

# NOVEMBER CHECKLIST



Please share with officers...

- \_\_\_\_\_ Complete October check list
- \_\_\_\_\_ Mail Local Unit Remittance form with a check today (copy attached)
- \_\_\_\_\_ Give REFLECTION CHAIR a flyer copy (copy attached)
- \_\_\_\_\_ Check on plans for a Reflection celebration ceremony in your school
- \_\_\_\_\_ PTA Membership cards distributed to all members
- \_\_\_\_\_ PTA Membership information is on an Excel spreadsheet for OMDR
- \_\_\_\_\_ Ask Principal if they need assistance in selecting the Teacher of the Year
- \_\_\_\_\_ 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)
- \_\_\_\_\_ Board meeting
  - consider no December meeting or having hospitality instead
  - all board members keeping track of volunteer hours?
- \_\_\_\_\_ Send a PTA newsletter, flyer or note saying check out our website to:  
Council PTA, GNMS (for Exemplary Award)
- \_\_\_\_\_ Merit Award is due anytime-staff membership is 100% by Annual Dinner
- \_\_\_\_\_ Cardinal Award is 75% of PTA members, based on last year total joining again by December 1, 2007...information supplied by State PTA.
- \_\_\_\_\_ President or delegate attends November 15 meeting