



Dr. Gabriella Mafi, Superintendent - Jaemie Johnson, Principal - Sophie Wardle, President
6562 Stanford Ave., Garden Grove Ca 92845 - Ph 714-663-6074 - Fax 714-663-6076 - email: pta.gardenpark@gmail.com

Dear Garden Park Families and PTA Members:

Garden Park Elementary PTA invites you to join us in making a difference and enriching your child's educational process, by becoming actively involved with the PTA for the 2024- 2025 school year.

Please consider taking one of these leadership positions, which will ultimately benefit your child(ren) and others, in their academic growth. To qualify, you must be a current PTA member of 30 days or greater.

If you're curious to learn more about any of the positions, please take time to read the back of this form and/or contact PTA for more information. We hope that you'll consider being part of the 2024-2025 PTA Executive Board. Training will be provided to those who are elected.

Please submit your completed form to the school no later than Friday, January 26, 2024.

Please be sure to check all that apply. Note: you may hold only one office, but will be considered for all that you're interested in.

Thank you for your consideration and interest.

Please see back for brief description of each elected position

___ Yes, I am interested in running for the following elected school PTA Officer position(s):

___ President

___ Vice President

___ Recording Secretary

___ Treasurer

___ Financial Secretary

___ Auditor

___ Historian

Your Name: _____ Phone #: _____

Student's Name(s): _____

Address: _____ City: _____ Zip: _____

Email: _____

PTA Positions - Brief Descriptions (refer to a copy of Bylaws for complete description)

These descriptions include a general idea of what each position entails, but is not exclusive of items listed.

Elected Positions:

President: Responsible for leading the Association, is the presiding officer and official representative of the Association, liaison between Association and school officials. Extensive duties required for Association, Executive Board & Unit Meetings.

Vice President: Responsibilities include serving as primary aide to the president, perform duties of the president in the absence of the president and assist with committees, Ways & Means fundraising activities, and PTA events.

Treasurer: Authorized custodian of the PTA Funds. This position is responsible for the maintenance of all financial records, checking accounts, and filing taxes and financial reports.

Financial Secretary: Works with the Treasurer to receive and record deposits and prepare and present financial reports. Gives receipt for all monies received for the association.

Recording Secretary: Keeps accurate, permanent records of all proceedings and meeting of the Executive Board and Associate that include: Bylaws, Standing Rules, and previous meeting minutes.

Historian: Tracking and recording volunteer hours which helps PTA to maintain its federal tax exempt status.

Auditor: Responsibilities include audits of the books and financial records of the association semi-annually. Prepare a midyear and year-end audit along with presenting a written report.

Please see other side for interest for PTA elected positions.