

NDPA POET Board Application 2017-18

| Personal Information | |
|----------------------|--|
| Name | |
| Phone Number | |
| Email Address | |

| Background and Qualifications | |
|--|--|
| Children Currently Attending NDPA? Grades? | |
| Past Board Experiences | |
| Qualifications | |
| Why do you want to serve on the Board? | |

In addition to the responsibilities listed for each position, NDPA POET Board Members will act as ambassadors for the school, work as a team and maintain a positive attitude. Please indicate your willingness to the following:

| | |
|---|--|
| Attend monthly POET Board meetings? | |
| Check and respond to email daily? | |
| Assist with our big events such as the Carnival, 5K, Field Day and the Art Auction? | |

| Position | Responsibilities | Approx hrs/mo * | Please rank your top 3 |
|---------------------------|---|-----------------|------------------------|
| Secretary | Agendas & Minutes at Meetings Que Pasa Marquee | 10 | |
| Treasurer | Monitor Budget Collect and Reimbursement Funds Prepare Monthly financial reports and taxes | 30 | |
| Teacher Support | Supervise Class Captains Fiesta Grande Back to School Night | 10 | |
| Yearbook Coordinator | Elementary Yearbook Assist with the Volunteer Database | 15-20 | |
| Volunteer Coordinator | Volunteer Database School Rewards Parking and Traffic Preference Lotteries | 5-8 | |
| Appreciation Events | Teacher/Staff welcome gifts PTC Dinners and Teacher Lunch Teacher Appreciation Week | 10 | |
| After School Events | Plan and coordinate all after school activities (Art, Choir, Zumba, Bricks 4 Kids, Karate, etc.) | 20 | |
| Community Events | Clothing Exchange Fun Run Science Fair Spring Volunteer Party | 10-15 | |
| Student Events | Carnival Field Day (K-6) | 10 | |
| Art Auction | Donations Art Projects PR and Marketing | 20 | |
| Junior High (2 positions) | Jr High Yearbook Pride Week Registration Spirit Week Reality Town Field Day (Jr. High) | 10-15 | |
| Health and Safety | Maturation Vision Screening Pride Week Spirit Week Parking and Traffic | 5-8 | |

**Monthly hour estimates can vary greatly throughout the year in some of the positions. Some months will be very high, and others will be minimal.*

Not all positions will be available every year. Some positions will be held by current POET board members. In addition to the positions listed above, some positions will utilize a co-chair to promote continuity each year.

PLEASE RETURN APPLICATION BY PLACING IN POET BOX BY MARCH 31st, 2017

Thank you for your willingness to help us be an amazing school for our children!

Signature: _____ Date: _____