



APRIL CHECKLIST

- _____ Complete March Checklist
- _____ Submit Reservation Form and Payment to attend Council Annual Dinner and Award Program by April 22nd.
- _____ Return Council Exemplary PTA Award Application by April 22nd.
All applications received after this are late. Application should be ponied to Windsor Woods Elementary.
- _____ Prepare to thank your volunteers during Volunteer Appreciation Week -April 11-15
- _____ Thank your Nominating Committee
- _____ Hold Elections in Accordance to your Local Unit Bylaws
- _____ Submit Principle of American Citizenship, twice by May 6th
Pony to Windsor Woods Elementary
- _____ Submit Outstanding Communication Recognition Award Packet to Communications Chair at communications@vapta.org or mailed to VA PTA office. Deadline May 1st.
- _____ Complete and submit 2010-2011 VIE Service Report which reflects your Local Unit Volunteer Hours. Pony to Virginia Beach Council of PTAs at Windsor Woods ES **and** to Office of Community Relations, School Administration Building
- _____ Begin to plan fundraiser ideas & programs for 2011-2012.
- _____ Do not sign contracts for the local unit if you are not the elected president for 2011-2012.
- _____ Begin to gather information and plan your turnover for your successor. Encourage board members who are not returning to do the same.
- _____ Consider recognizing outstanding contributors to the PTA with a Virginia PTA Award. Awards can be ordered and forms can be downloaded at www.vapta.org.
- _____ Plan to attend state LTC July 15-16 in Glen Allen, Virginia

ALL forms and information can be found in the original president packet or on line at www.vbpta.org