

General Guidelines for Running a PTA Program

- ❖ Announce the program 7-10 days via newsletter and listserv, so families know to look out for the registration material.
- ❖ Please send out the information package and registration form at least 7 days ahead of the registration deadline.
- ❖ (For basketball, please let the Principal know when the registration deadline is before the information package and registration form are sent to families).
- ❖ Please specify the registration/order deadline or state that registration remains open until all spaces are filled.
- ❖ When collecting checks, please make sure that they are all written out to NE PTA. Please turn in the checks to the Treasurer in a timely manner. Please refer to the financial guidelines for detailed instructions, and contact the Treasurer with any questions.
- ❖ If you require a check from the PTA, kindly notify the Treasurer at least 3 school days before you need it (two Board members must sign the check).
- ❖ Please enforce late pick up fees if applicable, and notify the Board when a family has been late for pick up.
- ❖ If you are working with children, there must be two unrelated adults in the classroom at all times.