



What does the PTA do, anyways ?

2021-2023 Accomplishments

Programs Supported:

- Staff Appreciation
Passive Fundraising
Reflections Art Recognition Program
Every Lion, One Book
Lightening Lions Jump Rope Team
Health and Wellness

Events Sponsored:

- Kindergarten Play-dates
Welcome New Lions Day
Family Movie Night
"Run, Walk and Roll"
Walk to School Day
Trunk or Treat
Story Hour & Stuff-a-Mascot
Cookies & Cocoa Night
Family BINGO Night
Passport to the World
Innovation & Business Fair
STEAM Night
Talent Show
Community Service Projects
Assemblies
Field Trips
After School Enrichment
Speaker Series

Services and Supplies:

- School Spirit Wear
Student Directory
School Supply Packs
Volunteer Recruitment
Teacher Supplies
Departmental Mini Grants

Nominations & Elections for 2023-2025



- I want Laurel Ridge Elementary to be one of the best schools in Virginia!
I want my child to have a great school year - to learn and to have fun!
I want to help decide how PTA fundraising money is spent.
I want all the students at LRES be successful.

If the above statements are true for you, then you'd be a great fit for the LRES PTA Board! Parent involvement is critical for a successful school, so volunteer as a PTA officer. There are jobs that take no more than few hours a month and a few that require a few hours a week.

Dedicated teachers, staff, and PARENTS help make LRES a great school! Join us- it's rewarding, it's important, it's even fun!

Nominate yourself or someone else. (See back for position descriptions.) Nominating Committee members are Erica Andresen, Nina Cox, and Aimee Celio. If you have any questions, please contact resptanominating@gmail.com.

All nominations for officer positions must be received by the Nominating Committee by March 31st. All nominees will be evaluated, and a recommended slate will be announced at our PTA Meeting on Thursday, April 13. Elections will be held at the PTA General Meeting on Thursday, May 18, at 7:00 p.m.

Nomination Form

President - (name) _____

(email/phone) _____

VP, Events - (name) _____

(contact info) _____

VP, Fundraising - (name) _____

(contact info) _____

VP, Hospitality/Spirit Wear - (name) _____

(contact info) _____

VP, Communications - (name) _____

(email/phone) _____

Treasurer - (name) _____

(contact info) _____

Secretary - (name) _____

(contact info) _____

LRES PTA Executive Board Officer Descriptions

The PTA Board is responsible for the overall management of the LRES PTA. Its first priority is to further the PTA mission "To make every child's potential a reality by engaging and empowering families and communities to advocate for all children." All PTA Board members should read and be familiar with LRES PTA Bylaws.

Our PTA Board works together to plan activities and to propose an organizational budget. All officers should attend all PTA board and general meetings, as well as PTA-sponsored family events. If there are any questions about the PTA board responsibilities, please do not hesitate to contact any current serving board member or email the Nominating Committee at lresptanominating@gmail.com. Please visit <https://laurelridge.ptboard.com/> for full job descriptions.

President - (Time commitment: 10 to 20 hours per week)

- Must have strong organizational skills.
- Manage overall strategies and objectives of PTA, coordinate the work of officers and committees.
- Work closely with LRES administrators and staff to determine needs and plan activities.
- Preside in a fair and impartial manner at all PTA meetings.
- Stay informed on FCPS policy and legislative issues relating to education.

Treasurer - (Time commitment: 10-15 hours per month. More during the purchase of Teacher/Instructional Supplies season (late Winter)

- Must have strong organizational skills.
- Maintain an accurate recording of all receipts and disbursements. Ensure adherence to approved PTA budget.
- Establish the budget for the coming year with the board and school administration.
- A background in accounting practices and procedures is a plus, but not necessary.
- Prepare the annual 990 tax return, maintain 501c3 status and good standing with VAPTA.
- Prepare and present a written Treasurer's report for each PTA meeting.
- Oversee the purchase and delivery of Instructional/Teacher Supplies.

1st VP, Events – (Time commitment: 15 hours per month)

- Coordinates the work of individual Event Chairs in planning and promoting events.
- Completes event planners with school office staff.
- Responsible for securing the facility, scheduling rooms and equipment.

2nd VP, Fundraising – (Time commitment: 10 hours per month)

- Research and propose appropriate fundraisers.
- Oversee committee chairs of passive fundraisers (shopping rewards, Box Tops, Spirit Nights, etc.)
- Plan and promote fundraising events with the help of committees .
- Attend PTA fundraising events for support in running event and assistance in handling of any monies;

3rd VP, Communications – (Time commitment: 10 hours per month)

- Maintain the content of the PTA website and serve as primary administrator of the PTA Facebook Group. Monitor content posted and approve membership in the group.
- Post communications on the school lobby bulletin board.
- Coordinate and oversee the distribution of flyers in take home folders and digitally.

4th VP, Hospitality and Spirit Wear – (Time commitment: 10 hours per month).

- Plan, coordinate, and oversee hospitality and appreciation events (i.e. Back to School breakfast, Teacher Appreciation and multiple appreciation weeks.)
- Work with the board and committee to select, order and promote the sale of spirit wear items.
- Oversee teacher lounge stocking and donations.

Secretary – (Time commitment: 10 hours per month)

- Record minutes for all PTA general membership and Executive Board meetings.
- Make copies of minutes for monthly PTA meetings so they can be approved by membership.
- Maintain a permanent file of minutes, committee reports, membership lists, and other records of the association.
- Bring required documents to each meeting.

**PLEASE RETURN THIS FORM TO YOUR CHILD'S TEACHER, THE FRONT OFFICE, OR
EMAIL IT TO lresptanominating@gmail.com**