



Help us help the school!!

## YOUR CSPA IN ACTION 2015-2016

### Programs Supported

- Jr. and Sr. El Drama Productions
- Student Art Show
- Garden Development
- PE Equipment
- Field Days
- Library Materials
- Box Tops for Education

### Events Sponsored

- Staff Appreciation Luncheon
- Harvest Festival Photo Booth
- Parent Work Night
- New Family Welcome
- Restaurant Spirit Nights
- Peace Concert Bake Sale
- Community Read!
- Year-End Celebration

### Services & Supplies

- Supply Kits
- Scholastic Book Fair
- School Fundraising Efforts

# Cottonwood School Parents' Association

## *Nominations & Elections for 2016-2017*

- ✓ I want Cottonwood School to be one of the best schools in New Mexico.
- ✓ I want our students to have a great school year – to learn and to have fun!
- ✓ I want to help decide how CSPA fundraising moneys are spent.
- ✓ I want to help build a strong parent-teacher-student-school community!

If the above statements are true, then “help us help the school.” Parent involvement is critical for a successful school, so volunteer as a CSPA officer or a committee chair for 2016-2017. There are jobs that take no more than a couple hours a month, some that are seasonal, and a few that require a routine commitment.

Dedicated teachers, staff, and **PARENTS** help make Cottonwood a great school! Join us – it’s rewarding, it’s important, it’s even fun!

Nominate yourself or someone else (see back of form for position descriptions). If you have any questions, please contact Trish Nickerson at email below.

**Elections will be held by electronic ballot during the 2 weeks prior to the General Meeting on Monday, April 26<sup>th</sup> at 6:00pm in the MPR.** All nominations for officer positions must be turned into the Nominations Committee by **March 25<sup>th</sup>**. Please return this form to [trish@cottonwoodschool.org](mailto:trish@cottonwoodschool.org), or to the school office.

### Elected Officers

(Elected prior to April General Meeting)

President-Elect

Treasurer

Secretary

VP – Community

VP – Curriculum Support

### Activity Chairs

Supply Kits

Staff Appreciation Luncheon (May)

Scholastic Book Fair (Dec)

Spirit Nights (Bi-Monthly)

Walk & Roll to School

Family Fun (Movie) Night

Bosque Bolt 5k & Kids k (Fall)

Year-End Celebration (May)

Student Art Show (Mar)

Drama Productions (Apr-May)

Garden Support (seasonal)

Parent Work Nights (Fall, Spring)

Field Days (May)

### Nominee Name

### Contact Info

### Nominee Name

### Contact Info

## Officer and Committee Chair Descriptions

The CSPA Council is comprised of elected officers, committee chairs, and school representatives. It meets one evening per month to conduct CSPA business. Anyone may attend. General meetings for the entire membership are scheduled twice per year: one in the fall to review plans and budget for current year, and one in the spring to introduce new officers and plans for following year.

## Elected Officers

**President** – Serve as leader and key contact for the CSPA; preside at all CSPA meetings; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the CSPA's objectives can be met. Elected in year prior as President-Elect. (Effort: year-round, on-going)

**President-Elect** - Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; act as membership coordinator to match volunteers with committee needs. Serves as President the following year. (Effort: year-round, time varies depending upon roles)

**Treasurer** - Be responsible for and have custody of all funds; make disbursements as properly authorized; assure that CSPA policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit. (Effort: 4-5 hours per month, average)

**Secretary** - Keep the minutes of all meetings; prepare monthly correspondence and perform all other duties assigned; maintain master documents; keep the calendar of events for the CSPA. (Effort: 4-8 hours per month, includes attending meeting and typing up minutes)

**VP - Community** – Act as a liaison to activity chairs falling under Community Building area (staff appreciation, new family welcome, school community events); assist activity chairs as needed with volunteer support and as liaison to the Executive Committee. (Effort: 2-4 hours per month).

**VP – Curriculum Support** – Act as a liaison to activity chairs falling under Curriculum Support area (drama/music, PE, EE, Art, Parent Work Nights, Field Days); assist activity chairs as needed with volunteer support and as liaison to the Executive Committee. (Effort: 2-4 hours per month).

## Activity Chairs (Remember, these are COMMITTEES – there should be volunteers to help)

**Supply Kits** – Coordinate the supply kit orders during summer, place orders with vendor, take delivery of materials in August and distribute before first day of school. (Effort: 3-5 hours during summer, 2 hours before first day of school.)

**Staff Appreciation** – Coordinate the Staff Appreciation luncheon (during Teacher Appreciation Week - first full week in May). (Effort varies)

**Book Fair** – Work with vendor (typically Scholastic) to arrange for book fair timing per school calendar in December. Coordinate volunteers to help with setup, sales, tear-down during book fair. Coordinate special book fair activities if planned (typically a giving tree for books for another school, teacher library wish-lists, and fun family event). Committee often co-chaired with one experienced chair leading and co-chair willing to lead following year. (Effort: varies depending on activities, typically 4-6 hrs planning and then more substantial during week of book fair.)

**Spirit Nights** – Arrange bi-monthly restaurant fundraiser nights for the school. (Effort: about 1 hour each.)

**Family Fun Night** - Organize a family fun night, traditionally a Movie Night held in November, but could also be game night or other fun family activity. Coordinate volunteers for setup, concession sales (if applicable), and cleanup. (Effort: varies, typically 4-6 hours planning + 2-4 hours during event)

**FIREBolt** – Coordinate 5k and Kids k. Involves obtaining approval for event from Village of Corrales and MRGCD, sponsorships, participant registrations, marketing/publicity, and race-day coordination of events and volunteers. Should be managed as a committee with project leaders of various areas. (Effort is substantial, especially the 6 weeks prior to the event)

**Year-End Celebration** – Coordinate the CSPA's year-end family event held after noon dismissal on last day of school. Typically includes sporting activity (kickball, soccer, quidditch), face-painting, balloon animals, food-for-purchase, and steel drum band performance. Significant planning begins by Mar-April. (Effort: 3-6 hours for planning, 3 hours during event)

**Student Art Show** – Work with Art Specialist to identify needs for student art show held in March. Coordinate volunteers to assist with preparation of student art display materials, setup, refreshments, and cleanup. (Effort: 4-6 hours in Feb. and Mar.)

**Drama Productions** – Work with Drama Specialist to identify needs, coordinate volunteers to assist with set design, costume making, and refreshments for Jr. El and Sr. El plays in April-May. (Effort: 4-6 hrs planning, about 2 hours each performance)

**Garden Support** – Work with Environmental Ed Specialist to identify needs. Coordinate volunteers to assist with Garden development as needed – typically general maintenance of weeding/pruning, preparation for winter, and preparation for spring planting. (Effort: 4-6 hrs seasonally)

**Parent Work Nights** – Coordinate one Parent Work Night in the Fall and one in Spring – where parent volunteers give time to fulfill teacher work orders (typically creation or refurbishment of classroom materials, fixing or sprucing up campus needs, etc.). Collect work orders from staff, prepare workspace/materials/equipment as needed, and coordinate volunteers. (Effort: 4-8 hrs each)

**Field Days** – Work with staff through section meetings (EC and EL) to discuss plans and identify needs. Coordinate volunteers to provide refreshments, setup, assist with running activities during field day if needed, and cleanup. (Effort: 2-4 hrs planning, varies during event)