

Recommendations for a Successful PTA/PTSA

Here are a few of the many things you can do to make your PTA's/PTSA's year successful.

At the beginning of the school year:

- Read the first 13 pages of this handbook.
- Attend the PTA Workshop September 12, 2009. (**Insurance Class is mandatory for PTA Insurance.**)
- Review your Florida PTA *Kit of Materials* and the National PTA *Annual Resources for PTAs*. Contact FPTA if you haven't received them.
- Be sure to get your PTA ID and EIN from the address label on the kit of materials.
- Create a Procedure Book and update it throughout the year (see Procedure Books on page 10).
- Provide your committee chairs with copies of materials that pertain to their role.
- Be sure your treasurer's books have been audited.
- Prepare your annual budget to be adopted at the first general membership meeting.
- Obtain the important information for your unit and begin to fill out page 8.
- Register to vote. Visit <http://www.voteinellas.com> for more information.
- Subscribe to *This Week in Washington* and *PTA Parent*, weekly email newsletters from National PTA (www.pta.org).
- Encourage members to ask other parents, grandparents, students, community partners and child advocates to join at the beginning of the school year.
- Register for CapWiz at capwiz.com.

During the year:

- Submit Federal Tax Return by November 15.
- **ATTEND AT LEAST TWO PCCPTA MEETINGS PER YEAR - and ATTEND 1 PTA SANCTIONED ADVOCACY TRAINING OR EVENT MANDATORY FOR INSURANCE.**
- Read the *Pinellas Courier* newsletter each month for timely information and announcements about legislative meetings and other upcoming events.
- Plan a Reflections Program to motivate students to express their creative talents.
- Contact PCCPTA if you have questions or need help.
- Have at least three programs for each fundraiser.
- Plan to have at least one program on a health or safety topic.
- Form a Nominating Committee (see page 66-68)
- Conduct officer elections before the end of the year and submit next year's president's information to PCCPTA no later than May 22 (using the form found on pccpta.org) **AND** to FPTA via their form in the April or May *Florida PTA Bulletin*.
- Attend Legislative Meetings with your local legislators.
- Contact the PCCPTA President if you are interested in serving on a county committee.
- Enjoy yourself as you face the challenges of advocating for every child.