

Although I am not interested in serving as a PTSA officer, I would like to be the Chairperson OR Co-Chairperson of the following committee(s), or serve as a committee member (Please mark the appropriate blank “C” for Chair, “Co” for Co- Chair, or “M” for Member:

Name: \_\_\_\_\_ Email/Phone #: \_\_\_\_\_

- \_\_\_ **Auditor** (Does summer and winter audit of financials for PTSA)
- \_\_\_ **Back to School Picnic** (Plan Back to School Event for families)
- \_\_\_ **Book Fair** (Coordinate Scholastic Book Sales two times a year)
- \_\_\_ **Bronco Fund/Corporate Sponsorship** (Solicit family donations & local business support)
- \_\_\_ **Bronco Beacon** (Quarterly newsletter – gather, layout, edit, print, distribute)
- \_\_\_ **Bronco Times** (collect articles for layout, edit, distribute weekly e-note using Constant Contact)
- \_\_\_ **Character Education Awards** (monthly event celebrating Bailey Brags and Character Ed)
- \_\_\_ **Grade Representative** (grade level bulletin board, ACE Awards, Holiday and EOY celebrations) Circle one: 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, Electives
- \_\_\_ **Grant Writing** (researching, writing, and applying for grants for our school)
- \_\_\_ **Honor Roll Celebrations** (plan and implement celebrations for A and A-B Honor Rolls)
- \_\_\_ **International Night** (Plan & implement International Night – work with Bailey staff)
- \_\_\_ **Lost and Found** (Work with student club on collecting, organizing, and donating monthly lost and found)
- \_\_\_ **Media Center** (Liaison with media staff and media volunteers)
- \_\_\_ **Parent University** (Work with Bailey and CMS on planning and implementing monthly classes for family education)
- \_\_\_ **Photographer** (Document school events – work with yearbook & communications)
- \_\_\_ **Proctor Coordinator** (Gathers and organizes all proctors for testing)
- \_\_\_ **8<sup>th</sup> Grade Promotion Celebration** (Plan, Organize, Implement end of year ceremony/celebration for 8<sup>th</sup>)
- \_\_\_ **Reflections** (Coordinate the Reflections contest in the fall)
- \_\_\_ **Restaurant Nights** (Coordinate and promote approximately one event per month)
- \_\_\_ **Run TOO Overcome** (Plan, Promote, Implement March Event)
- \_\_\_ **School Beautification** (Indoors – Bulletin Boards, seasonal décor)
- \_\_\_ **School Beautification** (Outdoors - Maintain school courtyards)
- \_\_\_ **School Rewards** (Box Tops, Campbell’s labels, Target, Harris Teeter, Food Lion and other store rewards)
- \_\_\_ **Social Media** (Manage PTSA Facebook and other accounts)
- \_\_\_ **Spirit Store** (Order merchandise and coordinate sales)
- \_\_\_ **Student PTSA Support** (Collaborating with club for student participation in PTSA events such as recruiting for feeder schools)
- \_\_\_ **Supply Packs** (Organize order forms and payment, distribute product)
- \_\_\_ **Take Your Family to School Week** (Plan and implement week long events involving families in February)
- \_\_\_ **Teacher/Staff Appreciation** (Plan and organize events for Teacher Appreciation Days, Week)
- \_\_\_ **Tutoring** (Organize volunteers for in-school tutoring needs)
- \_\_\_ **Volunteer Coordinator** (Recruit and communicate with volunteers about needs in PTSA/School)
- \_\_\_ **Website** (Manage PTSA Website)
- \_\_\_ **Welcome Desk** (Organize and staff the desk at the front office of the school, manage school tours)

Comments: \_\_\_\_\_

**A detailed list of each office/committee responsibilities is available at the BMS Front Office Desk or PTSA website [www.BaileyMiddleSchool.info](http://www.BaileyMiddleSchool.info)**

If you are interested in learning more about an officer position, a committee or the responsibilities of a chairperson, please contact one of these members of the nominating committee:

Stephanie Sparks, Nominating Committee Chair [Stephanie@SparksEmail.com](mailto:Stephanie@SparksEmail.com)

Melinda Becraft [mbecraft01@gmail.com](mailto:mbecraft01@gmail.com) Diane Coulson [dcoulson@tangeroutlet.com](mailto:dcoulson@tangeroutlet.com)

Meg Lindekens [meglinindy@bellsouth.net](mailto:meglinindy@bellsouth.net) Amy Tomsheck [tomsheckx@roadrunner.com](mailto:tomsheckx@roadrunner.com)