

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 the first of the month.



AUGUST CHECK LIST

- _____ Review Audit results with your Treasurer

- _____ Hold a PTA Board Meeting
 - _____ Budget approved?
 - _____ Bylaws copies out?
 - _____ Calendar of meetings for the year approved?
 - _____ Three goals set for the PTA year?

- _____ Meet Principal for an informal chat about goals

- _____ Read President Packet information and make copies for officers

- _____ Send out PTA Membership information with Back To School information

- _____ Check for membership cards from the Virginia PTA in the mail

- _____ Prepare an article for the first school newsletter

- _____ Make sure all committees working for pre-school openings are working

- _____ Sign check for PTA Insurance (Bonding & Liability)

- _____ Membership drive at Teacher back to school luncheon

- _____ 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!