

Local Unit PTA Yearly Agenda

June- July

1. Books must be audited after June 30 and prior to being passed to treasurer.
2. Establish check signers for the year (At least 3 people).
3. Bylaws must be current through March 31st prior to county turn-in deadline to participate in Reflections Program and awards.
4. Meet to plan programs and fundraisers for the coming year.
5. Prepare a budget to be approved at the first General Meeting of the year.
6. Attend State Leadership Conference at Innisbrook.
7. Send any collected dues to Florida PTA and apply for awards.

August

1. Plan a meeting with the principal to discuss the year ahead. Set an agenda.
2. Establish your PTA goals for the year - advocacy not fundraising! Goals Sheet and Plan of Work are on the website.
3. Have each Board member establish a procedure book for the year.
4. Attend School Board candidate's forum if scheduled.
5. Send any collected dues to Florida PTA and apply for awards.

September

1. First General PCCPTA meeting - you MUST attend 2 for Insurance.
2. Remember the PCCPTA General Meetings are the third Thursday of the month.
3. Pay Council dues to the PCCPTA and pay for Insurance.
4. Approve Budget at the General Meeting.
5. Have a membership drive to increase membership.
6. If an Elementary or Middle School, register for "International Walk to School Day."
7. If a Middle School or High School, plan a health or safety program.
8. Register to receive Florida PTA and National PTA legislative alerts via their websites
9. Plan to invite the PCCPTA Board to your programs.
10. Attend the PCCPTA Workshop - The Insurance Class is mandatory.
11. Begin planning your Reflections Program.
12. Send any collected dues to Florida PTA and apply for awards.

October

1. Attend PCCPTA Mock Convention to prepare for State Convention in November.
2. Get involved legislatively. Send the name of your legislative representative to the PCCPTA to begin getting the legislative e-newsletter and advocacy alerts.
3. If you are a strong PTA, "adopt" a struggling PTA and apply for that award.
4. Set up a website if you do not have one and link it to pccpta.org.
5. Start a PTA Newsletter, or at least a column in your school newsletter.
6. Send any collected dues to Florida PTA and apply for awards.

November

1. North County PCCPTA General Meeting
2. Attend the PTA State Convention, and get to know others in PCCPTA.
3. Carry out your Reflections program to select winners.
4. Possibly plan a holiday luncheon as a thank you for the staff.
5. Attend Legislative Meetings with your Senator or Representative.
6. Send any collected dues to Florida PTA and apply for awards.

Local Unit PTA Yearly Agenda (continued)

December

1. No PCCPTA General Meeting - Happy Holidays!
2. Some dues MUST be paid to the State office by December 15 for participation in the Reflections Program (Dues should be paid monthly).
3. Look at the need to amend your budget - present this in January to the General membership for their approval.
4. Submit an article to the PCCPTA Newsletter with your news and event information (Articles are due the third Thursday of the month).
5. Reflections entries due to PCCPTA, with judging and reception to follow.
6. Send any collected dues to Florida PTA and apply for awards.

January

1. PCCPTA General Meeting - January speaker is usually the Superintendent of Schools.
2. Choose your Nominating Committee for the next year's board. Check bylaws for the makeup of the Nominating Committee.
3. Plan which awards you will apply for to PCCPTA and state.
4. Plan Founders Day Program (Take Your Family to School Week).
5. Send any collected dues to Florida PTA and apply for awards.

February

1. South County PCCPTA General Meeting.
2. Nominating Committee should be meeting to select the Slate of Officers .
3. Invite another school to partner with you for a program. (You MUST have 3 programs for every fundraiser!).
4. Assess yearly goals and see if you have achieved them.
5. Check status of attendance at PCCPTA meetings in Pinellas PTA Courier.
6. Send any collected dues to Florida PTA and apply for awards.

March

1. Make sure a delegate of your PTA has attended two PCCPTA General Meetings
2. Pay ALL dues (\$3.00 per member) and return unused cards to State by March 31.
3. Plan to attend the FPTA Legislative Days in Tallahassee in March or early April.
4. Plan to attend National Convention in June.
5. Send any collected dues to Florida PTA and apply for awards.

April

1. PCCPTA General Meeting – Election of officers.
2. PCCPTA Awards deadline.
3. Have your election and install your new officers. PCCPTA is glad to come to assist you.
4. Make sure you appropriately thank your PTA Board, Administration and staff.
5. Attend the PCCPTA Awards Banquet and Installation of Officers.
6. Send any collected dues to Florida PTA and apply for awards.

May

1. Have the new Executive Committee meet to establish Board positions and PLAN for next year!
2. Complete New President's Form online at PCCPTA.org. Also, send FPTA their form which is in the FPTA Bulletin sent to PTA presidents.
3. Sign up for the State Leadership Conference at Innisbrook in July. The registration forms are in the pre-conference mailout sent to PTA Presidents or on the FPTA website.
4. Sign up for the PCCPTA Workshop held in September. Registration forms are on the pccpta.org website.
5. Send any collected dues to Florida PTA and apply for awards.