

# OCTOBER CHECK LIST



- \_\_\_\_\_ Complete September check list
- \_\_\_\_\_ Register for PTA Convention in Portsmouth (at least one member)
- \_\_\_\_\_ PTA Memberships sold at Open House, Fall Festival, sports events
- \_\_\_\_\_ PTA Membership cards distributed to all members
- \_\_\_\_\_ Legislation tally sheet ponied to Great Neck MS by October 16
- \_\_\_\_\_ Reflections program in full process...suggested turn in October 19
- \_\_\_\_\_ Information sent to VA 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 audit & budget approved sent to Council PTA
- \_\_\_\_\_ Attended a school sports events
- \_\_\_\_\_ School directories printed or complete
- \_\_\_\_\_ Board meeting—remind members to keep track of Volunteer Hours
- \_\_\_\_\_ Newsletter article or flyer out thanking members AND volunteers
- \_\_\_\_\_ Return Council Merit Award form to Council at Great Neck MS