

# Putnam City Schools Foundation Board Recruitment Form

## Organization Information

Name of Organization: Putnam City Schools Foundation  
 Mailing Address: 5401 NW 40th Street, OKC, OK 73122  
 Phone: 495-5200 ext 1205  
 Fax: 491-7525  
 Email: cgist@putnamcityschools.org  
 Web Site: www.pcf4kids.org  
 Primary Staff Contact  
 Title: Mrs. First Name: Caroline Last Name: Gist  
 Position: Executive Director  
 Mailing Address if different from organizational address: same  
 Direct Phone with extension: 495-5200 ext 1205  
 Email: cgist@putnamcityschools.org

Mission: Enhance and enrich educational opportunities in Putnam City Schools

Major Programs: Challenge Day

Target Population: 19,716 students, 73% enrolled in Free & Reduced Lunches

Total Annual Budget: \$100,000+ - \$500,000

Major sources of revenue: fundraising from alumni, former teachers and local business, special events, OCCF, employees, board members

How many staff? 2.5

Significant plans for future, such as a capital campaign or implementation of a new program: 25 year anniversary

## Board Description:

What is the primary work of your board? Fund Raising  
 How many board members? 11-20  
 How long is a board term? 3 years  
 How many consecutive terms can a board member serve? 2

When does the board meet? *(Place an X by all that apply)*

<input checked="" type="checkbox"/> January	<input checked="" type="checkbox"/> February	<input checked="" type="checkbox"/> March	<input checked="" type="checkbox"/> April
<input checked="" type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input checked="" type="checkbox"/> August
<input checked="" type="checkbox"/> September	<input checked="" type="checkbox"/> October	<input checked="" type="checkbox"/> November	<input checked="" type="checkbox"/> December

Day: Thursday

Time of Day for Board Meetings: Breakfast

Where does the board meet? In Putnam City schools

## Board Member Obligations

### Financial Commitments:

Annual personal contribution \$500

Participation in fund raising campaign (sign letters, make calls) sign letters, accompany Exec Director on visits to donors and potential donors

Sales of tickets or sponsorships for events Annual Wall of Fame event in Spring and golf event in Fall

Other financial obligations: none

### Time Commitments

(Place an X by all that apply)

<input checked="" type="checkbox"/>	Service on one or more committees
<input checked="" type="checkbox"/>	Volunteer for one or more programs of the organization
<input checked="" type="checkbox"/>	Required attendance at a minimum number of board meetings

Other, please specify [Click here to enter text.](#)

### Specific Skill Sets Needed on Board

Are there specific skills you are seeking in new board members? (Place an X by all that apply)

<input type="checkbox"/>	Financial Management	<input type="checkbox"/>	Legal
<input checked="" type="checkbox"/>	Fund Raising	<input type="checkbox"/>	Bylaws/Policy Development
<input checked="" type="checkbox"/>	Special Event Management	<input type="checkbox"/>	Human Resources/Personnel
<input checked="" type="checkbox"/>	Marketing/Communications	<input type="checkbox"/>	Insurance
<input checked="" type="checkbox"/>	Technology	<input type="checkbox"/>	Real Estate/Property Management
<input checked="" type="checkbox"/>	Other, please specify PR	<input type="checkbox"/>	

### Specific Demographics Needed on Board, if any

Are you seeking representatives among specific demographic groups? (Place an X by all that apply)

<input checked="" type="checkbox"/>	Male	<input checked="" type="checkbox"/>	Female
<input type="checkbox"/>	Teens	<input checked="" type="checkbox"/>	Young Adults
<input checked="" type="checkbox"/>	African American/Black	<input checked="" type="checkbox"/>	Seniors
<input checked="" type="checkbox"/>	Asian American	<input checked="" type="checkbox"/>	American Indian
<input checked="" type="checkbox"/>	Other Racial/Ethnic: Caucasian	<input checked="" type="checkbox"/>	Hispanic/Latino
<input type="checkbox"/>	Specific Religion or Faith: <a href="#">Click here to enter text.</a>		
<input type="checkbox"/>	Residency	<input type="checkbox"/>	
<input type="checkbox"/>	Northwest Oklahoma City	<input type="checkbox"/>	Northeast Oklahoma City
<input type="checkbox"/>	Downtown Oklahoma City	<input type="checkbox"/>	South Oklahoma City
<input type="checkbox"/>	Far West Oklahoma City	<input type="checkbox"/>	Tinker AFB Area
<input type="checkbox"/>	Edmond	<input type="checkbox"/>	Jones/Luther
<input type="checkbox"/>	Moore	<input type="checkbox"/>	Midwest City/Del City
<input type="checkbox"/>	Norman	<input type="checkbox"/>	Mustang
<input type="checkbox"/>	Other <a href="#">Click here to enter text.</a>		

### Other Information You'd Like Potential Board Members to Know:

For more information about the PCF go to our website at [www.pcf4kids.org](http://www.pcf4kids.org). Putnam City has a long and great track record. We help the students in Putnam City get the best education possible!

### Communicating with Potential Board Members

What other information do you need from potential board members to consider them for your organization's board? What sparks your interest in Putnam City Schools?

### How should potential board members contact you?

<input checked="" type="checkbox"/>	Mail letter of interest to Caroline Gist, PCF, 5401 NW 40th Street, OKC, OK 73122
<input checked="" type="checkbox"/>	Email statement of interest to <a href="mailto:cgist@putnamcityschools.org">cgist@putnamcityschools.org</a>
<input checked="" type="checkbox"/>	Call Caroline Gist at this number: at 495-5200 ext 1205