



PS/IS 499 PTA

The Queens College School for
Math, Science & Technology
Parent Teacher Association

148-20 Reeves Avenue, Flushing, NY 11367 (718) 461-7462, ext. 1163 499pta@gmail.com 499pta.org

Dear Parents/Guardians:

If you haven't yet already, there is still time! On our Wednesday, May PTA meeting, we will elect our PTA and SLT officers for 2018-2019 Term. To be an officer, full time participation is not required, and there is great deal of flexibility with different levels of participation. Therefore, you should not hesitate to get involved just because you work.

You can nominate yourself or someone else who are interested in any position. Please fill out the form below and return it to the PTA office as soon as possible. Should you have any questions, please feel free to contact the PTA or Ms. Rowe, our parent coordinator. Thank you.

TO NOMINATE YOURSELF or ANOTHER PARENT/LEGAL GUARDIAN, PLEASE PRINT THE NAME ON THE LINE NEXT TO THE POSITION OF YOUR INTEREST:

Please do not nominate any parent, unless you are sure they are interested in serving on the PTA Board or SLT

President/Co- President _____

Presides over meetings; oversees all areas, events and committees.

Vice President/Co-Vice President _____

Fills in for President as needed; oversees specific committees; serves as Enrichment Committee liaison.

Recording Secretary/Co-Recording Secretary _____

Takes minutes at monthly meetings; prepares reports to be distributed.

Corresponding Secretary/Co-Corresponding Secretary _____

Prepares monthly PTA meeting notices and PTA event flyers; decorates and manages the PTA bulletin board; maintains PTA website posts.

Treasurer/Co-Treasurer _____

Maintains budget; issues checks, processes and tracks expenses and income; prepares monthly financial report; prepares tax statements; presents financial report at PTA meetings.

Hospitality Coordinator/Co-Hospitality Coordinator _____

Shall make all hospitality preparations for each PTA meeting and maintain an inventory as well as purchase the items needed to offer at meetings and events.

SLT _____

Contributes to the evaluation and development of school-wide educational policies and planning; attends monthly meetings and presents monthly reports at PTA meetings.

Your Name: _____

Contact #: _____

Email (please print): _____

Child's Name: _____ **Child's Class:** _____

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