

**Lake Forest Elementary PTO is seeking Board Member nominations to serve our school for the 2009/2010 school year.**

The following positions are now open for nominations:

***Vice President of Fundraising:*** The Vice President of Fundraising shall be responsible for developing relationships with local, regional and national businesses to support the organization's objectives.

***Vice President of Volunteers:*** The Vice President of Volunteers shall be responsible for soliciting, organizing and training volunteers in support of the organization's objectives.

***Recording Secretary:*** The Recording Secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The Recording Secretary also keeps a copy of the minutes book, bylaws, standing rules, membership list, and any other necessary supplies, and brings them to meetings.

\*\*\*A Special General Meeting to fill open board vacancies has been scheduled for Wednesday, December 2, 2009 at 7:00 p.m.

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**LAKE FOREST PTO BOARD MEMBER NOMINATION FORM  
(Please return to office no later than Friday, November 13th)**

**YES.** I would like to submit my name to serve on the Lake Forest Elementary PTO Board 2009-2010 in the following position:

\_\_\_\_\_ **Vice President of Fundraising**

\_\_\_\_\_ **Vice President of Volunteerism**

\_\_\_\_\_ **Recording Secretary**

Nominee's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_