

## **2011 - 2012 Shepton HS (PTSA) Parent Teacher Student Association Board Interest Form**

If you are interested in serving on the **Shepton PTSA Board** next year, please complete this form and return it to Cara Mendelsohn, President Shepton PTSA, at [caraathome@gmail.com](mailto:caraathome@gmail.com) or drop it in the PTSA box in the office at Shepton. If you have any questions, please contact Cara Mendelsohn at (469) 939 6123

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_ Current MS \_\_\_\_\_  
Previous PTA or Volunteer Experience \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check any board position(s) you would be interested in holding. If there is more than one, please number in order of preference:

- Arts in Education Chairman Coordinates the National PTA reflections Program.
- Attendance Office Chairman Coordinates volunteers to work in the attendance office throughout the school year.
- Calendar Chairman Produces a calendar with Shepton and PISD information.
- Copy Room Chairman Schedules volunteers to assist with copying requirements in the main office.
- Diversity and Inclusiveness Chairman Coordinates committee of students who embody the diversity represented at SHS; publicizes diversity and inclusiveness programs offered locally.
- E-Communications Chairman Coordinates information to be distributed through online channels and enlists families to go paperless for school information. 11 Renner Round-Up [www.RennerPTA.org](http://www.RennerPTA.org) February 2010
- Hospitality Chairman Coordinates the back to school breakfast and luncheon, winter and end of year luncheons, and staff sundae day.
- Newsletter Chairman Collects articles, formats, and mails newsletters six times per year.
- PISD Legislative Representative Attends school board meetings and communicates details at association board meetings, reports on legislative issues.
- PTA Council Delegate Attends the monthly PISD Council meetings (daytime) and reports the information back to the PTSA.
- Pre-Paks Chairman Coordinates the ordering, packaging, pricing and distribution of school supplies sold at Schedule Pick-Up.
- Publicity Chairman Maintains the marquee and promotes information in the community.
- Special and Gifted Education (SAGE) Coordinates awareness in the community about upcoming events particularly suited to special and gifted students.
- School Supplies Chairman Works with Pre-Pak Chairman and Shepton staff to coordinate the ordering, pricing, and stocking of supplies, materials, and reading books as needed by the students.

\_\_\_\_ School to Life Chairman Promotes life-long learning to parents and students by publicizing employment needs and develops working relationship with the business community on behalf of SHS students.

\_\_\_\_ Snack Sales Chairman Purchases and stocks the consumable snacks sold in the Stallion Shop.

\_\_\_\_ Staff Birthday Coordinator coordinates birthday treats for staff members once a month

\_\_\_\_ Staff Recognition Chairman Coordinates the back to school casserole event and special recognition weeks, acknowledges birthdays.

\_\_\_\_ Student Directory Chairman Updates all information included in the student directory, coordinates printing/distribution of directories.

\_\_\_\_ Student Organizations Liaison Assembles list of student organizations for the directory and newsletter, publicizes organizations.

\_\_\_\_ Teacher Appreciation Week Chairman Plans, organizes, and implements Teacher Appreciation Week, usually in March.

\_\_\_\_ West Cluster Schools Liaison Communicates, distributes, and publishes information from the West Cluster secondary schools.