



## Clark Middle School Parent Teacher Organization

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Hello Clark Families!

Welcome to a new school year! Clark Parent Teacher Organization (PTO) is excited about the 2021-2022 school year.

### What is the Clark PTO?

The Clark PTO is a partnership of parents, teachers, and administrators dedicated to supporting and enriching the educational experience of our students. The PTO hosts many fundraising and family activities, like 8th Grade Spirit Wear and Dance, Coyote Crawl (Walk-a-Thon), Restaurant Nights, Penny Wars, Dollars for Scholars, and hopefully a few more new events depending on how things go as we are hoping to get back to a more normal school year.

### We need YOU: Join the PTO board!

The 2021 – 2022 PTO board will be led by Robin Porter, a parent of a 5<sup>th</sup> grader. Robin will serve as President, having spent the last three years on the Elementary PTO board. The Vice President position will be led by Laura Szafasz, a parent of two 5th graders, and who also served the last three years on the Elementary PTO board. Our Treasurer position will be held by Deena Grimler, a parent of several LC Students, who has a lot of experience in her daily life with this task. **The board has a Secretary position vacancy and would love to find someone who would like to fill that position....please consider joining the board!!**

**President:** Oversees the board and the planning of events and fundraisers. Manages and coordinates all fundraising efforts, like restaurant nights and family friendly events. Oversees event planning committees. Works directly with the school's administration and teachers to align priorities with Clark needs. Helps to delegate tasks for volunteers for events. *(Filled by Robin Porter)*

**Treasurer:** Oversees the PTO's budget, tracks revenue and expenses, works directly with outside vendors to ensure payment. Assists with the planning of events. *(Filled by Deena Grimler)*

**Vice President:** Assists the President and performs duties when President is absent; Manages the PTO's internal communication via PTO's school bulletin board and flyers. Secures volunteers for PTO events and keeps volunteers informed of opportunities to assist by working with the Secretary regarding updates to the PTO Facebook page and newsletter. *(Filled by Laura Szafasz)*

**Secretary:** Manages the PTO's external communication by preparing meeting agendas and flyers, documents and distributes meeting minutes, updates the PTO's Facebook page, and develops electronic newsletter. Helps plan and coordinate events. **(Vacant)**

### How do I join the PTO board?

If you are interested in joining the PTO board, please fill out the form below, and **return the form to school by Friday, August 13, 2021**. If you have any questions, please contact us at [clarkmspto@yahoo.com](mailto:clarkmspto@yahoo.com) or by phone 219-746-7964.

### How do I volunteer to help with events, donations etc?

If you are interested in helping with events, donations, etc, you can fill out the form below and turn into the office ASAP.

Thank you!

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