

## *PTO Reporter*

**Activity:** *PTO reporter: 1) informs the school community about school-related events using the outdoor school sign 2) maintains school community access to current hardcopy PTO documents and 3) manages a bulletin board designed to convey information about topics that may be of interest to the student population.*

**# people needed:** only the officer

**Job description:**

- Attends PTO meetings.
- Changes outdoor sign weekly to reflect current school events; front office relays current school events information to the reporter.
- Maintains bulletin board near the Multi-Purpose room; this includes updating PTO related documents posted on the board as well as decorating the bulletin board monthly (or more frequently) with an uncontroversial theme.

**Time commitment (officer):** 5-10 hours per month