

Support our Cambridgeport community by serving on the PTO!

The Parent Teacher Organization includes all parents and caregivers at Cambridgeport and works to enrich the diverse Cambridgeport community including students and teachers through events and financial support. During the 2018/2019 school year the PTO sponsored and/or organized:

- The Spring Fling
- Refreshments for the Art Show
- Field Trips
- Summer Camp Scholarships
- Weekend Backpack Program
- Turkey Trot
- Teacher Stipends
- Bake Sales
- Unity Day
- Math & Pasta Night
- Early Learners Dinner
- Make a Difference Day
- Movie Night
- Ice Skating

There is no doubt your children and their teachers benefited from the work done by the dedicated PTO. If you have ideas on how to take these activities further, or thought they were great and simply want to lend your experience to the team, consider throwing your hat in the ring **Wednesday, September 18 at 8:30 in the cafeteria** where officer positions of president, secretary and treasurer will be elected. Co-positions are encouraged, so reach out to fellow caregivers who may be looking to serve as well.

Not ready to serve as an officer? Consider joining a committee where you can channel your passion and enthusiasm to specific areas that need some helping hands.

Descriptions of the duties and time ask of officers as well as committee descriptions are listed below. For more details about the behind the scenes work of the PTO, you can access [meeting minutes](#) and more on the [Cambridgeport PTO website](http://www.cambridgeportpto.org) (www.cambridgeportpto.org).

We hope to see you on **Wednesday, September 18 at 8:30** in the cafeteria and look forward to hearing your ideas!

2019-2020 Officer Positions

Duties of PTO President

- Run the monthly PTO meetings and put an agenda together for meetings
- Being the main contact person for city run events and meetings that PTO is asked to attend
- Coordinate with fellow officers and committees members about upcoming events and staff needs
- Contact person for any outside vendors
- Securing any permits from the city that are required for events
- Facilitating a good working relationship between all staff and PTO
- Working closely with our schools Family liaison to ensure that families have what they need
- Advocating for our entire community within our school

Duties of PTO Secretary

- Take minutes from the PTO meetings and write them up to share at the next meeting
- Send out regular emails to the PTO list with information on meetings, events, volunteer sign ups etc. Update email list with new subscribers.
- Post updates to the PTO Facebook page eg donation requests, photos from events (keeping in mind privacy)
- Update the PTO website with relevant information (eg dates of meetings, banner/links for events, donation links, meeting minutes)

Duties of PTO Treasurer

- make deposits of checks/cash at bank in Kendall (1x/month); withdraw cash for Spring Fling checkout
- print checks, using QuickBooks online, to reimburse staff and parents for PTO-expenses (1x/month)
- utilize PTO bank card for online and in-person purchases for PTO
- reconcile transactions in QuickBooks online (assign each expense to a category and file/upload receipts)
- update PTO on expenses v budget, facilitate any adjustments needed (2-3x/school year)
- prepare state and federal tax and nonprofit forms (1x/year with president)
- participate in board meetings and emails

2019-2020 Committees

**please note that joining a committee does not obligate you to take on all parts of what that committee oversees; your time and assistance are welcome for as much as you would like to participate!

Equity and Diversity

- Increase the diversity of caregiver representatives on the PTO and of community members that attend our events
- Ensure that the PTO promotes equity in all of its fundraising initiatives and events
- Work with school leaders, faculty, and staff to promote a culture of equity and diversity at Cambridgeport

Fundraising and Events

- Assist in planning and execution of fundraising events and initiatives (Turkey Trot, Year-End Appeal, Spring Fling, etc.)
- Assist in planning and execution of community events (Early Learners Dinner, Math & Pasta Night, Movie Night, Open Gym Night, etc.)

Caring for Teachers

- Assist with teacher reimbursements for annual classroom grants and professional development grants
- Plan and organize teacher appreciation luncheons and dinners
- Communicate with teachers on how the PTO can better serve them

Family Relations

- Provide support for programs and activities sponsored by the Family Liaison (Weekend Backpack Program, Give a Coat - Share a Coat, Multi-Cultural Potluck, etc.)
- Help coordinate and procure supplemental provisions for Camp Becket (4th grade) and Farm Camp (5th grade)
- Assist with organizing the 5th grade Moving Up Ceremony