



Plan of Work Plan de Trabajo

Officer/Chairman Name:
(Nombre de Oficial/Presidente de Junta) _____

Position: Advocacy VP/Chair **Year:** _____
(Posición) (Año)

*Reproduce as needed for the appropriate number of goals.
(Se puede reproducir para metas adicionales.)*

Responsibilities / Duties: (Responsabilidades)	To communicate information regarding legislative activities affecting education in our state and district, and to foster participation in the political/legislative process.	Committee Members: (Miembros del Comité)	Interested parents, students and community members.
Goal: (Meta)	Keep PTA members informed and up-to-date on legislative issues, and increase participation in contacting representatives while maintaining PTA legislative positions and impartiality on candidate forums.	Evaluation Process: (Proceso de Evaluación)	I will evaluate response to my communications, ensure follow-up on all questions and comments, and measure legislative contacts.

Specific Action Steps (Proceso Especifico de Acción)	Start Date (Fecha de Empezio)	Completion Date (Fecha de Terminación)	Budget (Presupuesto)
Create email distribution list for legislative news, and send call for action items when needed.	September	September	\$0
Write e-mail newsletters to inform members of legislation related to PTA priorities and inform/encourage voting in elections.	September	Ongoing	\$0
Sign up for newsletter alerts and legislative blogs to keep informed. Write occasional submissions for newsletter.	September	Ongoing	\$0
Send out call for action when PTA members need to take a stand on an issue.	As needed	Ongoing	\$0
Encourage and coordinate a group to attend Rally Day (in odd numbered years); include arrange transportation.	October	March	\$0 - \$500
Find volunteers for forums (can be held jointly with other organizations, i.e. League of Women Voters).	September	April	\$0 - \$100

Resources: (Recursos)	Council PTA, Texas PTA, former members active in legislative issues, elected officials and staff, news outlets, League of Women Voters.
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