



## MARCH CHECKLIST

- \_\_\_\_\_ Complete February Checklist
  
- \_\_\_\_\_ Prepare to thank your Volunteers during Volunteer Appreciation Week
  
- \_\_\_\_\_ Submit Principles of American Citizenship Nomination– pony to Windsor Woods ES
  
- \_\_\_\_\_ Volunteer of the Year
  - \_\_\_\_\_ Packet sent to Windsor Woods ES by March 25th
  - \_\_\_\_\_ Photo submitted to [Laura.Smart@vbschools.com](mailto:Laura.Smart@vbschools.com) (including school name)
  
- \_\_\_\_\_ Read the Exemplary PTA Award for Council PTA Application Requirements
  
- \_\_\_\_\_ Check PTA/PTSA Bylaws for Nominating Committee information
  - \_\_\_\_\_ Advertise the need for committee members
  - \_\_\_\_\_ Elect Nominating Committee
  - \_\_\_\_\_ Slate of officers announced 30 days prior to General Membership
  - \_\_\_\_\_ Thank Nominating Committee for Volunteering
  
- \_\_\_\_\_ Ask for an update of Volunteer hours from the VIE Chair
  
- \_\_\_\_\_ Advertise PTA/PTSA Scholarship information.
  
- \_\_\_\_\_ Review PTA/PTSA budget for the rest of the year
  
- \_\_\_\_\_ Share with Board Tidewater District Dinner Information, decide who is going to attend, and submit payment
  
- \_\_\_\_\_ Submit Scholarship Remittance to Council by March 1, 2011