



**Fred S Engle Middle School PTO**  
**is currently seeking new Officers and Committee Chairpersons**  
**for the 2020/2021 school year!**

The FSEMS PTO is a group of parents, teachers and administrators working together to bring enriching experiences to our students. This is a great opportunity to get involved in your child's school and make a difference! All positions receive support from the PTO Officers and from other volunteers.

*If you are interested in filling any of the positions or would like more information, please contact Allison at [president@fsemspto.org](mailto:president@fsemspto.org).*

**Treasurer**- This position requires you to obtain and manage a relationship with external accountant, review all transaction request forms and complete requests, manage cash flow, reconcile bank statements, ensure Petty Cash is provided for events, serve as the PTO Liaison with Student Council to support their banking needs, renew PTO Insurance Policy yearly and collaborate with Officers to create the annual budget.

**Assistant Treasurer**- This person is responsible for Quickbooks book-keeping, creating the monthly reports and meeting reports, sending the annual reports to the District Office, working with the Treasurer to make sure all information is up-to-date and help handle the information that needs to go to the accountant for taxes.

**Book Fair**- This person communicates with Scholastic and Administration on dates and needs for running the Book Fair. They would help coordinate volunteers to assist with setup, sales/cashiering and to help students select books. About a 3-4 day commitment in the Fall.

**Handball Tournament**- This person would coordinate with the PE Department the logistics of the event. Other responsibilities include scheduling Food Trucks, coordinating additional food for sale, set up and breakdown of event and sending out a sign-up genius for volunteers. This event is held on a Thursday in late February.

**Spirit Wear**- This person coordinates with our online vendor to run a Spirit Wear sale in the Fall and Spring. Some responsibilities include helping the vendor design items, emailing the flyer, collecting money, placing the order and sorting and distributing orders to students.

**Teacher Appreciation Luncheons**- This person coordinates a luncheon for Teachers before winter recess and another one in May. They are responsible for planning the events, sending a sign up genius asking for donations and volunteers and working the events.

**Transition Camp**- This position involves working with Administration on needs for the day. Other responsibilities include setting up and running registration for the event, coordinating lunch for the attendees and obtaining volunteers for the day. This event is held for incoming 7<sup>th</sup> graders and occurs 2 separate days in August before school begins.