

PTA Program Leaders Meeting (2017-18)

1. Welcome and Introductions

- Introduce Officers
- Program Leaders introductions
- Pass around sheet to verify contact info and add committee members
- Purpose of the meeting

2. Open Positions

3. Calendar

- A tentative calendar is on the website and a hard copy will be mailed out
- Please email me any dates so the online calendar can be updated.

4. Information for Program Leaders can be found on the website

- General Guidelines for PTA Programs
- How to start a new program
- Financial guidelines
- PTA FAQs

5. Committee meetings and working with volunteers

We are so grateful to have wonderful volunteers, including you! Please keep in mind that we are all volunteers, and we need to respect people's non-PTA schedules. Please be aware that we're a diverse community and our communication styles may differ.

- Since all PTA meetings are open to the members, they need to be held in a neutral location where all members feel at ease. The school is an ideal place. A coffee shop may also work as long as committee members feel comfortable at a place of business.

6. Communication with families / how to publicize information

- Backpack Mail – either you or the main office staff will place the copies in teachers' mailboxes
- Listserv – you can post yourself
- Newsletter – send write-up to Carol on _____
- Website – send write-up to Carol
- Bulletin Board – post on the Board or on the window, please remove papers once the event has taken place

7. Announcements and forms

- Any other documents can be re-used. Please be careful to proof-read the information before they are sent out.
- All forms and announcements should be sent home in print. If it's appropriate, please send a reminder about deadlines.
- Basketball Coordinator - Please let the Principal know when forms are distributed and when they are due.
- Photocopies can be made at the school.
You can make the copies or you may ask Tami to make the copies. Please give her a few days to copy and distribute the document. (Be aware that she sometimes is very fast, so copies may have been made before you realize there is a change). Please specify the distribution list: all (for registration forms) or oldest/only (for announcements).

8. Communicating between Board and the Program Leaders

- We will touch base with you're a few weeks before the Program starts. But feel free to contact us at any time if you need help.
- Please allow 48 hours for a reply. If your question requires Board input, please give us a few days (ideally, we'd prefer to discuss it at our monthly PTAB meeting rather than through email).

8. Building use form

- You do not need to show our certificate of insurance (it's on file); but ***if your event involves outside vendors or program partner, please ask them for a copy and file it with the school.***
- You must fill out a building use form specifying times/dates for all meetings and events. Please check with the classroom teachers to make sure it's okay to use the classroom before filling out a building use form.
- Please **submit it at least a week in advance (for large events: 3-4 weeks).**
- Please make sure that the meetings and events are written into the paper calendar at the school and are on our PTA calendar (email President).

9. Supplies/ PTA cabinet

- Please check the PTA cabinet for supplies before buying more paper goods.

10. Financial Guidelines

- Please refer to the Financial Guidelines for details – separate handout (also on website)