



## SEPTEMBER CHECK LIST

Reminder....not all items apply to all PTA/PTSA units!

- \_\_\_\_\_ Complete August Check List (available at [www.vbpta.org](http://www.vbpta.org)).
- \_\_\_\_\_ Hold a PTA General Membership Meeting (Open House or other)
  - \_\_\_\_\_ Audit Report read & approved?
  - \_\_\_\_\_ Budget approved?
  - \_\_\_\_\_ Proposed Legislation Ballot passed out to member?
  - \_\_\_\_\_ Minutes from the last General Membership Meeting approved?
  - \_\_\_\_\_ Pony these minutes to Council @ Birdneck ES
- \_\_\_\_\_ Legislation ballots with information give out to teachers and staff
- \_\_\_\_\_ Remind Principal to attend Fall LTI, Thursday, September 18
- \_\_\_\_\_ PTA Membership drive doing strong
  - \_\_\_\_\_ Send in State Dues remittance statement
  - \_\_\_\_\_ Keep an accurate listing of members & monies paid
  - \_\_\_\_\_ Meet with treasurer regularly to establish deposit procedures
- \_\_\_\_\_ Check for Call to Convention from the Virginia PTA in the mail
- \_\_\_\_\_ PTA/PTSA newsletter, or communication out to all parents, student and staff
- \_\_\_\_\_ Reflections committee working on advertising, collecting judges, & paperwork
- \_\_\_\_\_ Volunteer Coordinators are busy gathering names, calling/contacting volunteers to thank them for agreeing to help, and checking with staff to determine school needs
- \_\_\_\_\_ Board Meeting (suggestions of and beyond meeting agenda)
  - \_\_\_\_\_ Remind everyone to sign the city volunteer agreement form
  - \_\_\_\_\_ Remind everyone to wear nametags
  - \_\_\_\_\_ All board members paid PTA dues?
  - \_\_\_\_\_ Ask the principal to share information/needs/concerns
  - \_\_\_\_\_ Remind officers & committee chairs to attend Council Fall LTI
- \_\_\_\_\_ Send in Local Unit Remittance Statement with Membership Dues payments for Officers and teachers to Virginia PTA!

Smile and have fun!!