

THE SCHOOL DISTRICT OF PHILADELPHIA
MCCLURE ELEMENTARY SCHOOL
600 W. HUNTING PARK AVENUE
PHILADELPHIA, PA 19140

Sharon Marino
Principal

Telephone (215) 456-3001
Fax (215) 456-5587

November 13, 2015

Dear Parents and Guardians,

Greetings from McClure! Due to circumstances beyond our control, our initial work with establishing a Home and School Association at McClure during the 2014-2015 school year was not successful. We have been advised by the Philadelphia Home and School Council to hold nominations and elections for a Home and School for the 2015-2016 school year. We need your support to make this happen!

Below are detailed descriptions of the four positions: President, Vice President, Treasurer, and Secretary. Please read the responsibilities for each position, and if you are a parent of a student at McClure and interested, please nominate yourself by filling in the information at the bottom of this letter and return to your child's teacher no later than Thursday, November 19, 2015 at 3:00 p.m.; nominations will officially close at this time.

PRESIDENT:

Duties and Responsibilities

- Preside at all monthly Home and School meetings.
- Represent the parents at Parent Representative meetings.
- Establish and maintain a professional working relationship with your schools' Principal, because he/she is the leader of the school.
- You or a designated Representative must attend the monthly regional meeting.
- You or a designated Representative must attend the meeting of the Philadelphia Home and School Council on the 1st Tuesday of every month at the School District.
- Meet with your other Officers to devise ways to fundraise to assist the children at this school.
- Meet with your other Officers to find educational information and programs for the students and the parents.

VICE PRESIDENT:

Duties and Responsibilities (there can be up to 4 Vice Presidents)

- Assist the President in his/her absence to preside at meetings.

- Assume duties as designated by the President.
- Talk with your President before making decisions in his/her absence that might affect the HSA.

TREASURER:

Duties and Responsibilities

- To receive, record and deposit all Home and School funds.
- To properly maintain the Home and School's checking account.
- Deposit all monies received promptly. Keep deposit slips and bank statements.
- Maintain accurate records and have them available for the Home and School membership.
- Provide a copy of the monthly financial report to the President, Principal, and the PHSC Representative and keep a copy for the HSA file.

SECRETARY:

Duties and Responsibilities

- To take and keep accurate records of the Home and School meetings.
- Take minutes at every meeting conducted by the Home and School Association, and have the minutes available for the members as soon as possible.
- Take attendance of all Home and School members who attend the meetings.
- Correspond with the President before finalizing and publishing the minutes of the Home and School Association meeting.

Sincerely,

Sharon Marino
Principal

Please complete the information below if you are interested in running for Home and School Office positions and return by Thursday, November 19, 2015 at 3:00 p.m. Thank you for your support of our students!

Parent Name: _____

E-mail: _____ Phone: _____

Child's Name: _____

Grade: _____ Room: _____

Position you are nominating yourself for: _____
(President, Vice President, Treasurer, or Secretary)