



Programs

2022 - 2023

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About PTA

VISION Every child's potential is a reality.

MISSION To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PURPOSES

- To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- To raise the standards of home life;
- To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- To promote the collaboration and engagement of families and educators in the education of children and youth;
- To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- To advocate for fiscal responsibility regarding public tax dollars in public education funding.

VALUES

- **Collaboration:** We will partner with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.
- **Commitment:** We are dedicated to children's educational success, health, and well-being through strong family and community engagement while remaining accountable to the principles upon which our association was founded.
- **Diversity:** We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.
- **Respect:** We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.
- **Accountability:** All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward achieving our association's strategic initiatives.

PTA NATIONAL STANDARDS FOR FAMILY-SCHOOL PARTNERSHIPS

- Standard 1: **Welcoming All Families into the School Community** Families are active participants in the life of the school and feel welcomed, valued, and connected to school staff and to what students are learning and doing in class.
- Standard 2: **Communicating Effectively** Families and school staff engage in regular, two-way, meaningful communication about student learning.
- Standard 3: **Supporting Student Success** Families and school staff continuously collaborate to support students' learning and healthy development both at home and school and have regular opportunities to strengthen their knowledge and skills effectively.
- Standard 4: **Speaking Up for Every Child** Families are empowered to advocate for their own and other children to ensure that students are treated fairly and have access to learning opportunities to support their success.
- Standard 5: **Sharing Power** Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.
- Standard 6: **Collaborating with Community** Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.



Leadership Competencies

Skills and Abilities Effective Leaders Demonstrate

Successful leaders are effective leaders. Think of some of the most effective PTA leaders you have worked with. They fill their PTA role well, but their leadership capacity goes beyond that. They have skills and abilities that allow them to step into various roles. They see the value people have to offer and seek their involvement. They provide a clear purpose that others want to follow. They lead with integrity and strive to improve continually.

Texas PTA has identified a set of competencies effective leaders demonstrate. Current and potential leaders can use these skills and abilities to help them improve their leadership and by Local or Council PTA nominating committees to recruit, nominate, and elect effective leaders. These competencies also drive our Full Circle Leadership Development program.

This list is by no means exhaustive. Rather, it is representative of the qualities PTA leaders demonstrate in the work they do to make every child's potential a reality.

Competencies	Descriptions
Self-Awareness	An individual's ability to assess their own strengths and weaknesses
Vision	Demonstrates a clear understanding of the future and how to get there
Relationship Building	Develops trust, mutual respect, and values diversity
Critical Thinking	Obtains all the relevant information, identifies problems and causes, evaluates information, and determines criteria that indicate solutions
Time & Resource Management	Effectively prioritizes and manages resources to accomplish goals of group or project
Motivation	Demonstrates and promotes interest and enthusiasm
Empathy	Expresses verbal and nonverbal recognition of feelings, needs, and concerns of others
Creativity	Sees and thinks of new ideas, alternatives, and ways to do things
Communication	Listens actively and conveys information clearly, concisely and accurately in both writing and speech
Collaboration	Works as a team to achieve a common purpose Puts service before self
Delegation	Shares responsibilities including guidance and follow up
Continuous Learning	Pursues development of skills and knowledge
Integrity	Doing the right thing when no one is watching
Initiative	Steps up unprompted or going above and beyond with excellence

Diversity, Equity, & Inclusion Policy



This Policy has been developed by the Texas PTA Diversity, Equity and Inclusion Task Force, adopted by the Texas PTA Board of Directors (“Board”), and is intended to be consistent with the National PTA’s Diversity, Equity and Inclusion Policy. This Policy is also intended to further the commitment of Texas PTA to diversity, equity, and inclusion, which is: To continually be a voice for all children by reflecting diversity and being inclusive in our membership, leadership, program content, advocacy, training, partnerships, and communications.

We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

Effective Date: This policy was adopted as of April 19, 2021, shall be reviewed by the Board every two years, and shall remain in effect until amended or replaced in its entirety as a result of action by the Board.

Scope: This policy shall apply as guidance to Texas PTA, all constituent divisions (Local PTAs and other divisions, including Council PTAs), and their respective members.

Definitions: For the purpose of this policy:

- *Diversity* is the representation of, and respect for, people from different backgrounds and identities—including but not limited to race, culture, religion, socio-economic status, age, geographic area, sexual orientation, and gender identification, language, approaches to learning, diagnoses, or exceptionalities impacting learning or access to learning, and physical appearance. It also involves bringing different ideas, perspectives, lived experiences, talents, values, and worldviews to the table to represent the broad variety of children, caregivers, educators, and communities within the PTA family.
- *Equity* provides fairness and access to resources, opportunities, and outcomes so that all communities get what they need to be engaged and successful. This moves beyond an “equal across the board” approach to
 - a) Recognizing and addressing bias and privilege.
 - b) Understand and attend to specific individual and community needs, providing additional resources to those with greater needs.
- *Inclusion* is actions, behaviors, and social norms that strive to ensure all people feel they are safe, welcomed, and that they belong. This means putting diversity into action with skill and intentionality, striving to ensure everyone feels respected, supported, and valued—and can fully participate with equal voice and right to be heard. This includes actively seeking out voices that have been traditionally underrepresented and/or marginalized.

Policy: Texas PTA and its constituent divisions (Local PTAs and other divisions including Council PTAs) shall:

- Promote awareness, inclusion, and engagement of all diverse populations represented in the community and encourage all;
- Openly assess beliefs and practices to ensure inclusiveness, equity, and to guard against discrimination;
- Strive to ensure that the membership, leadership, programs, partnerships, and printed materials across Texas reflect the diversity of their communities;
- Communicate with families in their communities in languages which they understand, to the extent possible;
- Identify and address barriers that hinder inclusivity;
- Foster programs and practices that eliminate bias, prejudice, and misunderstanding;
- Advocate for funding, laws, and regulations that support programs, policies, and services that meet the health, safety, and educational needs of all student populations in Texas public schools; and
- Provide resources and training that develop a more diverse and inclusive group of Texas PTA members, leaders, and community.

Texas PTA first adopted a Cultural Diversity and Inclusion policy on July 26, 2012

Programs Chair Role

The positions on each Local PTA executive board vary from PTA to PTA. The position titles and duties relating to parent education and programs are sometimes separate and sometimes combined. The major difference between the two positions lies in the focus of the activities, while the duties are very similar.

Purpose

PTA is known for its effective methods of getting diverse groups to work together. Our challenge is to maintain our position as mediators and coalition builders. This difficult task requires a balance of differing views of parents, children, legislators, taxpayers, teachers, administrators, and the general public.

PTA-sponsored programs provide opportunities for education on issues, dialogue, and consensus-building. PTA gains strength through effective programs, promoting growth as an organization and as individuals.

Goals

PTA programs create opportunities for interaction between teachers, administrators, parents, students, and community members. Programs are events planned to build community, provide information, celebrate student success, and inspire action. The goals should include fellowship as well as fun.

Parent Education Chair

Purpose

The need to value and support each child in their daily life and education is the responsibility of both parents and the community. PTA recognizes that the home is the major influence on a child's life and the major source of character development, values, attitudes, and abilities. The home environment must provide the love, warmth, and encouragement each child needs to develop their capabilities fully. The importance of the family and the home is clearly stated in the mission and purposes of PTA. Parent education programs and projects provide information on issues affecting children and youth and help parents become more aware of the need to become actively involved in all areas of concern in the lives of children. PTA-sponsored study/discussion sessions allow parents to become more knowledgeable and capable of handling their responsibilities.

Goals

The Local PTA Parent Education Chair works with others in the community to provide opportunities that empower parents. This chair should promote parent education study courses and strive to make members aware of the importance and need for parent education. It is always important to tie membership benefits to everything we do, including programs.

Duties of the Chair

- **Preparation** - Prepare for the position by reviewing National and Texas PTA materials and attending training offered by National, Texas, and Council PTAs. Study PTA bylaws and procedure book provided by the former chair.
- **Awareness** - Be aware of the problems concerning education today, such as changing neighborhood schools, politics in public education, finance, parenting with all of its implications, absenteeism, and involvement. Study all aspects of these issues and guide informative, challenging programs.
- **Survey** - Survey the members to determine their needs and concerns and set goals to present programs that meet these needs. Meet with the principal to receive input from the teachers and staff.
- **Teamwork** - Build a team by creating a committee. Assign tasks so that everyone becomes involved. Work with all PTA chairs to implement programs that permit a maximum number of members to participate. The Local PTA chair can effectively liaison with community organizations with similar goals. Seek opportunities to be represented in these organizations and participate as a coalition member in community-wide presentations.
- **Planning** - Complete a Plan of Work community-wide and present it for approval by the executive board. Anticipate expenses for inclusion in the proposed budget.
- **Coordination** - Coordinate the efforts of committee members. Verify that plans are going according to schedule on arrangements and publicity.
- **Development** - Develop programs to help families learn to communicate and live together in a

wholesome manner. Remember to plan, publicize, present, and evaluate each program thoroughly.

- **Opportunity** - Provide opportunities for persons of different races, colors, creeds, and philosophies to study and develop skills that promote awareness, acceptance, support, and interaction.
- **Publicity** - Publicize through the Local PTA newsletter, website, marquees, posters, newspapers, radio and television, and personal contact. Many stations will work with you on creating public service announcements. Community businesses and neighborhood associations can be encouraged to promote the programs by advertising on signs and through in-house communications. The school district may be an additional resource in reaching the parents of all students in the district.
- **Assistance** - Assist parents in developing and improving their parenting skills.
- **Advocacy** - Advocate action that will improve the community and benefit all children.
- **Documentation** - Document the position with a procedure book that includes printed resource materials, a Plan of Work, copies of reports, evaluations, and other helpful materials. (may be stored electronically)
- **Evaluation** - Evaluate efforts. Determine what was successful and what could be improved. Record recommendations for your successor.
- **Recognition and Sharing**- Apply for awards offered by Texas PTA to recognize the achievement of your Local PTA and allow other Local PTAs to duplicate your success.
- **Resources** - Maintain a file on the programs, speakers, materials, and other pertinent information to establish continuity. Pass these on to the succeeding program's chair.



Plan of Work

**Officer/Chairman
Name:** _____

Position: _____ **Year:** _____

VP of Programs

20xx - 20xx

Reproduce as needed for the appropriate number of goals.

Responsibilities/ Duties:	Serve as VP of Programs for XYZ PTA; work with Counselors to schedule educational and engaging programs for students, parents, and staff.	Committee Members:	Request help from PTA members as needed, varies by event.
Goal:	Provide programs and training for Cobb students, parents, and staff to best meet the needs of the XYZ Middle School community.	Evaluation Process:	Obtain feedback from the PTA board, members, staff, and families

Specific Action Steps	Start Date	Completion Date	Budget
<i>School Supplies Service for students and families</i>	July 20XX	TBD	
YES-YOU-CAN! Motivational Speaker Lloyd Bachrach	August 20XX	TBD	1995.00
CyberSense Cyberbullying and Social Media Influences			1250.00
AIM FOR SUCCESS, INC - Achieve Success (8th graders only)			1587.49
College Week -	August 20XX	Sept 20XX	\$200.00
Red Ribbon Week	August 20XX	October 20XX	\$500.00

Resources:	PTA Resource Guides, Council of PTAs, Counselors, and Principals, Bylaws, Texas PTA, National PTA
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Successful Programs

Many times, the PTA program is the first image that parents and educators have of PTA. A well-run program may be one of the most important public relations tools for promoting PTA.

What is the Purpose of the Program?

Each program should focus on one of the five I's of programming:

- Inform - to provide information
- Instruct - to direct someone to do something
- Interest - to peak interest in further study
- Inspire - to motivate to gain additional information or to act
- Involve - to bring the community together and to understand the need for action All programs should also be entertaining and enjoyable.

Determine a Program Topic

- Use a committee to review ideas.
- Involve the membership by asking their opinion.
- Send surveys and questionnaires to parents, staff, neighborhood, and community during the school year.
- Read newspapers, watch television and listen to what people are discussing.
- Determine what is needed.
- Identify what will be relevant to the people attending.

Arrange for Effective Publicity

- Newsletters (School & PTA)
- Websites (School & PTA)
- Bulletin board announcements
- Fliers
- Social Media
- Email blasts
- School Marquee announcement
- Local media
- Press releases
- News articles
- Cooperation among other community groups to help pass the word
- Telephone chain/tree
- Board member support
- Pickup line signage
- Sidewalk chalk announcements

Show Appreciation:

- Remember to thank every donor and volunteer.

Evaluate the Program Outcome

- Use an evaluation form to determine the following:
 - Did the program do what it was supposed to do?
 - Was it interesting?
 - Was it relevant to the needs of the audience?
 - How could the program be improved?
- Were the goals of the program met?
- Was it worth the time and money?
- Who benefited from the program?
- How did they benefit?
- What was the response from the audience?
- Should the program be repeated?

Ways to Evaluate Success

- How the program was conducted – was it well-run and on time? (process)
- How did the audience feel and respond? (quality)

Roadblocks to Successful Programs

- Weak or ineffective publicity
- Unexciting or poorly constructed title (does it pique a reader's interest?)
- Poor timing (conflict with football games, academy awards, holiday time, etc.)
- Irrelevant content (why attend if it has no meaning?)
- Poor presentation (too long, poor speaker, too much delay, dull, etc.)

Possible Solutions to Ineffective Programs

- Use National and Texas PTA program materials, videos, and speakers.
- Use themes.
- Combine programs with other Local PTAs.
- Develop a network with other Local PTA chairs in your community for ideas, speakers, etc.
- Involve the membership in the planning.
- Partner with the district to plan a program or a series of programs on a particular topic (i.e., college prep, mental wellness)
- Use other community groups (Lions clubs, Rotary clubs, etc.) in planning, publicity, and participation.
- Try special formats (father-son night, grandparents' night, etc.).
- Try something new and different. Be innovative.
- Survey to discover the best time for programs (day or evening).
- Offer babysitting, tutoring, or a student workshop during programs.
- Choose a program chair.
- Appoint a program planning committee.
- Determine resources for program planning: money, information, volunteers, speakers, or celebrities. Choose a program that represents the Mission and Purposes of the PTA.

Program Planning Timeline

When planning a year of programming, consider the time needed to accomplish each task and plan accordingly.

One Year

- ☐ Review predecessor's materials
- ☐ Write/Present Plan of Work for approval
- ☐ Develop a budget
- ☐ Survey membership

Six Months – One Year

- ☐ Check calendar(s) for conflicts
- ☐ Contact/Schedule speaker(s)
- ☐ Reserve meeting room(s)/equipment
- ☐ Contact associated board members for crossover

Three Months

- ☐ Obtain speaker biography/program overview
- ☐ Create advertisement
- ☐ Plan/Assign duties
- ☐ Develop media relationship

One Month

- ☐ Schedule volunteers
- ☐ Confirm speaker
- ☐ Send publicity to TV stations/cable
- ☐ Print publicity in PTA/school newsletter

Two Weeks

- ☐ Send a press release to the newspaper
- ☐ Copy handouts/fliers/evaluation forms
- ☐ Confirm plans/needs with speaker

One Week

- ☐ Send home flier

Two Days

- ☐ Send home reminder
- ☐ Remind volunteers

Day of the Program

- ☐ Meet with speaker
- ☐ Check room arrangements needed for the program (microphone, audiovisual, room setup, heating/cooling, etc.)

After the Program

- ☐ Evaluate the responses and results
- ☐ Submit article/photograph to newspaper/newsletter
- ☐ Send thank-you notes

Learning Format

The Lecture-Discussion

The primary purposes of a lecture are to

- Stimulate interest in a particular field or about a specific problem and
- Provide information on a subject.

A lecture should always be followed by a question-and-answer period. Encourage members to listen attentively and participate in the question-and-answer session.

Role-Playing

Group members act out a real-life situation. They make up their parts as they go along without script or set dialog. There are two parts. The first is warming up, in which the problem is stated, the characters described, the stage set, and the actors chosen. The second is the actual role-playing, during which members act out their version of what the characters would say or do.

The action should only last three or four minutes. The discussion will follow quickly.

Panel

A group of three to five people informally present their points of view on a chosen topic. A moderator guides the discussion.

Symposium

The symposium, like a panel, consists of several speakers. It differs from a panel in that these people give short, prepared talks on various phases of the same subject. A distinct advantage of the symposium is that it brings together several points of view. The question period should be twice as long as the talks.

Skits and Plays

Skits and plays are elaborated role-playing that makes enjoyable introductions to group discussions. They can be presented effectively with a reasonable amount of script preparation. The dramatization presents the problem to the group. Exploration of ideas and audience learning takes place during the subsequent discussion. Because of their emotional impact, skits are an effective way to say important things.

Table Talk

Seat any number of participants around tables and assign questions or topics for discussion. Each group chooses its leader and reporter.

Family Engagement

Successful Family-School Partnerships

PTA's process for building successful partnerships starts with the National Standards for Family-School Partnerships. It consists of three steps:

- Raising awareness about the power of family and community involvement.
- Taking action to cultivate involvement through specific programs and practices.
- Celebrating success as your school sees increased involvement and its impact.

National Standards for Family-School Partnerships

PTA supports the need for effectively involving parents and families in their child's education. Numerous research studies and years of experience in the educational field have demonstrated that involvement produces meaningful and lasting results. In 1997, PTA responded to the challenge of ensuring student achievement by issuing its national parent and family involvement standards. Using the most recent research and working with national experts, PTA updated the national standards in 2007.

Standard 1: Welcoming All Families into the School Community

Families are active participants in the life of the school and feel welcomed, valued, and connected to school staff and to what students are learning and doing in class.

Standard 2: Communicating Effectively

Families and school staff engage in regular, two-way, meaningful communication about student learning.

Standard 3: Supporting Student Success

Families and school staff continuously collaborate to support students' learning and healthy development at home and school and have regular opportunities to strengthen their knowledge and skills to do so effectively.

Standard 4: Speaking Up for Every Child

Families are empowered to advocate for their own and other children to ensure that students are treated fairly and have access to learning opportunities to support their success.

Standard 5: Sharing Power

Families and school staff are equal partners in decisions that affect children and families and inform, influence, and create policies, practices, and programs.

Standard 6: Collaborating with Community

Families and school staff collaborate with community members to connect students, families, and staff to expand learning opportunities, community services, and civic participation.

School of Excellence

School of Excellence is a recognition program established by National PTA in 2013 that supports and celebrates partnerships between PTAs and schools to enrich all students' educational experience and overall well-being. This is done in collaboration between the PTA and the school administration, teachers, and staff on campus to better the partnership with families. The path to excellence starts with a joint commitment of PTA and school leaders to work together to achieve PTA's National Standards for Family-School Partnerships. Through the *School of Excellence* program, your PTA and school will gain new ways to engage families in school decision-making, such as improvements to programs, practices, and policies related to education, health, safety, or the arts.

Parent Education



The biggest factors in student success are active and engaged families, educators, and a supportive community. *Connect* works to empower parents, teachers, and students by providing relevant information to help navigate the evolving culture our students and children are experiencing every day. Most importantly, we want to raise awareness among families that positive adult role models and supporting our children as parents and mentors can make a huge difference in every child's life!

The current Connect library and additional programs offered by Texas PTA are as follows:

- College Readiness
- Cyberbullying (David's Law)
- Cybersecurity
- Generation Tech
- Human Trafficking
- Mental Wellness (Primary)
- Mental Wellness (Secondary)
- Male Engagement

Reflections

Reflections has been a staple arts program in many schools for over 50 years. Through our Local PTAs, millions of students have found a creative outlet in dance choreography, film production, literature, music composition, photography, and visual arts.

With positive recognition as the focus of this program, rather than competition, students of all ages and abilities can experience the benefits of creative expression and help them find their voice in telling their unique stories.

Kids First

Kids First is a turn-key program that gives students and families insight into the daily lives of someone who lives with one of these unique abilities. This program contains several hands-on stations to help build a culture of understanding and acceptance on campus.

The current Kids First program offers the following stations:

- Autism
- Attention Deficit Hyperactivity Disorder
- Dyslexia
- Speech/Language Impairment
- Visual Impairment

5 Keys

The 5 Keys parent education program focuses on developmental relationships in families. This program aims to facilitate positive relationships within the family and provide families with tools to enhance their children's relationships in all areas of their lives.

Additional Programs

- Arts in Education (Resource Guide available)
- Environmental
- Healthy Lifestyles (Resource Guide available)

Suggested Monthly Focus

The ideas on the following pages are helpful hints and food for thought as you plan your year. You may wish to have a theme per month, 2-3 themes per year, or an annual theme. The best PTA programs are created by people who respond to the needs and interests of their own PTA members. Always check with your principal before sending anything home to all the parents

Suggested September Focus: Health / Membership

- Combine back-to-school night with a health fair. Have tables in the hallways with displays on nutrition, exercise, good sleep patterns, immunization facts, etc.
- Hold a health fair with vision screening, hearing screening, blood pressure checks, and other booths that promote mental and physical wellness. Provide follow-up information as needed.
- Make back-to-school night an intergenerational affair. Assemble a display showing how the school looked and functioned in earlier times, and include examples of ways that health issues and attitudes have changed over time.
- Start a fitness club—aerobics, jogging, walking, etc. Any type of exercise will do. Invite other school neighbors to take part as well. All ages may join a regular fitness program for training and friendship.
- Pull together a school cookbook. Invite students to bring the recipes for their favorite dishes. Emphasize healthful foods, but include everyone's donation to the book. If possible, get a local merchant to underwrite the cost of printing/duplication and sell it at a nominal price.
- Host a nutrition night, healthy cooking demonstration with kid preparation options, food tasting event, karate, or self-defense demonstration.
- Use the Local PTA meeting as a focal point of Family Engagement Month. Utilize the membership kits and resources from Texas PTA and National PTA for many membership ideas.
- Advertise the benefits of membership and remember membership is year-round
- Participate in the National PTA Reflections program
- Invite grandparents to join PTA.
- Consider inviting interested grandparents to participate in an after-school program. Children can learn to cook, sew, build things, play games, and positively relate to older people, and the elders can greatly impact the community.

Special Days in September	Other Resources
Labor Day (5)	American Cancer Society
Grandparent's Day (11)	American Diabetes Association
Rosh Hashanah (25 - 27)	American Heart Association
Navaratri (9/26 - 10/5)	American Lung Association
National Hispanic Heritage Month (9/15 - 10/15)	Texas Commission on Alcohol & Drug Abuse
	Texas Education Agency
	Texas Department of Health

Suggested October Focus: Community

- Invite representatives from the Drug Abuse Resistance Education (DARE) program or your local police department to speak.
- Find out if your community has a historical society. Have someone speak on the history of the community and point out locations of historical significance.
- Celebrate Texas PTA Founders Day. Consider awarding a deserving individual with a Texas PTA Life Membership Award.
- Invite the health department, county extension service, or police department to present ideas for a safe Halloween or gang awareness for older students.
- Focus on parent-teacher relationships and conferences.
- Hold a fall carnival. Include the fire department, police-community services divisions, EMS, the library, the health department, etc., to exhibit at your fall carnival.
- Hold a school-wide garage sale. Publicize throughout the neighborhood and invite everyone to contribute items. The proceeds might go toward a beautification project or improvement of the schoolyard— something that will benefit the whole neighborhood.
- Create a monthly “Lunch Bunch” or “Potluck Partners.” This provides a chance for parents to get together for fellowship and discuss parenting tips.
- Work with the school to create more choices for children needing after-school care. • Start a family/community room in your school for families to have a place to come. Various classes can be offered. Many schools have had success with a community computer lab.
- Participate in a community service project such as clothes or food collection for those in need, pet food and products for the local shelter, or a book drive for a woman’s shelter or the library.
- Encourage seniors or other community members to volunteer with students in the school by reading to or listening to children read, tutoring, teaching a skill or hobby, or eating a meal with students.

Special Days in October	Other Resources
National AIDS Awareness Month	County Historical Society
Child Health Month	Fire Department
Crime Prevention Month	Local Library
Family History Month	Police Department Community Services Division
Filipino American History Month	Texas Agricultural Extension Service
Global Diversity Awareness Month	Texas Department of Health
Italian American Heritage Month	
LGBTQ History Month	
National Disability Awareness Month	
Polish American Heritage Month	
Fire Prevention Week (9-15)	
National School Bus Safety Week (17-21)	
Red Ribbon Week (23-31)	
Child Health Day (3)	

Special Days in October	Other Resources
Dashahra (5)	
National Walk and Bike to School Day (5)	
Yom Kippur (5)	
German American History Day (6)	
Sukkot (10-11)	
World Mental Health Day (10)	
Indigenous People's Day (11)	
World Food Day (16)	
Shemini Atzeret (17)	
Simchat Torah (18)	
Texas PTA Birthday (Founded October 19, 1909)	
United Nations Day (24)	
Diwali (24)	
Dia de los Muertos (10/31 - 11/2)	
Halloween (31)	

Suggested November Focus: Child Safety/American Education Week

- Plan a month devoted to child safety. Have one main Local PTA meeting, and follow it with a series of coffees or brown-bag seminars devoted to safety issues. Topic areas might include child care, domestic violence, fire safety, bus safety, sports safety, and stress. Utilize your school nurse, coach, and community members such as police and fire department to lead workshops/discussions.
- Focus on American Education Week. Have a civic leader speak on the value of education, and use the event as an opportunity to showcase the programs and projects of your school.
- Sponsor a neighborhood bike safety course. Provide rewards like stickers or certificates for kids completing the course. To increase safety awareness throughout the neighborhood, allow non-bike owners/riders to participate.
- Celebrate American Education Week. Possible activities include a contest for students to create banners that symbolize what education means, inviting guests such as local business representatives to the school for a tour or lunch, or hosting an open house to get parents, neighbors, and other community members into the school.
- Have a program on critical TV/screen viewing skills. As the weather turns bad, children will be indoors more, and parents need to learn how to take charge of the TV, video games, computer, and cell phones.
- Host an internet safety panel, workshop, or discussion with parents.

Special Days in November	Other Resources
National American Indian & Alaskan Native Heritage Month	Texas Coalition for the Prevention of Child Abuse
National Children's Book Week (also in May)	Texas Department of Public Safety
American Education Week (14-18)	Texas Safety Association
National Geography Awareness Week (14-18)	Texas Highway Department
National Young Reader's Week (14-18)	FBI
All Saint's Day (1)	National Center for Missing and Exploited Children
National Community Education Day (10)	
Veteran's Day (11)	
National Young Reader's Day (14)	
Parent Involvement Day (17)	
World's Children Day (20)	
Thanksgiving Day (24)	
Native American Heritage Day (25)	

Suggested December Focus: Friends And Sharing

- Invite representatives from various social service agencies to tell you about their work.
- Have a potluck dinner. Everyone should bring something. Invite the whole neighborhood and/or residents of a local retirement home.
- Kick off the creation of a food bank or help an existing one. (Coordinate any efforts of this kind with a local social service clearinghouse to fit with already established assistance efforts.)
- Have a holiday party and book exchange.
- Locate another Local PTA to be a partner with yours. Share/trade resources, holiday greetings, and ideas.
- Create a peer tutoring program. Sponsor a program that encourages students to act as tutors to other classmates or students in lower grades.
- Help create and run an after-school hangout for middle or high school youth. Older students frequently need as much attention after school as younger ones.
- Have parents from different ethnic and cultural groups tell popular folk tales from their native countries. The stories may be recorded and used to create books. (Perhaps the students could illustrate them.) Create a spot in the library where the tapes may be checked out.
- Conduct a toy drive for those in need.
- Write letters to students in a “sister” school, those serving in the military overseas, or senior citizens in a retirement home.
- Sponsor a non-alcoholic New Year’s Eve party.

Special Days in December	Other Resources
Safe Toys and Gifts Month	Migrant Resources
International Day of Persons with Disabilities (3)	PRIDE
St. Nicholas' Day (6)	Texas Commission on Alcohol and Drug Abuse
Bodhi Day (8)	Texas Highway Department
Human Rights Day (10)	United Way
Las Posadas (16-24)	
Hanukkah (18-26)	
Yule (12/21 - 1/1)	
Christmas Eve (24)	
Christmas (25)	
Kwanzaa (26)	

Suggested January Focus: Literacy

- Invite a speaker to talk about literacy programs.
- Ask a librarian to share information about the resources available at the public library
 - Disseminate information about the public library, including applications for a card.
- Have a book fair for adults and children. (January is a good month to donate a book to the school library in honor of your Texas PTA Life Members.)
- Have a book exchange. Parents and kids bring books that they are finished with and trade them for “new” books. (Leftovers may be donated to the school library.)
- Book Buddies. Pair readers and non-readers to share books. The readers improve their skills; the non-readers begin to feel more comfortable with the process of learning to read.
- Create a library of books on audiotapes to give young or sight-impaired citizens access to more books.
- Host a “Young Authors” event where students read their own short stories or poems to an audience.
- Invite an author to visit the school to meet and talk with the students.
- Have a Chinese or Vietnamese parent lead the group in a celebration of the Chinese or Vietnamese New Year.
- Host a Human Trafficking Awareness event
- Plant a tree in honor of Martin Luther King Jr.’s birthday.
- Participate in the Texas PTA One World Environmental Program
- Start a volunteer “English as a Second Language” course at night or on the weekend. Be sure to provide child care.
- Help create and run an after-school hangout for middle or high school youth. Older students frequently need as much attention after school as younger ones.
- Have parents from different ethnic and cultural groups tell popular folk tales from their native countries. The stories may be recorded and used to create books. (Perhaps the students could illustrate them.) Create a spot in the library where the tapes may be checked out.
- Conduct a toy drive for those in need.
- Write letters to students in a “sister” school, those serving in the military overseas, or senior citizens in a retirement home.
- Sponsor a non-alcoholic New Year’s Eve party

Special Days in January	Other Resources
School Board Recognition Month	Literacy Council of Texas
National Eye Care Month	Local Library
Human Trafficking Awareness Month	National Association of School Nurses
Poverty Awareness Month	Texas Education Agency
New Year’s Day (1)	
Tu b’shevat (5-6)	
Orthodox Christmas Day (7)	
Mahayana New Year (7)	
Orthodox New Year (14)	

Special Days in January	Other Resources
World Religion Day (15)	
Martin Luther King, Jr.'s Birthday (16)	

Suggested February Focus: Our Heritage

- Assemble a display about outstanding citizens throughout the town's history.
- Have a speaker share information about African-American history, including relevant local community events/sites.
- Organize a multicultural fair where families can share and learn about various cultures students represent in the school. Encourage families to display artifacts, books, clothing, and foods specific to each culture and be available to answer questions. The Local PTA can issue passports to attendees.
- Focus on Founder's Day. Share the history of the National PTA with members. This is a good month to remind the media of PTA activities and the importance of Founder's Day.
- Have a historical tour of the community.
- Check with your local museum to see if they will loan the school library a small historical display or history kit.
- Celebrate American Heart Month with a walk-a-thon. Instead of the fund-raising style of having people pledge money per mile for students to walk, have a distance walk in which anyone may participate.
- Celebrate Dental Health Month.
- Celebrate Valentine's Day. Make valentines for teachers and school staff. Don't forget school sponsors, local businesses, or those serving in the military overseas.
- Create a "Parents' Advice Book." Have each parent and grandparent submit advice that has been important in their child-rearing experience. Discuss and distribute at Local PTA meetings.

Special Days in February	Other Resources
Black History Month	American Vocational Association
American Heart Month	County Historian
American History Month	Dental Association
National PTA Take your Family to School Week (13-17)	Minority Health Resource Center
Valentine's Day (14)	National Safety Council
National Read to Your Child Day (14)	Texas Department of Health
Founder's Day for National PTA (2/17/1897)	
Lunar New Year (1)	
Groundhog Day (2)	
Valentine's Day (14)	
Maha Shivratri (18)	
Presidents' Day (20)	
World Day of Social Justice (20)	
International Mother Language Day (21)	
Mardi Gras (21)	

Suggested March Focus: Self-Esteem/Texas Public Schools Week

- Sponsor a month of “Special Student” days. Each teacher should honor a different student each day of the month until everyone has had a special day. On each student’s day, they may bring pictures from home or any other special items that help tell about who he is. The honoree may wear a special hat, name badge, or whatever the teacher creates to make the day special.
- Host bullying awareness or 40 Developmental Assets™ programs for students and/or parents. Focus on positive social skills, communication, and standing up for each other.
- Feature student, parent, staff, or community member contributions and accomplishments in the newsletter and website. Showcase work done by students for the National PTA Reflections Program and/or the Texas PTA One World Environmental Program.
- Sponsor a family picnic. Include games from the New Games book, and encourage family members to play as a group.
- Create a mural on one of the school walls or the playground. Have parents and kids work together on the design and completion.
- Organize a thank-you note campaign. Get parents and kids to write brief notes to their teachers thanking them for their support and guidance. Have all notes delivered on the same day. Be sure to keep it a surprise.
- Organize an Open House for parents and community members to tour the school and meet the teachers.
- Hold an art exhibit of student work with background music of tape recordings of the children singing and/or the band or orchestra performing

Special Days in March	Other Resources
Music In Our Schools Month	Alliance for Arts Education
National Nutrition Month	Texas Association for Health, Physical
“Talk to Your Teen About Sex” Month	Education, Recreation and Dance
Developmental Disabilities Awareness Month	Texas Arts Council
Irish-American Heritage Month	Texas Education Agency
Women’s History Month	
Listening Awareness Month	
National School Breakfast Week (6-10)	
Texas Independence Day (2)	
Makha Budha Day (6)	
Purim (6-7)	
Holi (8)	
St. Patrick’s Day (17)	
International Day for the Elimination of Racial Discrimination (21)	
Ramadan (3/22 - 4/21)	

Suggested April Focus: Protecting Ourselves & Our World

- Invite a speaker to discuss signs of child abuse and prevention methods.
- Coordinate a volunteer program to work with an established child abuse prevention program or start one where none exists.
- Invite a speaker to talk about child development and developmental stages.
- Celebrate the specialness of children. Have a reception to showcase the talents and unique abilities of every child.
- Host an “Escape School” or other Abduction Prevention Program
- For middle and high school students, host a program on the effects and consequences of underage drinking, drug use, or date rape.
- Invite a speaker to talk about ways to care for the environment.
- Plant a tree in honor of a Texas PTA Honorary Life Member, the outgoing Local PTA president, the principal, or another school honoree.
- Have an Earth Day birthday party.
- Organize a community clean-up.
- Hold a Trash Olympics

Special Days in April	Other Resources
Arab American Heritage Month	Children’s Trust Fund of Texas
Autism Acceptance Month	National Association for the Education of Young Children
Month of the Military Child	Texas Agricultural Extension Service
National Volunteer Month	Environmental Protection Agency
Keep America Beautiful Month	Texas Governor’s Office on the Environment
Mathematics Education Month	U.S. Department of Agriculture
National Child Abuse Prevention Month	Texas Coalition for the Prevention of Child Abuse
National Volunteer Week (15 - 22)	Keep Texas Beautiful
National Library Week (23 - 29)	Trees for Texas
Palm Sunday (2)	Local Police Department, Community Services Division
Passover (5 - 13)	Children’s Defense Fund
Good Friday (7)	Texas Commission on Alcohol and Drug Abuse
Student Government Day (7)	State Farm Insurance
Easter (9)	
Vaisakhi (14)	
Yom Hashoah (17-18)	
Eid al Fitr (21 - 22)	
Earth Day (22)	

Suggested May Focus: Appreciating Teachers & Volunteers

- Have a reception to honor the teachers and school staff.
- Produce a slide presentation and narrative to represent the year's accomplishments.
- Choose a "Teacher of the Year" for each grade or the entire school. At the last Local PTA meeting of the year, present the honoree with a certificate and dedicate a new book for the library to that teacher or a Texas PTA Honorary Life Membership award.
- Celebrate Cinco de Mayo. Complete the PTA year with a fiesta. Present new and outgoing officers, teachers, and special guests with decorative paper flowers. Decorate the meeting space with piñatas and colored streamers.
- Have a "Let's Plan for Summer" Saturday. Have a presentation on free and low-cost family summer activities, local camps, summer school, etc., available in your community. A resource sheet could be printed in the newsletter or website.
- Kick off a summer reading program with awards to be given when school begins in the fall.
- Sponsor a vision screening booth for kids and their families in the school cafeteria.
- Host a car seat safety inspection by your local police department or hospital staff. Hand out flyers on the importance of seat belts and booster seats.
- Sponsor an alcohol-free graduation prom and/or graduation party.
- Be sure to thank all volunteers. Pins, certificates, a wall of fame, and personal thank-you notes are appreciated.

Special Days In May	Other Resources
Asian Pacific-American Heritage Month	Points of Light Foundation
Haitian Heritage Month	Society for the Prevention of Blindness
Jewish American Heritage Month	YMCA
Speech and Hearing Awareness Month	YWCA
Teacher Appreciation Week (1-5)	National Safety Association
May Day (1)	
Cinco de Mayo (5)	
National School Nurse Day (10)	
Mother's Day (14)	
International Day of Families (15)	
World Day for Cultural Diversity (21)	
Africa Day (25)	
Memorial Day (29)	

Finance for Executive Board Members

Financial Considerations

Every single executive board member should be knowledgeable about the financial responsibilities of the PTA. Below is basic information on finances that every executive board member needs to know. There is so much more involved in the everyday financial management of a PTA...these are the basics.

Fiduciary Responsibility

The Internal Revenue Service (IRS) (as included on Form 990) requires reporting by nonprofits on a range of governance issues that reach far beyond financial reporting, including executive board member “fiduciary duty.”

Executive board members have three fundamental fiduciary duties: a duty of care, a duty of loyalty, and a duty of obedience.

- The **duty of care** means that the executive board member actively participates, attends executive board meetings, is educated on the industry, provides strategic direction, and oversees the day-to-day operations of the PTA;
- The **duty of loyalty** requires the executive board member to operate in the interest of the local PTA and not to use the position to further personal agenda;
- The **duty of obedience** requires the executive board to know the state and federal laws and regulations that apply. This includes the regulations and guidance issued by the IRS. Obedience to governing documents requires a deep understanding of the operating documents (by-laws, rules, executive board manuals). Finally, obedience requires that the executive board not act outside the scope of the organization’s legal documents.

Fiduciary responsibility in a PTA means the executive board members act as trustees of the organization’s assets and must exercise due diligence to oversee that the organization is well-managed and that its financial situation remains sound. The executive board verifies that all filing requirements and tax obligations are completed. If theft, fraud, or embezzlement is suspected, a PTA must follow the Texas PTA Theft, Fraud, and Embezzlement policy.

Budget Basics

The budget creates the framework for program management and overall administrative decisions. An approved budget must be in place at all times for expenditures to be made and fundraisers to be conducted. The budget for the following year is presented and adopted by the membership at the last membership meeting of the year. It is amended at the first membership meeting based upon approved Plans of Work submitted by the new executive board members. The members always approve expenses and income via the budget, which can be amended as needed.

Payments

Payments are never made in cash, and blank checks are never issued. All payments must relate to an approved budget item and have a funds request form attached with a receipt and/or invoice. No other organization may pass its money through the PTA account to achieve tax-exempt status, and money can never be “turned over” to the school and/or principal to spend at their discretion.

Deposits

All monies collected are turned over to the treasurer as soon as possible. At least two people count money simultaneously, and both counters and the treasurer each sign and keep a copy of the completed deposit form. The treasurer may be one of the two counters.

Financial Reports

To keep people informed, a current financial report is presented at every regular executive board and membership meeting that covers the financials since the last meeting of that type. The financial report should include each budget line’s current period actuals, year-to-date actuals, and the approved budget amount. The verbal report should include the starting balance, total income, and total expenses for the current period, the change to sales tax and state/national dues liability during the current period, and the ending balance. As the funds belong to the members, they have the right to access the financial reports presented at membership meetings.

Statement Reviews

The president appoints a member, subject to the executive board's approval, who is not authorized to sign on the bank account to review each account statement. The statement reviewer utilizes the Texas PTA Statement Review by Non-Signer Form. The secretary presents the result of this review at the executive board meeting.

Financial Reconciliation

A financial reconciliation is performed: at the end of the fiscal year when any authorized check signer is added or deleted on any bank account; and at any time deemed necessary by the president or three (3) or more members. The president appoints the financial reconciliation committee consisting of not less than three (3) members who are not authorized signers, the current secretary, incoming treasurer, nor be related by blood or marriage or reside in the same household as the authorized signers or current secretary. The financial reconciliation committee report shall be adopted by a majority vote of the association at the regular membership meeting immediately following the financial reconciliation.

Insurance

It is in the PTA's best interest to cover the treasurer and all other persons authorized to handle money with an embezzlement (bond) policy and directors and officers liability insurance to cover losses through any fraudulent or dishonest act. Insurance premiums are budgeted as an expense line. For these policies to apply, account statements are regularly reviewed by a non-signer, and financial reconciliations occur at least annually.

For more details on financial procedures for your PTA, please visit txpta.org/treasurer.

Keeping Records

Compiling and maintaining a complete record of your activities can help those PTA Leaders who follow behind you. Passing along important information to your successor gives them what they need to get started! New Leaders who access previously implemented PTA practices can more easily adjust and make needed changes. Additionally, a PTA should closely follow its records retention policy to be sure they are properly storing the records they need to maintain regulatory compliance.



How to Compile Your Records

Ask yourself, “If I knew nothing about the job, could I do it with this information?” Depending on your position, you may need hard copy materials at your fingertips. If so, use a loose-leaf folder or binder with tabbed dividers. Other positions could easily keep their records electronically via cloud-based storage or a USB drive.

Suggested Content

Bylaws/Standing Rules

- A current, date-stamped copy of the PTA Bylaws and Standing Rules. Each year (after August 1), the parliamentarian should request a copy of your PTA’s bylaws and standing rules from Texas PTA. They should be distributed to all executive board members and reviewed annually. Visit www.txpta.org/bylaws for the request form and more information.

Rosters

- Current roster of executive board members with their contact information
- Contact information for Texas PTA Field Service Representative, Council PTAs (if applicable), Texas PTA Board members with comparable responsibilities, the Texas PTA State Office
- Resources, and related agencies and organizations in the community relevant to your position

Items Related To Your Position (As Applicable)

- Description and responsibilities of your position
- Current Texas PTA BASICS Resource Guide(s)
- Plan of Work approved by the executive board
- Reports prepared for meetings (executive board, membership, and committee)
- Financial records including approved budgets, detailed reports with copies of your PTA Funds Request Forms with receipts, and copies of all deposit forms that you have signed
- Promotional material, newsletter articles, evaluations, etc.
- Award applications submitted to Council, Texas, or National PTA
- Summary of your term, including recommendations for the following year

PTA Meetings

- Agendas and approved minutes from each meeting
- Financial reports
- Relevant committee reports
- Information on upcoming events and programs sponsored by PTA at all levels
- Record of volunteer hours to be reported to the volunteer coordinator (if applicable)

Standards of Continuing Affiliation



Each membership year, Local PTAs must meet **both** of the following requirements to attain Active Status with Texas PTA. The membership year begins on August 1.

1. Remit to Texas PTA state and national membership dues for at least 20 members.
2. Submit to Texas PTA the name and contact information (mailing address, phone number, and email address) of at least one current executive board member, preferably the president.

Local PTAs must comply with **all** of the following standards to remain in Good Standing with Texas PTA. Local PTAs that do not maintain Good Standing will be subject to a Local PTA Retention Plan as described below.

1. Maintain Active Status with Texas PTA.¹ (see requirements above)
2. Report all additional members and remit state/national dues to Texas PTA each year.
3. Submit to Texas PTA the name and contact information for all additional executive board members within 15 days of election or appointment.²
4. Review Local PTA bylaws (and standing rules, if applicable) every three years and submit to Texas PTA for approval.³
5. Each year, within 60 days of fiscal year-end, electronically file and have accepted by the IRS the appropriate "Form 990 Return of Organization Exempt from Income Tax".

Local PTA Retention Plan (initiated when a Local PTA does not maintain Good Standing)

Notification: Texas PTA will notify the PTA of the actions required to attain Good Standing. The PTA will have 30 days from the date of the notification to meet all Good Standing requirements to avoid moving into the Restriction Phase.*

Restriction: While in the Restriction Phase, the PTA is not eligible for awards, programs, or grants administered by Texas PTA or National PTA. The PTA will have 30 days to meet all Good Standing requirements to avoid moving into the Restructure Phase.

Restructure: For PTAs that do not attain Good Standing following the Notification and Restriction Phases, Texas PTA may begin the process of restructuring the leadership of the PTA or revoking the PTA's charter. A PTA that signs an Action Plan may temporarily move into Intervention, giving them time to resolve any outstanding issues. The PTA will continue to be ineligible for awards, programs, and grants administered by Texas PTA and National PTA until Good Standing is achieved.

Intervention: Once in the Intervention Phase, Texas PTA will assign a support team to assist the PTA. If all Action Plan requirements are not resolved by the agreed-upon date, the PTA will be moved back into Restructure. **With cause, Texas PTA may place a Local PTA that has not met all Good Standing Requirements into the Intervention Phase early.*

1. Active Status is used to determine eligibility in many Texas PTA programs and services. Please reference specific program eligibility requirements to ensure your PTAs participation.
2. PTAs submit executive board member information to Texas PTA electronically via the Texas PTA website.
3. Bylaws are submitted via the Bylaws Submission Form found on the Texas PTA website.
4. Proof of filing and acceptance is the Exempt Organization Business Master File issued regularly by the IRS.

Resources

Texas PTA believes that volunteer at-home accessibility to FOUNDATIONS Training is important. As such, training can be found at txpta.org/courses. Our volunteer leaders across the state can access quality educational resources to support success within their roles and build strong Local and Council PTAs.

FOUNDATIONS Trainings:

1. **ESSENTIALS** is a high-level orientation to PTA that is taken online via the Texas PTA website at www.txpta.org/training. It contains the mainstay information that every PTA Leader should know. Executive board members should take this training at least once in their PTA career. Leaders are encouraged to take Essentials (formerly titled Foundations Leader Orientation and Leadership Orientation Training) again whenever the training is updated.
2. **BASICS** contain detailed information to support PTA Leaders in their specific executive board position. Every executive board member must attend a BASICS course for their specific position at least once every two years. These training sessions are available on-demand via the Texas PTA website. Visit us online at www.txpta.org/training to register.
 - a. BASICS includes a workshop and companion Resource Guide, along with other supporting resources.
 - b. PTA Leaders can access the Resource Guides via the Texas PTA website or online store. Visit www.txpta.org/local-pta-leaders to download free PDFs or www.txpta.org/shop to purchase hard copies.
3. **SPOTLIGHTS** offers a short, in-depth review of some of the specific yet important topics and recurring PTA functions such as Bylaws and Standing Rules, Financial Reconciliations, Conducting a Meeting, and Nominations and Elections. Spotlights are free and are not mandatory but offer vital insights on specific and timely topics.

Reminder: Both the ESSENTIALS and BASICS are mandatory for executive board members. Visit www.txpta.org/training to learn more!

Newsletters and Alerts:

Texas PTA provides content-specific newsletters based on your PTA position. Please submit your information to Texas PTA each year. Registering as a Local PTA Leader will help ensure you receive important updates and position-specific newsletters! Visit www.txpta.org/officer-intake to access the form.

All executive board members are encouraged to closely follow Texas PTA legislative advocacy efforts by subscribing to Under the Dome, our advocacy newsletter. Sign up at txpta.org/take-action.

Leadership Development Resources:

Texas PTA training goes beyond the FOUNDATIONS by offering Leadership Development resources. The topics covered are the result of polling local and council PTA leaders across the state.

All PTA leaders are encouraged to go to txpta.org/leadership to discover what Extra Credit course they might like to take next to continue exploring their leadership development and investigate the Full Circle Leadership development program rolled out in March of 2022.

Texas PTA Staff and Board Support

BOARD OF DIRECTORS | [Contact Form](#)

The Texas PTA Board of Directors are your volunteer representatives at the state level. From the president to the secretary, Texas PTA Board can help answer your questions and address your individual needs. You can reach them at: <https://bit.ly/3zp81Es>.

COMMUNICATIONS | communications@txpta.org

The Communications team manages and produces all Texas PTA communications, including *The Voice* (our quarterly newsletter), specialized newsletters (advocacy, healthy lifestyles, arts in education, environmental awareness, membership, and field service), social media outlets, and the Texas PTA website. They also serve as Texas PTA's contact for all media inquiries.

FINANCE | finance@txpta.org

Texas PTA understands the responsibility of managing your member dollars. The Finance team is charged with monitoring Texas PTA resources according to the annual budget, as adopted by the Board of Directors.

Members of the Finance team are also available to support PTA leaders in their compliance with state and federal financial requirements, such as filing the annual 990 with the IRS and sales tax filings with the State Comptroller.

MEMBER SERVICES | memberservices@txpta.org

The Member Services team gives direct support to PTA leaders and members. They assist with member recruitment strategies, bylaws and standing rules, organizing PTAs, and general questions on leading and managing a PTA.

The Member Services team is responsible for developing recruiting resources that may be adapted for all levels of PTA – early childhood, elementary and secondary. Staff processes officer information, membership rosters and dues, and requests for copies of bylaws and standing rules. Staff also coordinates membership awards and the distribution of membership cards to Local PTAs.

PROGRAMS | programs@txpta.org

The Programs team is focused on connecting PTA members and leaders with the information they need to be successful and develop programs. Whether your PTA is registering for LAUNCH or requesting a Connect Program, the Programs team is available to assist you.

The Programs team is also your contact for student programs, such as Reflections, Camp Just Imagine, and Texas PTA's scholarship program.

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Texas PTA



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