



PARENT TEACHER FELLOWSHIP (PTF)

IF YOU ARE INTERESTED IN BECOMING A MEMBER OF THE PTF COMMITTEE, PLEASE REVIEW THE LIST OF AVAILABLE POSITIONS, COMPLETE THE INFORMATION BELOW, AND RETURN IT TO YOUR CHILD'S HOMEROOM TEACHER.

PTF Membership Fee is \$10.00 Per Family

PRESIDENT – conduct PTF meeting. Oversee other committees to coordinate programs; be available to assist all committees where needed. Attend special events to help facilitate programs or school events.

VICE PRESIDENT - conduct PTF meeting in the absence of president. Oversees other committees to coordinate programs with the president; be available to assist all committees as needed. Attends special events to help facilitate programs or school events.

SECRETARY - keeps official minutes of all PTF meetings; keeps records of PTF membership and fees collected; assists with coordinating programs; assist in printing of programs or announcements for special events.

TREASURER – keep official financial records. Work with school administrative assistant to make deposits and withdrawals to obtain petty cash for projects. Works with secretary at PTF meeting in collecting membership fees from parents.

HISTORIAN - keeps records of special dates and keeps PTF informed monthly of special events per school calendar. Keeps records of special guest speakers and subjects presented by speakers.

HOSPITALITY - responsible for creating a hospitable atmosphere. Welcomes families to all PTF meetings. Assists in planning or catering food for special events.

ROOM REPRESENTATIVE- coordinates efforts of parents to support individual classroom programs, parties, field trips and general school programs.

PROGRAM COMMITTEE – plans PTF meetings and special programs.

SPIRITUAL LIFE - coordinates parent prayer groups; provides input for spiritual life in school.

DADS CLUB / SPORTS - organizes special events for father/son activities.

CURRICULUM / LIBRARY - Works with school administration in reviewing textbooks and materials for new programs or program modifications. Reviews library books and materials for the school library.

PARLIAMENTARIAN - Keeps president and vice president updated on policy changes in school. Helps PTF conduct timely and orderly meetings.

PTF Membership Fee is \$10.00 Per Family

Parent's Name: _____

Child's Name: _____

Child's Teacher Name: _____

Child's Grade: _____

Daytime Phone #: _____

Evening Phone #: _____

Yes, I have included the \$10.00 Membership Fee

I am interested in the following position(s):

