a percentage of sales coming back to the Belleview PTCO.

**School Store** – This Chair manages the school store including ordering, inventory & staffing volunteers. The school store is open one (1) day per month during lunch and recess.

**School Supplies** – This Chair coordinates with an online school supply company that provides a percentage of sales back to the Belleview PTCO and then communicates to Belleview families in late spring the opportunity of ordering school supplies online. In addition, this Chair organizes the distribution of supplies if this is required by the company.

**Spellbound** – This Chair coordinates a school-wide spelling bee fundraiser in January.

**Square 1 Art** – This Chair coordinates with the art teacher to distribute forms to Belleview families where they can order their child's art projects in the form of gifts and household items, serving as the largest fundraiser for the Art Department. In addition, this Chair helps with distribution of the orders once they are received in late November.

## **Staff Appreciation and Support:**

**Field Day Liaison** – This Liaison assists the Physical Education teacher in running Belleview's Field Day, held on a Friday in May.

**Friends of the Arts Liaison** – This Liaison assists the art and music teachers with art and choir events including art shows in the fall and spring, choir events twice a year and class musicals throughout year.

**Media Center Liaison** – This Liaison works with our librarian to coordinate volunteers in the Media Center. (CAN BE DONE AT HOME)

**Room Parents** – This Chair recruits room parents for each class and provides information to the room parents regarding class parties, teacher gifts, etc. In addition, this Chair holds one organizational meeting in the fall.

**Scripts and Staff Gifts** – This Chair coordinates sales and manages the Scrips gift card program, which allows for families to donate to teachers and staff so that they can purchase gift cards from retailers of their choice twice during the school year. (CAN BE DONE AT HOME)

**Staff Appreciation** – This Chair and his/her committee organizes lunches for teachers and staff throughout the year using donations to purchase food from local restaurants. In addition, this Committee will coordinate snacks for the staff during conferences and assist in the planning of Teacher Appreciation Week in the spring.

**Vision & Hearing Screening** – This Liaison works with the school nurse to organize and manage vision & hearing screening tests in the fall and winter.

## **Community:**

**Carnival** – This Chair and his/her committee coordinates a fun family carnival event in the fall that includes carnival games, prizes, food, music and a Totally Terrific Teacher Time fundraiser. This Committee is responsible for organizing the games, ordering the prizes, identifying the vendors, recruiting volunteers and overall management of the event.

**Hospitality** – This Chair and his/her Committee serves as the Welcome Committee for all new Belleview students and families. This includes hosting a play date for Kindergarteners and their families before school begins in August as well as a Newcomer Coffee for all new parents. In addition, this Committee sends welcome emails to new families throughout the school year and provides school tours to interested and/or incoming parents one (1) time per month.

**Movie Nights** - This Chair and his/her Committee is responsible for planning two (2) community movie nights to include age appropriate movie options for K-5<sup>th</sup> graders (one (1) in the fall and one (1) in the spring). This Committee is also responsible for ordering and selling concessions at the event and recruiting volunteers to work the event.

**Pastries with Parents** – This Chair and his/her Committee is responsible for coordinating a fall community-building early morning breakfast before school for Parents and their Belleview students. This Committee works with the Corporate Sponsorship Committee to identify local food vendors that will donate breakfast items such as pastries, bagels and coffee.

**Spirit Night** – This Chair coordinates a family event at a Cherry Creek High School football game in the fall, including a dinner before the game. This event is a community-building event that is sponsored by the Belleview PTCO.

**Spirit Wear** – This Chair is responsible for selecting and managing the sales and ordering process for Belleview spirit wear including a sales table at the Teacher Meet and Greet, Back to School Nights and other fall events. The purpose of spirit wear is to generate school spirit among the students at Belleview. In addition, this chair is responsible for planning four (4) spirit days throughout the year where students are encouraged to show their Belleview spirit by wearing their spirit wear.

**Special Person's Day** – This Chair and his/her Committee is responsible for working with the President Elect/Co-Presidents Elect to plan Special Person's Day including the registration process, recruitment of volunteers, purchasing of desserts and beverages, setup and breakdown of the event, and coordinating activities focusing on Special People in our community. This Committee has an opportunity to bring new ideas and updates to Special Person's Day in 2020.

**Watch D.O.G.S.** – This Chair is responsible for promoting the program and coordinating volunteers to spend time at school.



## **Communications:**

**Campus Middle School Liaison** – This Liaison communicates important information from Campus Middle School to the Belleview general membership that is relevant to the Belleview community.

**Communications (Social Media and Website)** – This Chair will work with the Social Media Manager and Website Manager to manage communications coming from the PTCO including Facebook posts, website content and eblasts. (CAN BE DONE AT HOME)

**Directory** – This Chair compiles the school directory using the parent contact information provided by the Director of Communications. In addition, this Chair works closely with the Corporate Sponsorship Committee to create and place the ads for Corporate Sponsors in the directory. (CAN BE DONE AT HOME)

**District Accountability Representative** – This Representative attends monthly CCSD District Accountability meetings along with the VP Community and communicates important information to the Belleview general membership.

**Legislative Representative** – This Representative communicates information from the Cherry Creek Legislative Network and the District on legislative matters affecting Belleview and the overall school district. This position will be highly important in the upcoming year due to the pending Budget and Bond issues on the 2020 ballot.

**PIN Representative** – This Representative attends monthly PIN meetings held on the first Tuesday of each month during the school year and communicates information to the Belleview general membership.

**Yearbook** – This Chair oversees the creation of the school yearbook, collects pictures from room parents, manages orders in the fall and coordinates yearbook distribution in the spring. (CAN BE DONE AT HOME)

## **Student Activities:**

**5<sup>th</sup> Grade Continuation** – This Chair and his/her Committee coordinate, plan and execute fundraisers to support the 5<sup>th</sup> grade Ameritowne field trip in the spring, in addition to planning a year-end party and compiling a slide show for the 5<sup>th</sup> Grade Continuation Event.

**After School Enrichment Program Coordinator** – This Coordinator schedules after-school enrichment activities and classes by working with outside companies and coordinating their use of school facilities. (CAN BE DONE AT HOME)

**Philanthropy Club Coordinator** – This Coordinator works with Student Council to run the Philanthropy Club and to raise funds or collect items for needed donations.