

## **Starting a New Program**

We welcome the creation of new programs that fall within the mission of the PTA. If you have an idea for a new program, please contact a PTA Board member.

Here are the general steps:

1. Propose the program – you may need to go back and forth with the Board to refine your idea so it falls within the PTA's mission and insurance coverage.
2. Submit a detailed proposal and budget for Board approval.
3. Once the Board approves the Program, it will present it to the Principal.
4. Once the program has been approved by the Principal and PTA, you will need to get Board approval for the community announcement and detailed info package with registration form.