

October Checklist



- _____ Complete September checklist
- _____ Register for PTA Convention in Richmond, VA
(register at least one member if your unit has funds)
- _____ PTA Memberships sold at Open House, Fall Festival, sports events
- _____ PTA Membership cards distributed to all members
- _____ Legislation tally sheet ponied to Windsor Woods ES by October 8
- _____ Reflections program in full swing... Make sure Reflections Chair has all necessary information to execute a successful program
- _____ Information sent to VA PTA and VB PTA:
 - Audit Report approved by the General Membership
 - 990-990EZ tax form
- _____ 990-990EZ tax form mailed to the Virginia Tax Office (deadline 11/15)
- _____ General Membership Minutes reflecting approval of audit & budget sent to Council PTA
- _____ Attend a school sports event
- _____ School directories printed or completed (if applicable)
- _____ Board meeting—remind members to keep track of Volunteer Hours
- _____ Include in Newsletter article or send out flyer thanking members AND volunteers
- _____ Return Council Merit Award form to Council at Windsor Woods Elementary
- _____ Share Council Mailings with your Board
- _____ Submit Principles of American Citizenship Nomination to Council by

November 5th—October' s Character Trait is Diligence

