

SEPTEMBER CHECKLIST

Reminder....not all items apply to all
PTA/PTSA units!



_____ Complete August Checklist (available at www.vbpta.org).

_____ Hold a PTA General Membership Meeting (Open House or other)

_____ Audit Report read & approved?

_____ Budget approved?

_____ Proposed Legislation Ballot passed out to members?

_____ Minutes from the last General Membership Meeting approved?

_____ Pony these minutes to Council @ Windsor Woods ES

_____ Legislation ballots with information given out to teachers and staff

_____ Remind Principal to attend Fall LTI, Thursday, September 30th 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, student and staff

_____ Reflections committee working on advertising, collecting judges, & paperwork

_____ Principals of American Citizenship Program off and running

_____ 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

_____ All board members paid PTA dues?

_____ Ask the principal to share information/needs/concerns

_____ Remind officers & committee chairs to attend Council Fall LTI

_____ Send in Local Unit Remittance Statement with Membership Dues payments
for Officers and teachers to Virginia PTA!

Have Fun!!!