



Bayside High School PTSA NEWS FLASH

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Like and follow us on Facebook, Instagram, and Twitter @bhsvbptsa!

Bayside High School PTSA - Executive Committee 2018-2019

Parents, grandparents, friends, alumni and the staff of Bayside High School are encouraged to become actively involved in our PTSA. Our nominating committee is currently looking for volunteers for our Executive Committee. The Executive Committee is composed of the following positions:

President

Vice President (Membership)

Vice President (All Night Graduation Celebration)

Recording Secretary

Treasurer

If you are interested in serving on the Executive Committee please review position descriptions, complete the attached nominee questionnaire and return questionnaire to PTSA Nominating Committee at [email](#), by **Fri, March 2nd**. If you have questions or desire more information, please contact the PTSA Nominating Committee.

JOIN THE FUNDRAISER FOR ALL NIGHT GRADUATION-

**Family Fun- Play Bingo on
March 12, 2018 at 7:00PM**

HELP support the PTSA in our **Entertainment Book fundraiser!** The Entertainment Books are only \$20, filled with a wide variety of savings for restaurants, retail stores, attractions, and so much more! **The sale is through 3/16/18!** Checks may be made payable to BHS PTSA.

For more information, please contact [Courtney Spence](#), or Call [757.448.8644](tel:757.448.8644)

Support Bayside's Own Entrepreneurs!

For the third year in a row, Bayside is "growing" entrepreneurs in our **Advanced Entrepreneurship & Innovation class**.

Check out the products you may buy from these aspiring entrepreneurs (and in case you're wondering, all the entrepreneurs' companies' accounts are liquidated at the end of the school year with profits going toward non-profits of the students' choice!):

Handy Packs

We provide day-to-day convenience items you are always searching for – Chapstick, gum, pens, lotion, band-aids, hair-ties and antibacterial wipes -- in a small, stylish mesh bag you can throw in your purse or "teacher bag(s)." Find us in the **Marlin Market**.

Homey Herbs

Homey Herbs is selling DIY herb-planting kits in the Marlin Market. We offer a variety of herbs such as basil, lavender and cilantro. See Homey Herbs' visual display in the Marlin Market or find us at Homey Herbs on Facebook or email us [Here](#)

Tied Up

Tied-Up is selling customizable, fleece-tied blankets to keep you cozy year-round. Email [Here](#) to order your blanket today!

EVENTS & ACTIVITIES

- February Scholarship Newsletter can be found [here](#).
- **SUMMER YOUTH EMPLOYMENT**- The Summer Youth Employment Program, which aims to help place 100 residents ages 16-21 in summer jobs, will host 2 open houses: 4-7PM **Feb. 27th** at Williams Farm Rec. Center **4-7PM March 2nd** at Kempsville Rec. Center. Click here for additional information.
- **NATIONAL HONOR ROLL** Applications are available. Any Sophomore or Junior student with a GPA of 3.2 or higher can apply.
- **Peer Tutoring** Schedule is available [here](#).

Bayside High School All Night Graduation - Wish List

Help us say "Well Done" to the Class of 2018

We need your help!

Please consider donating an item for our door prize raffle, or cash (so we can purchase prizes).

We also need food donations and volunteers.

Visit
<https://bhsang.weebly.com>
for more information

Electronics

Cordless Headphones
USB Flash Drives
Bluetooth/Portable Speakers
Cell Phone Charger Pad
Amazon Fire TV Sticks
iPhone/iPad Docks
Kindle Fire/Nook
Tablets iPad, Samsung, Microsoft
Laptops
Surge Protectors
HDMI Cables
Auxiliary Cords

Dorm Room Items

Cork Boards
Towel Sets (bath, hand, face)
Bedding Sets XL Twin
Comforters/Bedspreads
Mattress Toppers
Clothes Hangers
Study Lights / Desk Lamps
Throw Blankets
Door Mirrors
Lap Desks
Desk Supplies/Organizers
Space Organizers
(i.e. shoes, clothes, storage)
Backpacks
Duffle Bags
Suitcases

Small Appliances

Blenders/Bullet
Single Serve Coffee
Makers
Hot Pots (Water Heater)
Microwaves
Mini Refrigerators

Gift Cards

Visa Amazon Walmart Target
Bed Bath & Beyond Barnes & Noble
Google Play iTunes Cold Stone
Starbucks Subway IHOP
Chick-fil-A Wendy's McDonald's
Tropical Smoothie Wawa 7-Eleven
Movie Theatre (AMC & Regal)

Health & Beauty

Toiletry Kits (male & Female)
Bath & Body Works Sets
Grooming/Pedicure Kits
Shower Caddies
First Aid Kit

Other Items

Mini Tool Kit
Gift Baskets
(Snacks, Movie Night, School Supplies, Health & Beauty)

The BHS PTSA seeks individual and business sponsors to purchase and donate items on this list. Items will be graciously accepted throughout school year until **Friday, June 4 2018**. Please send notification of intent to donate to bhsptsang@gmail.com. BHS PTSA is a 501(c) 3 non-profit, so your donation is tax deductible.

A charitable contribution receipt can be provided upon request.



**BAYSIDE HIGH SCHOOL
FAMILY NIGHT**



Fundraiser to Support
Class of 2018 – All Night Graduation
Celebration

Monday, March 12th
BHS Cafeteria

Doors Open At 6:30 p.m.
Bingo Begins At 7:00 p.m.

Family Fun Pack \$5:00
(1 Hot Dog, Chips, Drink, 3 bingo cards)

Available for Purchase
Refreshments, Extra Bingo Cards, 50/50 Tickets



Sponsor: BHS PTSA

Bayside High School PTSA

Executive Board/Committee Member Nominee

Name:	
Phone:	Email:

Do you have a student at Bayside High School?		If yes, graduation year:	
What position would you like to serve in?			
Are you a current (paid) member of a VBCPS PTA/ PTSA?			
If no, why not? If yes, what school?			
Have you served as a board member on a PTA/PTSA in the past?			
If yes, please list positions and years served:			
Are you able to commit a minimum of 3 hours per week in support of the PTSA?			
If no, why not?			

What do you hope to contribute to the Bayside High School PTSA?

Version: February 14, 2018

DESCRIPTION OF BHS PTSA BOARD POSITIONS

PRESIDENT

- Preside at all executive board and general membership meetings
- Attend spring and fall LTI
- Coordinate with all other officers and committee chairs
- Be a member ex officio of all committees except the nominating committee
- Prepare president's message for school newsletter sent in August
- Create board and general meeting calendar for the school year. Keep in mind BHS PTSA bylaws for general meetings. Include citywide and exemplary award meeting dates on calendar
- Receive all information from national, state, and local PTAs and distribute to appropriate officers and/or committees
- Follow monthly checklists provided by the Virginia Beach Citywide PTA. Information [Here](#)
- Ensure all due dates are met and exemplary award criteria is followed
- Attend all meetings required for the exemplary award or find an officer who can attend in your place
- Check PTSA mailbox on a weekly basis
- Prepare agendas for all board and general meetings
- Send notice of upcoming monthly board meetings to board members at least five days before the meeting with proposed agenda attached
- Attend School Planning Council meetings as a member
- Proofread anything being sent in a official capacity on behalf of PTSA and give final approval before items are sent home or given to anyone (i.e. gifts for special occasions, bulletin boards, newsletters, memos, etc.)
- Submit local unit officers' form and verification of the local unit's employer identification number (EIN) to the state office immediately upon the election of officers and no later than June 15 annually

TREASURER

- Attend all executive board and general membership meetings and/or submit committee report
- Attend spring and fall LTI
- Keep a full and accurate account of receipts and expenditures
- Explain to the board how to handle incoming cash/checks (2 people counting and signing paperwork), how deposit slips/receipt forms should be completed and turned in and how expenditure forms must be filled out for reimbursement
- Make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association
- Remit by December 1 to the Virginia PTA state office, state and National PTA dues for memberships received prior to December 1. Remit by March 1, dues received after December 1 and remit by June 30, all state and National dues received after March 1.
- Have check or vouchers signed by two officers, preferable the treasurer and president
- Present a written financial statement at every meeting of the association and at other times when requested by the executive board; share a paper copy with the board
- Prepare an annual financial report at the close of the fiscal year
- Have the accounts examined according to the auditing procedures outlined in Article VI of the Bayside PTSA bylaws
- When a local unit is required to file a 990 or 990 EZ per IRS regulations, a copy of the report shall also be forwarded to the state office upon its completion
- Submit a copy of the fiscal year-end audit to the state office within thirty days following the adoption of the audit by the membership at the Open House meeting in the fall of each year
- Ensure that all treasurer-related tasks on the Exemplary [form](#) are completed in a timely manner
- Assist the All Night Grad chair in preparing a budget for the year.
- Maintain a detailed record of All Night Grad income and expenditures for the year to help the following year's budget be as accurate as possible

RECORDING SECRETARY

- Attend all executive board and general membership meetings and/or submit committee report
- Attend spring and fall LTI
- Record minutes of both board and general meetings. Keep a copy for official records. Forward minutes to all board members via email no later than one week after each meeting. Ask for input as to accuracy.
- Submit (revised) paper copies of minutes at each board meeting for board review and approval.
- General meeting minutes must be shared at the next general meeting (can be posted prior)
- Receive all incoming notes, letters to PTSA and present at board meetings. Keep them all together until the end of the year.
- Observe dates when minutes are due to Council
- Keep the official copy of the local unit's bylaws in Secretary files
- Maintain a membership list as required by the Virginia PTA

FIRST VICE PRESIDENT—MEMBERSHIP/MARLIN FUND

- Attend all executive board and general membership meetings and/or submit committee report
- Attend spring and fall LTI
- Act as an aide to the president
- As 1st VP perform the duties of the president in the absence or inability of that officer to act
- Obtain membership cards and envelopes; make membership envelopes for staff
- Promote the Marlin Fund by including information with all membership materials
- Prepare membership/Marlin Fund information (flyer) to go home in newsletter and first week packet
- Run copies of flyer and count out for homerooms at the beginning of the year
- Plan a membership drive for faculty/staff at Welcome Back to School breakfast or luncheon
- Set up a table at Open House to promote membership and the Marlin Fund
- Plan to promote membership/Marlin Fund at sporting events and school activities in the fall
- Maintain an accurate list of members, dues paid and Marlin Fund donations
- Write thank you notes to Marlin Fund contributors (stationery provided)
- Observe dates when forms are due to citywide, district or state PTA
- Distribute membership cards to new members
- Work with treasurer to determine deposit procedures for membership money

THIRD VICE PRESIDENT-ALL NIGHT GRAD (ANG)

- Attend all executive board and general membership meetings and/or submit committee report
- Attend all Citywide All Night Grad meetings or ensure a substitute can attend in your absence
- Act as an aide to the president
- As 3rd VP perform the duties of the president in the absence or inability of that officer to act
- Manage sub-committees
- Secure the venue for the All Night Graduation Celebration
- Secure entertainment for the event
- Work with the Student Activities Coordinator to arrange activities and plan expenditures as long as the Senior Package is offered
- Establish and coordinate with committees to handle the following: prizes, food, donations, kitchen duties, activities throughout the venue, coat room, check-in, security/door volunteers, general volunteers, signage and donation acknowledgements
- Prepare an insert for the graduation program and an ad for the fall football program to thank those who donated to ANG