

PTA PRESIDENT – CALENDAR

To-Do (roughly chronological order) – see next page for month-to-month:

- Change signatures at the Credit Union (involves meeting there - old and new - and filling out the forms)
- Send new officers' contact info to state PTA
- Meet with principal to discuss this list and set dates for major events
- Teachers' Welcome Back breakfast, lunch, goody bags, solicit volunteers for bulletin boards.
- Put together membership, booksale and directory forms to go home the first week of school
- Kindergarten Orientation – PTA rep to speak/give out membership forms
- Fill out Facilities Use Permit for the monthly meetings and babysitting
- Back to School Night (just need a table, membership forms, T-shirts, cash box and a warm body. Could also try to collect Scholastic/TIME money at this time)
- Security processing
- First PTA meeting of the year (always full - both of people and content!)
- Labor Day Book Sale
- Walk to School Day - Oct.
- Chuck-E-Cheese night (easy to organize and brings in some money; likewise Chevy's, 3 Brothers, Behnkes, etc.)
- Scholastic Book Fair – Nov/Dec
- Science Fair - breakfast/lunch for judges
- Ice skating?
- TAG Information Night (in time for the results coming out in Jan/Feb)
- Spring Fair + Silent Auction + Scholastic Book Fair - Saturday, end of March
- Appoint Nominations Committee + chair
- Make sure PTA info is in the K/preK registration packets - late April/early May
- Staff Appreciation - 1st week of May - breakfast, lunch, goody bags
- Multicultural Dinner - usually a Wednesday in mid May
- Elect new board, approve budget and appoint audit committee
- Heave a sigh of relief, then start all over again :)

July

- All materials should be handed over to new officers
- Change signatures on PTA bank account; all have to meet at Greenbelt Credit Union
- Hold meeting to discuss goals for upcoming year and plan for the welcome-back events
- Update PTA website to reflect new officers and new calendar
- Make sure the Pre-K/Kindergarten registration packets include a PTA membership form
- Make sure the Labor Day Festival book sale has a committee and chair, and has already completed the booth application, got permission from the co-op to set up collection bin for books in August, and placed ad in News Review to run every week in August.

August

- Organize Teachers' Welcome Back breakfast, lunch and goody bags (make sure they include a membership form!)
- Put together fliers to go home the first week of school: membership form, volunteer sign-up, book sale volunteer sign-up, school directory form
- Kindergarten Orientation: PTA table with fliers, T-shirts(?)
- 1st day of school: volunteers at a welcome table?
- Fill out Facilities Use Permit for PTA meetings and babysitting for the year
- Back to School Night: PTA table with fliers, T-shirts
- Arrange security processing session at school – talk to David Lange

September

- Labor Day book sale
- First PTA meeting; there is always a very full agenda, so do not try to add anything special to this meeting. Leave time for questions if possible.
- As membership forms come in, write "Paid" on form if correct money is included, then put the form in the Secretary's folder and the money in the Treasurer's folder in the PTA mailbox. Secretary should make sure information is entered into database and membership forms are distributed.
- Publicize the ongoing "passive" fundraisers: Giant/Safeway have to update school choice every year, Box Tops, online fundraisers (Amazon, Goodsearch, etc.)
- Make sure there is a chair and dates are booked for the Scholastic Book Sale (usually first week of December)
- Organize Walk to School Day for October
- Launch PTA Reflections program or alternative (series of Art Nights?)

October

- ACE meeting with PTA presidents: often 3rd Tuesday of month at 6:30pm.
- Walk to School Day
- Treasurer should mail in initial membership dues to State and County PTA
- Chuck-E-Cheese night? Spaghetti dinner?

November

- Plan Honor Roll assembly – order prizes? Snacks?
- Make sure Scholastic Book Sale plans are underway
- Plan Science Fair: breakfast, lunch for judges (held in Nov, Dec or Jan)
- Organize event to run one evening during Scholastic Book Fair. Art Night/Art Show?

December

- Scholastic Book Fair
- Make sure dates are set for Spring Fair (March/April) and Multicultural Dinner (May)

January

- Event this month: ice skating, games night?
- Plan TAG information meeting for after results come out at the end of January
- Form committees for Spring Fair, Multicultural Dinner and Teacher Appreciation

February

- Plan Honor Roll assembly?
- Select representatives for Founder's Day dinner?
- Select Nominations Committee and chair
- Planning for Spring Fair, Multicultural Dinner and Teacher Appreciation

March

- Planning for Spring Fair, Multicultural Dinner and Staff Appreciation
- Plan Open House and visitation day(s) for prospective pre-K/K parents (in conjunction with Nursery School?)
- Send in all dues and unused membership forms by March 31.

April

- Announce Nominations at PTA meeting
- Renew insurance
- Make up flier to go in Pre-K/Kindergarten registration packets
- Secretaries' week: buy flowers?
- Open House

May

- Election of new officers at PTA meeting
- Approval of budget? (May or June meeting)
- Teacher Appreciation week + custodians + lunch staff appreciation
- Multicultural Dinner
- Check to see if ribbons etc. are needed for Field Day
- Send notice to newspapers and listservs that K registration is started

June

- Approve budget for next year, if it wasn't done at May meeting
- Form auditing committee
- Brainstorming past year/year to come?
- Form Labor Day book sale committee and find chair
- Prepare materials for transfer to new officers