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President Handbook  Page 1
New Jersey PTA
1. ROLES AND RESPONSIBILITIES

The term of office for presidents and vice presidents of local PTAs is one or two years (July 1–June 30). No member may serve more than two consecutive terms in the same office. Consult your bylaws for the exact term.

1.1 President

The president is the presiding officer and the official spokesperson of the local PTA. The president presides at all meetings and plans the meeting agenda with the PTA secretary, utilizing input from others.

The president must remain impartial when serving as the presiding officer at meetings and be knowledgeable of basic parliamentary procedure. The president should become familiar with the purposes of PTA, Local PTA Bylaws, NJPTA Standards of Affiliation, local PTA standing rules, and also be aware of and utilize PTA resources from the council, state, and National PTA.

With approval of the executive committee, the president makes one-year appointments to positions and committees as specified in the local PTA or council bylaws and standing rules. The president should make sure that officers’ names and contact information are entered into NJPTA’s membership enrollment database or sent to the NJPTA office when officers are elected in the spring. Throughout the year, updates should be entered or sent to the NJPTA office whenever there is a change in officer positions or contact information.

It is important that the president delegate responsibility by empowering others and acknowledging their efforts. He or she should communicate regularly with officers and chairs and be available to members. The president ensures that all officers, chairs, and committee members are current PTA members. The president serves as an ex officio member of all committees except the nominating committee and internal audit committee. He or she should participate in planning and conducting an orientation for the board of directors.

The president works with the elected officers of the board of directors to establish a plan to ensure that during the PTA year (July–June), at officers attends at least one training as provided by the New Jersey PTA.

It is the responsibility of the president to ensure that the local PTA participates in the Annual State Leadership Convention.

If the PTA serves a school community, the president should have a positive relationship with the principal and staff and should encourage PTA members to do the same. He or she should promote a positive image of PTA within the community.

To maintain your PTA’s fidelity bond insurance, the president should establish a process to have the monthly bank statement reviewed, dated, and signed by a board member who is familiar with the operation of the PTA but who is not a signatory on the account. The original bank statement should be provided unopened directly to the reviewer.

It is important that the president be aware of and communicate to the board all required deadlines for the payment of membership dues, registration for New Jersey PTA workshops and conferences, as well as for submission of award applications, the PTA’s annual corporation report, charitable registration annual renewal,
insurance renewal, and federal tax filings.

1.2 Vice President
The vice president’s duties are to preside at meetings in the absence of the president and to act as assistant to the president.

The position of the vice president can be adapted to the needs of each individual PTA. Review the president’s job description to determine which tasks or duties can be delegated or shared by the vice president(s).

1.3 Information the President and Vice President Should Know

1. The executive committee consists of the elected officers and the procedure and bylaws chairman. A majority of members constitutes a quorum.

2. The board of directors consists of the executive committee and any additional elected or appointed positions as specified in the local PTA bylaws. A majority of sitting board members constitutes a quorum.

3. Local PTA membership meetings may be open to all interested persons but the privilege of making motions, debating, or voting is limited to current members of the local PTA.

4. A quorum for membership meetings must be specified in the local PTA’s bylaws. Absentee, mail, or electronic ballots are prohibited, unless the local PTA’s standing rules allow for electronic voting for Board of Directors or Executive Committee meetings. Consistent with National PTA Bylaws, proxy ballots are prohibited.

5. Regular membership meetings should be held as established by the local PTA bylaws to conduct business, such as adopting the budget, approving the standing rules, approving the financial review, and electing the nominating committee, officers, and delegates to council and state meetings.

6. Special meetings may be called by the president, a majority of the board of directors as prescribed in Article IX of your Local PTA Bylaws.

1.4 Committees
Committees plan and promote the activities of the local PTA and council and are the mechanism through which talents and energies of the members are involved, organized, and directed into service for the benefit of children.

Standing committees conduct business year-round and are identified in the standing rules. Examples may include communication, membership, legislative, Reflections, etc.

Ad hoc, special committees, or task forces conduct specific business on an ad hoc (as needed) basis. These committees dissolve when business is complete. Examples may include a cultural fair, bingo, t-shirts, science fair, math night, fundraisers, etc.

2. EFFECTIVE MEETINGS – PRESIDENT’S ROLE
Effective meetings require preparation, facilitation, and inspiration to produce results. Be sure to share the meeting results to keep participants connected to the work of their PTA.

• Preparation means the president comes to the meeting ready to state the purpose and follow the agenda.
Facilitation means the president keeps the meeting on time and on track, allowing input from the group appropriately.

Inspiration means incorporating activities that engage participants and generate discussion, using visual aids to grab attention.

Results means that the meeting achieves one or more desired outcomes.

**2.1 Planning Meetings**

**Why?**
What is the purpose of the meeting? Is it to share information, do training, or generate action?

**Who?**
Who is the target audience? Will it benefit anyone who comes or is it aimed at specific individuals/groups?

**How?**
How will the meeting be advertised? Be aware of date conflicts; ensure timely notice of meeting.

**When?**
When will it take place? Which day of the week, part of the month, time of day—morning, afternoon, evening—works for the majority of your members?

**Which?**
Which methods will be used? Try a variety of formats: speaker, panel, film, small group ice-breakers.

**What?**
What resource materials will be needed? Develop your own or borrow from other sources.

**2.2 Before the Meeting**

After reviewing the previous meeting’s minutes, work with the secretary to prepare an agenda, noting a starting and ending time. Be specific about topics to be covered and decisions to be made. Contact everyone with a report to present and make sure that materials and arrangements are complete for each agenda item.

**2.3 During the Meeting**

- Start on time.
- Quickly review the agenda, adding items if necessary.
- Stay on the agenda.
- Summarize orally as the discussion progresses.
- Allow members to speak by formally recognizing them.
- Remain neutral on questions and presentation of information. While presiding, take no part in any discussion. Call upon the vice president to preside if you wish to speak to a motion; the president then has all the privileges of a member. The president returns to the position of meeting chair only after the vote on the motion has been announced.
- Presiding officer may vote only when voting is by ballot. In all other cases, the president may not cast a vote unless her or his vote will change the result of the vote on an issue critical to the PTA. For example, making or breaking a tie; the president has the right to vote because he or she is a member.
- At the end of the meeting, restate the decisions reached and the assignments made.

**2.4 After the Meeting**

- Request that the secretary promptly prepare and distribute minutes.
- Follow up on all decisions that were made.

**Resources to Identify Goals**
Several tools are available to help assess existing goals and identify new ones. They include surveys, program assessments, individual program suggestions, and brainstorming sessions. See the Resources section of this handbook.

3. EXECUTIVE SESSION

From time to time, there may be issues that, if discussed in an open board meeting, might harm the PTA, an individual member, or even a child. An example would be a discussion about seeking bids from businesses to provide a service, where a public discussion could give some businesses an unfair advantage or result in higher bids (thus less revenue to the PTA). Perhaps there are questions about the conduct of an individual PTA member or leader. Here the risk is that untrue allegations could be raised and circulated in the community to the detriment of that individual and her or his family.

When such issues arise, the board may convene an executive session, which means that only board members and any person(s) that the board determines necessary for a full discussion of the issue are allowed to be present at or participate in the discussion. For example, if a question arose about how the association’s funds had been handled, the board might choose to include the financials review committee in the executive session, even if some or all of the committee were not board members. The secretary keeps minutes of any action taken in executive session but those minutes are kept confidential and separate from the minutes for the rest of the meeting by placing them in a sealed envelope. All board members and others present should be reminded that anything said in executive session is strictly confidential.

Resources

Items that can be downloaded from the New Jersey PTA Leadership Resources webpage:

- Leadership guides
- Local PTA Bylaws Template
- Award applications
- Sample conflict of interest policy
- Election procedures (sample wording)
- IRS filing instructions
- Suggested standing rules
- Email, mail, and electronic voting protocol
- Officer installation ceremony

4. MEETING AGENDA TIPS

4.1 Call to Order

The president stands, raps the gavel once, and calls the meeting to order: “The meeting will please come to order.”

Note: The secretary notes the time the meeting came to order.

4.2 Opening Ceremonies
Pledge of Allegiance, flag ceremony, poem, song, or inspirational message.

Note: Opening ceremonies are optional.

4.3 Reading and Approval of Minutes
Secretary stands, addresses the president and reads the minutes, unless they have been posted, distributed, or audited by an appointed committee. “Are there any corrections?” “The minutes stand approved,” or “The minutes stand approved as corrected.” If the minutes have been provided before the meeting, reading them may be omitted, unless there is an objection to doing so.

4.4 Reports of the Treasurer
A financial report should be available for each month and all reports received since the last meeting should be reviewed. No motion is needed for adoption unless it is the report of the completed financial review. “We will have the treasurer’s report”. “Are there any questions?” “The report will be filed for financial review.”

4.5 Letters or Communications
Communications are read by the secretary and are acted on as they are read if action is required. “Are there any questions?”

4.6 Reports of Standing Committees
Before the meeting, the president consults with chairs and officers to find out which committees have reports to give. At the meeting, the president calls for the committee’s report (not the chair’s report). If the committee has made a recommendation, the person making the report moves its adoption (no second is required since the motion is made on behalf of the committee). The chair calls for discussion and/or follows steps of a motion. “We will hear the report of the committee given by ___________________________ chair (or appropriate title).” “Are there any questions regarding the report? If none, the report will be filed.”

4.7 Reports of Special Committees
This can be a progress report or a final report. Upon completing its specified duties, the committee ceases to exist. Handle reporting in the same manner as standing committees.

4.8 Additional Reports
These could be reports from staff, students, the principal, a senior citizen, or a relevant volunteer. These reports should align with the mission and goals of the PTA.

4.9 Unfinished Business
Minutes of the previous meeting will indicate any unfinished business. Note that unfinished business is not called “old” business.

4.10 New Business
The chair or members may bring new business before the association. A motion is necessary before discussion and vote.
4.11 Program
The president introduces the program chair, who presents the program. The meeting is not “turned over” to the program chair, not does the program chair “turn the meeting back” to the president. “The program will be presented by __________, program chair.” “Madam/Mister President, this concludes the program.”

Note: A program is not required at every meeting.

4.12 Announcements
Date of the next meeting and important activities should be announced.

4.13 Adjournment
No motion is necessary to adjourn. Rap the gavel once. “Is there any further business to come before the meeting?” “The meeting is adjourned.”

Note: The secretary notes the time the meeting was adjourned in the minutes.

5. CONFLICT OF INTEREST

5.1 What is a Conflict of Interest?
A conflict of interest exists whenever it is possible for a board member to derive a benefit, direct or indirect, because of her or his position on the board. The conflict may arise from a personal, professional, or family interest. For example, a board member who runs a catering business may benefit professionally if the PTA contracts with her or his catering firm. The existence of a conflict does not require the board to completely dismiss an opportunity advantageous to the PTA. It does require that the other board members make an informed decision whether the association should proceed regardless of the potential benefit to be derived by an individual board member, if it is otherwise in the PTA’s best interests to do so.

In addition, it may be in the best interest of the PTA, due to perceptions, for a board member to recuse herself or himself from discussions if wearing multiple hats. For example, a teacher may recuse herself or himself from discussions on staff grants to alleviate concerns of undue influence.

5.2 Conflict of Interest Statement
Elected officers and other members of the board of directors must disclose in a written statement any potential conflict of interest regarding PTA business, then leave the room during deliberations and voting regarding the matter.

6. NOMINATING COMMITTEE
The nominating committee shall be elected at a membership meeting by ballot at least 60 days preceding the election of officers. Details about election procedures for the nominating committee can be found in the nominating committee handbook located on the New Jersey PTA website.

The president is not eligible to serve on the nominating committee. The school principal of the local PTA and
school or district administrators of the council PTA are also not eligible to serve on the nominating committee. After the election of the nominating committee, the president should meet with the committee to discuss its role, responsibilities, and deadlines. In addition, the president should provide the committee with appropriate resources, such as rosters and job descriptions, and the *Nominating Committee Handbook*.

The president will preside over the election of the officers. The nominating committee will present its report and then the president will allow for nominations from the floor. The nominating committee handbook has further details on conducting an election. Additionally, a sample election script is located on the New Jersey PTA website: click the “leadership resources”.

### 7. TRANSITIONS

Begin sharing leadership information and materials as soon as the new officers are elected. Use the following guidelines to ensure a smooth transition for all outgoing and incoming officers.

**Items to remember:**
- Encourage all incoming officers to attend the state convention in the spring and any summer training.
- Remember the team concept; share your enthusiasm and positive attitude about PTA leadership with each new officer and chair.
- Share information from *State E-Mail updates* with the board, committees, and members.

#### 7.1 Incoming President and Vice President

Set dates to meet with new officers to:
- Set goals and plan calendar.
- Sign conflict of interest policy statement.
- Update committee job descriptions and appoint chairs.
- Formulate recommendations for changes to standing rules.
- Set planning meeting with school principal and staff.

**Check with treasurer:**
- Change names on the bank signature cards.
- Complete the financial review and accept the books. Determine whether the recommendations from the financial review have been or are being implemented.

**Check with secretary:**
- Review and update permanent records, include the legal documents notebook and the minutes notebook(s).
- Note any unfinished business.

#### 7.2 Outgoing President and Vice President

- Invite new officers and appointed chairs to a get-together with outgoing leaders (include the principal) to “brief” them, exchange information and records, evaluate the year and set goals for the future. Give an overview of responsibilities. Verify new officers have copies of the adopted budget and approved standing
rules.

- Send thank you notes to PTA volunteers and/or plan a volunteer appreciation event.
- Inform members of PTA’s accomplishments during the year.
- Plan an installation of the new officers.
- Share your enthusiasm and positive attitude about PTA leadership with each new officer and chair.
- Pass along hard-copy PTA materials and publications to the incoming officers or guide them through the leadership resources section of the NJPTA website.
- Encourage new officers to attend the NJPTA Leadership convention.
- Enroll incoming officers into the NJPTA membership database. Send the names and contact information of the new officers to the region director and council president.
- Ask all committee chairs to return their updated procedure notebooks and final reports, along with an evaluation.
- Accompany incoming officers to council/region meetings/workshops.

Check with treasurer:

- The books and records have been updated and presented to the internal audit committee.
- The books have been reviewed.
- Membership records have been passed on and all fees have been paid and sent to the New Jersey PTA office.
- A deadline for the receipt of all outstanding bills has been set.
- The budget has been developed and approved or scheduled for approval by the members.
- Names are changed on the bank signature card after the internal audit is completed.

Check with the secretary:

- All minutes are updated, completed, and distributed to the new secretary, incoming officers and newly-appointed chairs.
- If the Internal Audit committee was not appointed at the beginning of the year, appoint the committee now.
- Verify that the Internal Audit committee has completed the financial review by August 30.
- Verify that a copy of the final membership report is printed and added to the permanent records.

8. CONFLICT MANAGEMENT

8.1 Tips for Effective Conflict Resolution

(National PTA, 2003)

The difference between good conflict and destructive conflict is the management of that conflict. Conflict is often defined as a situation in which there are opposing viewpoints or direct competition among participants. Conflict is a fact of life. It is unavoidable. PTAs often experience conflict because the diverse membership brings to the association personality differences, divergent viewpoints, and varied backgrounds. Not all conflict is bad. There can be no change without conflict. Conflict is a stimulus that produces creativity. Good conflict can stimulate thinking, open discussion, develop communication skills and produce a decision.

Effective conflict resolution is the result of good management techniques used by a perceptive leader who understands the people and the group climate in which he or she works. A good leader will recognize that he or
she has certain responsibilities in managing conflict.

**These responsibilities include:**
- Listening.
- Restating what you think you heard.
- Expressing emotions honestly.
- Avoiding personal conflicts.
- Developing reconciliation skills.
- When the conflict is over, it is time to resume regular activities, and the leader must bring the group back together as a team.

**Throughout the conflict situation, a good leader will:**
- Preserve the dignity and self-respect of all involved. A good leader will keep the group focused on the issues, not personalities.
- Listen with neutrality and try to see the situation from every perspective.
- Accept the fact that other behavioral styles cannot be changed.
- Allow individuals to express their independent points of view. Once all views have been shared, the leader must help the group come to a consensus on a decision.
- Relax. By maintaining her or his composure, the leader can set a positive climate in which reasonable decisions can be made.

### 9. PROBLEM SOLVING TIPS

#### 9.1 Common PTA Problems

**Some of the most common issues include:**
- PTA versus other parent groups.
- PTA involvement in school issues.
- Improper accounting of funds.
- Nominating and election procedures.
- Personality clashes.
- Lack of communication.

**Conflict in PTAs usually revolves around three areas:**
- Conflicts between individuals
- Problems relating to association activities
- Outside groups in opposition to PTA policies/positions

**These concerns, as well as most conflicts in a local PTA, can be avoided if the leadership takes the following steps:**
- Be knowledgeable about PTA, its purposes, organization, programs, and legislative policies.
- Be familiar with the bylaws, standards of affiliation agreement, and standing rules. Distribute copies to board members and any interested member(s).
Follow PTA’s nonpartisan, noncommercial, and nonsectarian policies.

Be informed about the details of current issues taking place in your PTA, school, district, and community.

Do not violate the rights of members. Allow ample time in meetings for discussion of the issues. Encourage speaking and voting.

Do not let personality clashes interfere with the work of the PTA. Leaders must develop skills to work with all types of people; respect the opinions of others.

Cooperate and communicate with the principal and other school administrators.

9.2 Six Steps to Problem Solving

This six-step process is an effective method to work through difficult situations:

1. **Identify the problem.** Mention actual people, places, and things in clear statements. Each problem should describe two things: the current situation and the ideal solution that is not being reached.

2. **Brainstorm for solutions.** Ask the group to think of several alternatives for resolving the problem. Quantity, not quality, counts. No ideas are discarded; all ideas are welcome.

3. **Select the most promising alternatives** (three to five) with discussion and consensus.

4. **Set priorities and design an action plan.** Decide by consensus which alternative should be first, second, etc. Base the ranking on facts, resources available to carry out the action, urgency of the problem addressed and attainability of the solution. The action plan should contain a clear description of the actions to be taken, specific dates for each action to occur, and the assignment of a group or person to carry out each action.

5. **Carry out the action plan.** Do not delay; a problem calls for immediate action.

6. **Evaluate actions.** Establish criteria for gauging how well the plan is working. Continual review of progress is critical. A final report to the group should be in writing.

10. CHAIRING A TOUGH MEETING

At times, a PTA is faced with issues that ignite strong feelings from its members and community. Conducting a meeting involving these issues can be difficult for the local PTA president and board.

10.1 Before the Meeting

- Confer with appropriate officers and/or other board members to pre-plan the meeting to allow maximum participation from all points of view. Ask your region director for help, if needed.
- Check PTA sources for existing positions on issues to be discussed.
- Prepare a thorough and thoughtful agenda for the meeting.
- Carefully study *Robert’s Rules of Order Newly Revised* on meeting procedures, motions, etc.

10.2 During the Meeting

- Have a copy of your Local PTA Bylaws, your standing rules, and *Robert’s Rules of Order Newly Revised* on hand.
- Establish ground rules and follow them. Conduct the meeting as formally as possible.
- If the group is willing, special rules for this meeting can be agreed upon at the outset, such as the number of times a person may speak to any one item, time limits for all speakers, etc.
- As the chair, the president has the privilege to overlook the recognition of a speaker who may be
dominating the floor in favor of others who may not have spoken.

- If the group continues to disagree in such a way that further study is warranted, the chair should solicit a motion to charge a committee. Those who have expressed strong feelings on the issue should be given the opportunity to serve on the committee.
- Appear calm, even if you are distressed.
- Be polite but forceful.
- Whatever happens, keep your perspective by maintaining neutrality as a chair and your sense of humor.

11. DEALING WITH DIFFICULT PEOPLE

Difficult people can be found in any PTA group. They come in all shapes and sizes but they can be identified by the strategies they use to sabotage the group’s efforts. A calm and self-controlled leader who has practiced group management techniques can provide a climate that allows all members to effectively contribute.

Here are a few types of difficult people and suggested strategies to work with them:

The Blocker: Says NO to everything and everyone. Attempts to bring back an issue or task after it has been rejected or bypassed.

**Suggested questions/follow up comments:**
- “Why do you feel this way?”
- “Give us your background on that opinion.”
- “Where did you get that information?”

The Attacker: Reacts negatively to people and projects. Expresses disapproval of the values, acts, and feelings of others. Attempts to keep others from begin credited with any contributions.

**Suggested questions/follow up comments:**
- “Let’s look at both sides.”
- “Where did you get your data for that opinion?”
- “Could we discuss the idea and leave personalities out?”

The Clown: Refuses to take anything seriously; makes jokes about everything. Displays a lack of involvement in the groups’ efforts by being cynical, nonchalant, or playfully disruptive.

**Suggested questions/follow up comments:**
- “How does that relate to the subject?”
- “We needed a good laugh; now, let’s get back to the topic.”
- “Would that help us deal with this issue?”

The Recognition Seeker: Wants to be heard and feel important. Boasts and demands to be in charge of committees or assignments.

**Suggested questions/follow up comments:**
- “Could we hear more?”
- “Give us specific information, please.”
- “Could you look into that and give us more information at the next meeting?”

The Avoider: Leaves or withdraws from the meeting, ignores discussion, or is quiet.

**Suggested questions/follow up comments:**
- “We need a decision.”
- “We really want your input on this issue.”
- “What can you personally do to contribute?”
The Special Interest Pledger: Emphasizes “my child” or “those poor children”. Diverts attention from the goals and focus of the group effort.

**Suggested questions/follow up comments:**
- “How does this work for the group?”
- “If we did this, how would it affect our group’s goals?”
- “Is this our only choice?”

The Dominator: Asserts power or superiority to manipulate the group. Insists on “my” way; does all the talking. Bullies and bosses others in an autocratic manner.

**Suggested questions/follow up comments:**
- “Are there other suggestions?”
- “Would this work in all cases?”
- “While we’re on this point, let’s hear from someone else.”

## 12. Resources

### 12.1 Sample PTA Survey

Your input is very important to the ___________ PTA. The PTA will be developing a program for next year and we hope you will help us. Please take a few minutes to fill out this brief survey. Every response will be considered. Return the completed form to the ___________ PTA. Thank you for helping us develop a program that will be fun and beneficial to our students, school, and the community.

**Please check the events you or your family participated in this year:**

<table>
<thead>
<tr>
<th>Carnival</th>
<th>Book Fair</th>
<th>School Clothing</th>
<th>School Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Shop</td>
<td>Reading Program</td>
<td>Parenting Workshops</td>
<td>Emergency Kits</td>
</tr>
<tr>
<td>After-School</td>
<td>Assemblies</td>
<td>Field Trips</td>
<td>Reflections</td>
</tr>
<tr>
<td>Enrichment</td>
<td>Candy/Gift Wrap</td>
<td>Fundraiser</td>
<td></td>
</tr>
<tr>
<td>Family Fun Nights</td>
<td>Fundraiser</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please check which events you feel we should include next year:**

<table>
<thead>
<tr>
<th>Carnival</th>
<th>Book Fair</th>
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<th>School Picture</th>
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</tr>
<tr>
<td>Family Fun Nights</td>
<td>Fundraiser</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Is there another project, program or service activity that you feel we should consider?**

If so, please describe it:

If this project, program or service activity is included in next year’s program, are you willing to serve on the committee for it?  ☐ Yes  ☐ No

Name  Student(s) name(s)  __  Student(s) teacher(s)  __

Again, thank you for your valuable input. As a thank you for returning the completed form, a free bag of popcorn will be available for your student(s) on the next popcorn day.
12.2 Sample PTA Planning Form

If you have an idea for a project, program, or service activity you feel the_________________PTA should consider, please provide the following information. Return the completed form to any elected PTA officer. You will be notified if your project has been approved. Thank you for your idea and for helping us provide new different events for our membership and the community we serve.

Name of project, program, or service activity: ________________________________________________
Is this activity a:  O project  O program  O service
Name of person submitting this activity: ________________________________________________
Phone Number: (____)______________ email: ________________________________

Describe the activity:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

To be held:  O Fall   O Winter   O Spring   O All Year

Other considerations:
________________________________________________________________________________
________________________________________________________________________________

Please give specifics of this activity to the best of your ability.
Expected income: $_______________ Expenses: $_______________
Resources needed: ____________________________________________
Expenses will cover the purchase or rental of the following items:
________________________________________________________________________________
________________________________________________________________________________
Number of volunteers needed: ________ Building usage: _______________________________
How does this activity meet our PTA’s goals and mission?
________________________________________________________________________________
________________________________________________________________________________

For office use only:
Date form received: _____/_____/_______ Received by: ________________________________
O Approved    O Denied    O Notified Submitter    O Date Notified