

## NORTH PTO CHAIRS 2017-8 SCHOOL YEAR

Homecoming	Chair Needed for 2018-19		<ul style="list-style-type: none"> <li>▪ September date TBD</li> <li>▪ Buy cookies, pretzels, napkins, and water for event. (Approximately ?? half size water bottles, 400 large cookies, #? large pretzel jars from Costco).</li> <li>▪ Coordinate with athletic trainer to have training room available with carts, water coolers, ice machine and towels available the day and night of the dance.</li> <li>▪ Coordinate 4 dance volunteers. Contact Sign-Up Genius Coordinator to get volunteers for help with organizing and distributing refreshments the night of the dance (water bottles get wiped off before serving).</li> <li>▪ Volunteers provide refreshments and staff the refreshment tables. They have no dance floor duties.</li> <li>▪ Set up on dance day is approximately 2:00 to get water chilling.</li> </ul>
Butter Braids	Laurie Demeyer Jenny Montgomery	<a href="mailto:dldemeyer@comcast.net">dldemeyer@comcast.net</a> <a href="mailto:jenny@andymontgomery.com">jenny@andymontgomery.com</a> 630-881-8477	<ul style="list-style-type: none"> <li>▪ Shadow current chair Jenny Montgomery to learn process for offering Butter Braid goods as a school fundraiser.</li> </ul>
Junior Test Snacks	Chair Needed		<ul style="list-style-type: none"> <li>▪ Purchase test snacks for distribution in am on test day (must include nut-free option).</li> <li>▪ Hand out snacks on test day.</li> <li>▪ Work with additional volunteer if needed to help hand out snacks.</li> </ul>
Hospitality Holiday Events	Chair Needed		<ul style="list-style-type: none"> <li>▪ Coordinate “treats” for facility in teachers’ lounge for various holidays.</li> <li>▪ Contact Sign-Up Genius Coordinator for volunteers to drop off treats.</li> <li>▪ Decorate, set up tables, and clean up on day of event. Purchase any needed paper goods.</li> </ul>

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Senior Sunrise Breakfast	Jenny Montgomery		<ul style="list-style-type: none"> <li>▪ Exact details still TBD, event is first day of school.</li> <li>▪ Work with Senior Class President to organize breakfast.</li> <li>▪ Make food and beverage purchases</li> <li>▪ Recruit 3-4 volunteers to help set up, serve and clean up (senior parents).</li> </ul>
Athletic Booster Liaison	Tom Mullally	<a href="mailto:tmullally@barcostamping.com">tmullally@barcostamping.com</a>	<ul style="list-style-type: none"> <li>▪ Attend monthly PTO meetings.</li> <li>▪ Report on Central Booster activities.</li> <li>▪ Report PTO events to Central Booster membership.</li> </ul>
District PTO Liaison	Jenny Montgomery	<a href="mailto:jenny@andymontgomery.com">jenny@andymontgomery.com</a> 630-881-8477	<ul style="list-style-type: none"> <li>▪ Represent St. Charles North High School (SCNHS) at monthly District PTO (DPTO) meetings and report back to PTO at regular meetings.</li> <li>▪ Prepare a written statement for the PTO if unable to attend meeting.</li> <li>▪ DPTO meetings are the 3<sup>rd</sup> Wednesday of every month in the District 303 Administration building.</li> </ul>
Education Foundation	Maggie Arnold	<a href="mailto:maggiearnold@sbcglobal.com">maggiearnold@sbcglobal.com</a> 630-251-6908	<ul style="list-style-type: none"> <li>▪ Basket theme due in December, Basket due in February.</li> <li>▪ Contacted in September and invited to attend GSCEF meeting and gets a list of scheduled GSCEF meetings.</li> <li>▪ Work with PTO to set a budget for item/basket for GSCEF gala event. Organize item/basket for event.</li> <li>▪ Work with GSCEF to organize gala event. Help as needed prior to and on the day of the event.</li> </ul>

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<p>Food Night Coordinator</p>	<p>Stephanie Porteous</p>	<p><a href="mailto:Fpfam2002@aol.com">Fpfam2002@aol.com</a> 630-651-6003</p>	<ul style="list-style-type: none"> <li>▪ Reviews North school calendar to determine best school event nights to host restaurant fundraiser.</li> <li>▪ Work with designated restaurant to set up dates.</li> <li>▪ Provides dates to VP to ensure inclusion in PTO communications.</li> <li>▪ Submits restaurant checks to Treasurer for deposit.</li> </ul>
<p>Nurse Liaison</p>	<p>Melissa Laskey</p>	<p><a href="mailto:Melissa_laskey@hotmail.com">Melissa_laskey@hotmail.com</a> 630-853-4384</p>	<ul style="list-style-type: none"> <li>▪ Coordinate with nurse to determine needs throughout the school year.</li> <li>▪ Contact Sign-Up Genius Coordinator to obtain donations.</li> <li>▪ Deliver items as needed to nurse's office.</li> </ul>
<p>Pizza with The Principal</p>	<p>Stephanie Porteous</p>	<p><a href="mailto:fpfam2002@aol.com">fpfam2002@aol.com</a> 630-651-6003</p>	<ul style="list-style-type: none"> <li>▪ Obtain school year pizza dates from Principal's office.</li> <li>▪ Identify local vendors willing to donate monthly pizza.</li> <li>▪ Picks up pizza on day or delivery???</li> <li>▪ Provides vendor information to VP to recognize on PTO website.</li> </ul>
<p>Post Prom Coordinator</p>	<p>Tom Mullally</p>	<p><a href="mailto:tmullally@barcostamping.com">tmullally@barcostamping.com</a></p>	<ul style="list-style-type: none"> <li>▪ This committee works somewhat independently by forming its own sub-committees.</li> <li>▪ Reports progress at regular PTO meetings.</li> <li>▪ Works with Student Activities, Principal, and Student Council to keep everyone informed of progress.</li> <li>▪ Solicits funds from the PTO, Student Activities, Principal, Athletic Director, parents, businesses.</li> <li>▪ Responsible to cover expenses thru ticket sales and fundraising.</li> <li>▪ Obtain volunteers for ticket sales and event night</li> <li>▪ Detailed list of committees, tasks, and all activities maintained by Coordinator.</li> </ul>

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<p>Senior Graduation Signs Need chair for 2018/19</p>	<p>Abbe Gunnink</p>	<p><a href="mailto:agunnick@comcast.net">agunnick@comcast.net</a> 630-762-3902</p>	<ul style="list-style-type: none"> <li>▪ Order the signs from vendor.</li> <li>▪ Contact donation vendor.</li> <li>▪ Organize the signs for distribution.</li> <li>▪ Organize the volunteers to label and distribute the signs.</li> <li>▪ Work with the dean's administrative assistant for specific distribution routes.</li> <li>▪ Submit paperwork to Treasurer for deposit and payment.</li> </ul>
<p>Senior Scholarship Liaison</p>	<p>Regina Sbarbaro</p>	<p><a href="mailto:Reginamarie30@aol.com">Reginamarie30@aol.com</a> 630-405-8943</p>	<ul style="list-style-type: none"> <li>▪ Review scholarship form yearly.</li> <li>▪ Have scholarship forms available in Guidance Office by January.</li> <li>▪ Get a list of paid PTO membership families from Treasurer as only PTO members are eligible.</li> <li>▪ Organize Scholarship Selection committee. This should be as unbiased as possible. (Choose from outside the community, if possible No PTO person is on this committee because of bias implications.) Selection committee should be composed of at least 3 people and adhere to these deadlines:             <ul style="list-style-type: none"> <li>▪ Applications should be in by March 15<sup>th</sup>.</li> <li>▪ Recommendations in by April 15<sup>th</sup>.</li> <li>▪ Review and selection by May 1<sup>st</sup>.</li> <li>▪ Prepare an "Award" certificate along with check that is to be presented at Senior Honors Night. Presentation of scholarships is at Senior Honors Night.</li> </ul> </li> </ul>
<p>Social Media Coordinator</p>	<p>Karen Smith</p>	<p><a href="mailto:Kayti99@gmail.com">Kayti99@gmail.com</a> 312-543-7138</p>	<ul style="list-style-type: none"> <li>▪ <b>Need details</b></li> </ul>

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Stargazer Mailings	Bridgette Knudson	<a href="mailto:bknudson@terramidwest.com">bknudson@terramidwest.com</a> 630/767-9161	<ul style="list-style-type: none"> <li>▪ Coordinate mailings of the Stargazer newspaper as follows:</li> <li>▪ Coordinate with copy room clerk regarding postage details (request mailing be weighed and appropriate number of postage labels printed).</li> <li>▪ Arrange for volunteers to assist with preparing Stargazer newspaper (folding, taping, and adding address labels &amp; postage).</li> <li>▪ Commitment is about every other month.</li> </ul>
Sunshine	Maggie Arnold	<a href="mailto:maggiearnold@sbcglobal.net">maggiearnold@sbcglobal.net</a> 630-251-6908	<ul style="list-style-type: none"> <li>▪ Send cards of congratulations or condolences to members of the SCN high school community.</li> <li>▪ Send a card &amp; LRC book donation slip in the event of a high school student, high school student's parent, or teacher's death.</li> <li>▪ Send a card &amp; bib to a teacher or PTO board member upon the birth of his/her child.</li> <li>▪ Send a card in case of staff member marriage, award reception, or retirement.</li> </ul>
Teacher Conference Dinner	Sue Evers	<a href="mailto:suevers@comcast.net">suevers@comcast.net</a> 262-392-3214	<ul style="list-style-type: none"> <li>▪ Plan teacher dinner for Monday conference dinner. Pick menu and restaurant.</li> <li>▪ Coordinate with school contact to receive number of staff, number of tables, and serving time frame.</li> <li>▪ Contact Sign-Up Genius Coordinator to obtain set up, serving, and clean up volunteers; and any food items you want donated.</li> </ul>

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Teacher Grant Liaison	Regina Sbarbaro	<a href="mailto:Reginamarie30@aol.com">Reginamarie30@aol.com</a> 630-405-8943	<ul style="list-style-type: none"> <li>▪ Prepare grant news item for principal to disseminate or speak at teacher meeting.</li> <li>▪ Collect and organize grant submissions for PTO Board.</li> <li>▪ Review submissions and provide recommendations to Board for approval.</li> <li>▪ Notify award winners.</li> <li>▪ Ensure award paperwork submitted for payout of grant.</li> </ul>
Volunteer Coordinator/ Sign-Up Genius  Need Chair for 2018/19	Abbe Gunnink	<a href="mailto:agunnink@comcast.net">agunnink@comcast.net</a> 630-762-3902	<ul style="list-style-type: none"> <li>▪ Use the SCN PTO Sign-Up Genius account to request volunteer for events through-out the year.</li> <li>▪ Use the SCN PTO Google email account to send out the request for volunteers/items.            LOGIN: <a href="http://mail.google.com">http://mail.google.com</a>            USERNAME: scnhs.pto            PASSWORD: &lt;to be given by president&gt;</li> </ul>

Full Board			PTO meetings, PTO communications, School Liaison, Black & Blue Night, Material Pick-Up Days, Curriculum night, Student in Need, Future Freshman Night, Coordinate events in absence of chair position, assist at events as needed.
President	Laura Thomas	<a href="mailto:laurarthomas@att.net">laurarthomas@att.net</a> 630-880-8393	<ul style="list-style-type: none"> <li>• Shall attend and preside at all general and special meetings of the Executive Board and PTO Board.</li> <li>• Shall prepare an agenda for all meetings or delegate this clearly.</li> <li>• Shall, in the absence of the Treasurer, pay all bills.</li> <li>• Shall act as the school-PTO liaison and coordinate special requests with the appropriate committees.</li> <li>• Shall write up the PTO News for the Navigator, Polaris Express and newsletters as needed.</li> <li>• Coordinate communication with Chairs as needed.</li> <li>• Assist at events as needed.</li> </ul>

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Vice President	Vice President	<a href="mailto:Jenny@andymontgomery.com">Jenny@andymontgomery.com</a> 630-881-8477	<ul style="list-style-type: none"> <li>• Shall attend monthly PTO meetings.</li> <li>• Shall act as an aide to the President.</li> <li>• Shall preside in the absence of the President.</li> <li>• Shall run nominating committee</li> <li>• Assist at events as needed.</li> </ul>
Treasurer	Terri Mertz	<a href="mailto:tquemuel@gmail.com">tquemuel@gmail.com</a> 630-641-9031	<ul style="list-style-type: none"> <li>• Shall attend monthly PTO meetings.</li> <li>• Shall receive and deposit all moneys of the organization.</li> <li>• Shall keep an accurate record of all receipts and expenditures and supporting documentation in compliance with applicable IRS and non-profit 501C3 regulations.</li> <li>• Shall pay out funds only in accordance with the budget authorized by the PTO Board.</li> <li>• Shall prepare and distribute monthly financial statements and reports.</li> <li>• Shall prepare and monitor annual budget.</li> <li>• Shall close the books on June 30 and prepare an annual report by July 31.</li> <li>• Shall complete all annual reports (Illinois, insurance) and file annual Illinois and Federal tax returns.</li> <li>• Shall maintain current list of all PTO member (paid dues).</li> <li>• Shall assist at events as needed.</li> </ul>
Secretary	Jenny Montgomery  Susan Kloberdanz	<a href="mailto:jenny@andymontgomery.com">jenny@andymontgomery.com</a> 630-881-8477  <a href="mailto:sekloberdanz@hotmail.com">sekloberdanz@hotmail.com</a> 630-939-0090	<ul style="list-style-type: none"> <li>• Shall attend monthly PTO meetings.</li> <li>• Shall keep an accurate record of all Executive and PTO Board meetings.</li> <li>• Shall disseminate the minutes within one week of a meeting to PTO Executive Board and submit to contact for posting on the SCN PTO web page.</li> <li>• Shall maintain current North and PTO calendar.</li> <li>• Shall assist President and Vice-President with administrative duties.</li> <li>• Shall maintain the PTO digital list of names and emails            LOGIN: <a href="http://mail.google.com">http://mail.google.com</a>            USERNAME: scnhs.pto            PASSWORD: &lt;to be given by president&gt;</li> <li>• Shall assist at events as needed.</li> </ul>