



Dear PTA President:

In an effort to help remind you of things that “can” be done each month, we will be including a checklist with every newsletter, published by the fifth of each month.

AUGUST CHECKLIST

- _____ Review Audit results with your Treasurer
- _____ Hold a PTA Board Meeting
- _____ Approve your Budget
- _____ Provide copies of your Bylaws to new board members and to Council and VA PTA as necessary
- _____ Set Calendar of meeting dates for the year
- _____ Set at least three PTA goals for the year.
- _____ Schedule a meeting with your Principal to discuss goals for the year
- _____ Read President Packet and make copies for officers
- _____ Send out PTA Membership information with Back To School information
- _____ Check for membership cards from the Virginia PTA at your school’s office
- _____ Prepare an article for the first school newsletter
- _____ Submit payment for PTA Insurance (Bonding & Liability)
- _____ Hold membership drive at Teacher Back-to-School luncheon or event
- _____ Volunteer sign in sheet and method arranged with staff
- _____ Send in Local Unit Remittance Statement with Membership Dues payments for Officers and teachers to Virginia PTA!

