

November Checklist



- _____ Complete October checklist
- _____ Submit Council Dues by December 1st
- _____ Attend PTA Convention in Richmond, VA
- _____ Local Unit Remittance Forms/membership Dues submitted by Dec. 1st
Deadline to Virginia PTA
- _____ Plan Reflections Celebration
- _____ PTA Membership cards distributed to all members
- _____ Have you reached 75% of last year's membership for Cardinal Award?
- _____ File Taxes with IRS by November 15th
- _____ Information sent to VA PTA and VB PTA: (repeated from October)
 - Audit Report approved by the General Membership
 - 990-990EZ tax form
- _____ Submit copy of Local Unit Newsletter to Council by December 1st
- _____ General Membership Minutes reflecting approval of audit & budget sent to Council PTA at Windsor Woods ES by December 1st
- _____ Remind members to keep track of Volunteer Hours
- _____ Share November's newsletter with your Board
- _____ Review Exemplary Award Checklist. Are you on track?
- _____ Submit Merit Award form to Council at Windsor Woods Elementary
- _____ Submit Principles of American Citizenship Nomination to Council by December 2nd— November's Character Trait is Respect
- _____ Consider not to hold December meeting; or hold hospitality event instead
- _____ Visit Council Website; www.vbpta.org