



# PTA PRESS – APRIL 2011

## LETTER FROM THE PRESIDENTS

Welcome to spring at Level Creek. We want to invite everyone to our Spring PTA General Meeting on May 16<sup>th</sup> at 6:30. We will be holding elections for our PTA Executive Officers for the 2011-2012 school year as well as addressing other PTA end of the year business. This is the same evening as our amazing Spring Chorus production and our Annual Art Show. While at the school, make sure to check out all of the wonderful new additions to our playground at Level Creek. New trees are growing and the groundcover is coming to life! Not to mention the spectacular new playground equipment that all our children are enjoying! None of these playground improvements would have been possible without the support of the Level Creek Community. Thank you all for what you do to support Level Creek and our PTA.

Shannon Etherton & Susan Villhauer  
PTA Co-Presidents.

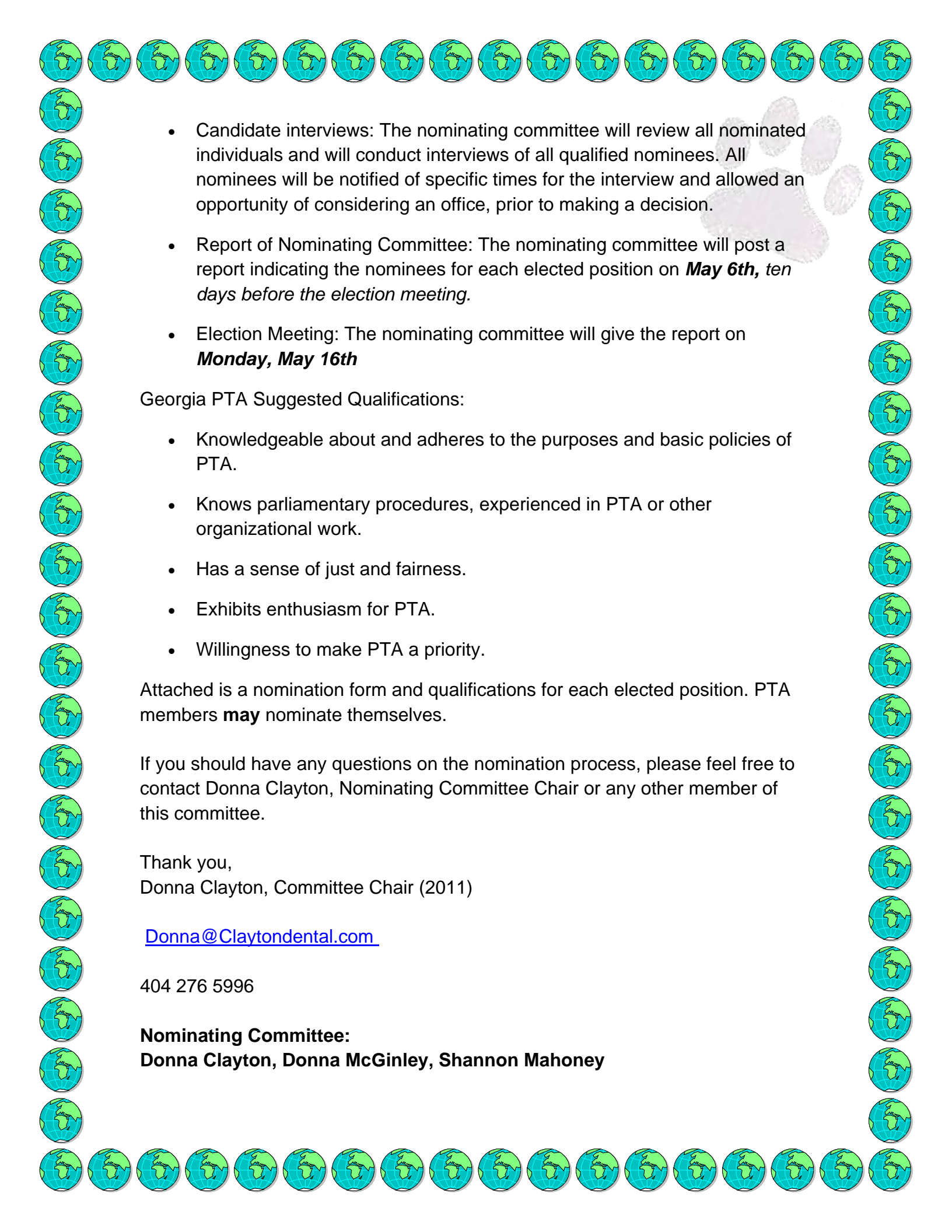
## CALL FOR 2011-2012 PTA OFFICERS

It is time to accept nominations for PTA officers. We need nominees for the following positions: President, Vice President, Secretary, and Treasurer. We are also accepting nominees for the following appointed positions: committee chairs and committee members. The nominating committee is not responsible for selecting committee chair or committee members but will forward all names to the elected Executive Committee for their consideration.

The nominating committee will review nominations for elected offices, may conduct interviews and submit a nominating committee report to the Board of Directors and to members of the PTA at the election meeting. The nomination form is attached to this message and will also be available at the front desk and downstairs check-in.

### The process is as follows:

- Deadline for submitting nomination form for officers: **May 4, 2011**

- 
- Candidate interviews: The nominating committee will review all nominated individuals and will conduct interviews of all qualified nominees. All nominees will be notified of specific times for the interview and allowed an opportunity of considering an office, prior to making a decision.
  - Report of Nominating Committee: The nominating committee will post a report indicating the nominees for each elected position on **May 6th, ten days before the election meeting.**
  - Election Meeting: The nominating committee will give the report on **Monday, May 16th**

Georgia PTA Suggested Qualifications:

- Knowledgeable about and adheres to the purposes and basic policies of PTA.
- Knows parliamentary procedures, experienced in PTA or other organizational work.
- Has a sense of just and fairness.
- Exhibits enthusiasm for PTA.
- Willingness to make PTA a priority.

Attached is a nomination form and qualifications for each elected position. PTA members **may** nominate themselves.

If you should have any questions on the nomination process, please feel free to contact Donna Clayton, Nominating Committee Chair or any other member of this committee.

Thank you,  
Donna Clayton, Committee Chair (2011)

[Donna@Claytondental.com](mailto:Donna@Claytondental.com)

404 276 5996

**Nominating Committee:**  
**Donna Clayton, Donna McGinley, Shannon Mahoney**



[Click here for the PTA officer qualifications](#)

[Click here for the PTA Nomination form.](#)

## GET YOUR YEARBOOKS BEFORE THEY ARE GONE!

We are so excited that the yearbooks have arrived at the school! We think they look great, and we can't wait to deliver them to the kids on May 6<sup>th</sup>!

We have a limited number of books that are still available to purchase. If you are interested in securing one of the remaining books for your child please e-mail Shannon Mahoney at [sbmahoney@att.net](mailto:sbmahoney@att.net) as soon as possible and I will let you know **if** books are still available, and **how** to go about purchasing one. Books will be available on a first come, first served basis at a cost of \$35 each.

Thanks to the yearbook committee members, and LCE parents who contributed time and photos to the yearbook! Your help is always greatly appreciated!

## END OF YEAR SPIRIT WEAR SALE

Spirit wear will be sold at both Kindergarten Registration on Thursday, May 5<sup>th</sup> and the Chorus Concert on Monday, May 16<sup>th</sup>. Prices will be discounted, so come stock up for next year.

Level Creek Elementary PTA



2011-2012 PTA Officer Nominating Form

Only current members may be nominated. Please use a separate form for each nominee. Please ask the member for his or her consent to be nominated before submitting to the nominating committee. Forms must be submitted by the deadline listed below.

I nominate the following member for the office of:

- President and/or Co-President
- Vice-President (Parental Involvement)
- Vice-President
- Vice-President
- Secretary
- Treasurer

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Describe this person's skills and qualifications for office. Please attach any other information about this candidate (limit to one page) that may be helpful in assisting the Nominating Committee.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by: \_\_\_\_\_ (optional)

\*Both the number of Vice Presidents and each of their responsibilities will vary from unit to unit

---

Mail or deliver to: Donna Clayton, Chairman PTA nominating committee

963 Fowler Creek Cove

Suwanee, GA 30024

(H) 770 271 3553 (C) 404 276 5996

\*OR\* return to your child's classroom teacher in an envelope marked "PTA Officer Nomination."

**Deadline for submitting this form is: MAY 4th**

## Level Creek Elementary School

### Call for Nominations (2011-2012) PTA Officer Elections

Level Creek Elementary PTA officer elections will be held at the PTA Meeting on Monday May 16<sup>th</sup>. The following officers will be elected.

#### **President:**

- Direct the affairs of the association in cooperation with the Executive Committee and represent PTA members. Develop a year-long plan of action; oversee and interact with all PTA officers and activities; interact with school administration; develops and updates a procedure book; presides at all meetings of the general membership, Board of Directors, and Executive Committee; knows and follows the bylaws of the association; appoints chairpersons on standing committees according to bylaws.

#### **VP Communications: (newsletter, directory, web site)**

- Initiate and coordinate fundraising efforts; oversee and interact with committee chairs for this area; make reports at general meetings

#### **VP Development: (Membership, Fund Raising, Business Partners, Book Fairs)**

- Initiate and coordinate fundraising efforts; oversee and interact with committee chair for this area; Make reports at general meetings

#### **VP Parental Involvement: (Meeting Programs, Reflections)**

- Initiate social activities; oversee and interact with committee chair for this area; make reports at general meetings

#### **VP Support: (Hospitality, Appreciation, Volunteers, Parent Ambassadors)**

- Oversee and interact with committee chairs for this area; Make reports at general meetings

#### **Secretary:**

- The secretary is responsible for keeping accurate records of the proceedings of the association, Board of Directors and Executive Committee meetings. These records will be the history of the PTA. Promptness, accuracy and knowledge of PTA Purposes and Policies are very important to the job.

#### **Treasurer**

- The Treasurer is the legally responsible, authorized custodian of PTA funds. The Treasurer is responsible for the financial management of the PTA. The Treasurer receives and disburses all monies in accordance with the bylaws and the approved budget; responsible for the bank account and all transactions; prepares reports and presents reports at PTA meetings; and prepare reports for and file annual tax return.

Suggested Qualifications for all officers:

Knowledgeable about and adheres to the Purposes and basic policies of the PTA. Knows parliamentary procedure. Experienced in PTA or other organizational work. Has a sense of just and fairness. Exhibits enthusiasm for PTA. Willingness to make PTA a high priority for his/her schedule.