

SEPTEMBER CHECKLIST



- _____ Complete August Checklist (available at www.vbpta.org).
- _____ Hold a PTA General Membership Meeting (Open House or other)
 - _____ Audit Report read & approved in front of General Membership
 - _____ Budget approved by General Membership
 - _____ Proposed Legislation Ballot passed out to members?
 - _____ Minutes from the last General Membership Meeting approved?
 - _____ Pony minutes from General Membership Meeting to Council @ Windsor Woods ES
- _____ Legislation ballots given out to teachers, staff, and general membership
- _____ Remind Principal to attend Fall LTI, Thursday, September 29th at Bayside HS
- _____ PTA Membership Drive
 - _____ Send in State Dues remittance statement
 - _____ Keep an accurate listing of members & monies paid
 - _____ Meet with treasurer regularly to establish deposit procedures
- _____ Check for Call to Convention from the Virginia PTA in the mail
- _____ PTA/PTSA newsletter or communication sent out to all parents, students, and staff
- _____ Reflections committee working on advertising, confirming judges, and reviewing paperwork
- _____ Principles of American Citizenship Program is off and running. Submit nomination by October 7th—September's Character Trait is Responsibility
- _____ Volunteer Coordinators are busy gathering names, calling/contacting volunteers to thank them for agreeing to help, and checking with staff to determine school needs
- _____ Board Meeting (suggestions of and beyond meeting agenda)
 - _____ Remind everyone to sign the city volunteer agreement form
 - _____ Remind everyone to wear nametags
 - _____ Remind all board members to pay PTA dues
 - _____ Ask the principal to share information/needs/concerns
 - _____ Remind officers & committee chairs to attend Council Fall LTI
 - _____ Consider establishing Standing Rules
- _____ Send in Local Unit Remittance Statement with Membership Dues payments for Officers and teachers to Virginia PTA!

Have Fun!!!