

MEMBERSHIP



PTA
DISCOVERING
ENDLESS POSSIBILITIES
Live the Adventure.....Join PTA!

Washington State
PTA[®]
everychild.one voice.

**LEADERSHIP
PACKET 4**

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www.wastatepta.org

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WASHINGTON STATE PTA

VISION: “To be advocates for ALL kids and ALL families.”

MISSION: “To promote the welfare of children and youth in Washington State leading to success for every child.” We will do this by:

- Speaking on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;
- Supporting parents* in developing skills to raise, protect and advocate for their children; and
- Encouraging parent* and community involvement.

GOALS: The Washington State PTA will:

- Be a leading resource and voice on policy issues affecting children in Washington State.
- Work to ensure that every child has a significant adult involved in his/her life.
- Ensure that all PTA leaders and potential leaders are well-trained and mentored.
- Include all people without discrimination.
- Develop between educators and the community united efforts to secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

** Parent may include adults who play an important role in a child’s family life since other adults (grandparents, aunts, uncles, or guardians) may carry the primary responsibility for a child’s health, welfare, education and safety.*

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Keys to a Successful Membership Campaign

Membership growth is a sign that your PTA is a vital and relevant organization that is making a difference in your community. If your PTA is an effective, respected and fun association, people will be eager to join. Joining PTA is an action that shows support of schools and children, and a belief that collectively, we can make a difference!

Lay the Groundwork for Success

Ask these questions of your PTA board. Every board member should be able to explain what your PTA does for the children of your community.

- Is your PTA/PTSA meeting the needs of your members and community?
- Have you told your potential members about the value of PTA and the good work you do?
- Do you have clearly stated goals with broad support?
- Do you have support from your principal and staff?

Before School Starts

- Set a goal for membership for this year – challenge yourself!
- Find out how your treasurer would like to handle the collection and deposit of membership fees.
- Visit the WSPTA Membership Enrollment Website to familiarize yourself with it and make sure you have the necessary password authorization.
- Prepare membership forms, take-home flyers, and promotional signs.
- Send letters to last year's members asking them to join again.
- Make sure your PTA board members join.
- Plan a special invitation and thank-you for school staff.
- Attend training: Region Fall Conference, Leadership Conference
- Send teacher welcome letters
- Send membership renewal notices (sample can be found on the WSPTA website www.wastatepta.org)

Take Advantage of Back-to-School Enthusiasm

- Send home membership forms and flyers with “first-day” packets.
- Have a membership table at all orientation and back-to-school events.
- Design a visual representation of your growing membership – adding leaves to a tree, planting bulbs on school grounds, putting jellybeans in a jar in a visible location.

- Ask people to join your PTA – don't wait for them to offer.
- Make it easy for people to join your PTA!

Throughout the Year

- Set up your membership table at every PTA and school event (have a current list of members in case people forget if they have joined already).
- Publish a list of PTA members in your newsletter so folks can make sure their check made it to the right place.
- Regularly include articles about membership and a clip-out membership form in your newsletter — samples can be found on the WSPTA website.
- Publish your current membership count. Check it against your goal often.

Take Advantage of Membership Resources

WSPTA offers a variety of support materials including:

- A membership brochure, “Help Your Child Succeed... Join PTA”
- National PTA Annual Resources
- Templates of letters, brochures and flyers on WSPTA Website
- Membership workshops at region conferences

Website Resources



A variety of new membership resources are available online

www.wastatepta.org/programs/membership.htm

Download customizable flyers, posters, and much more...

Membership Chair Nuts & Bolts

Membership Chair Job Description

1. Recruit a committee.
2. Plan a membership campaign.
3. Prepare campaign materials.
4. Lead membership recruitment/renewal efforts.
5. Collect and process fees appropriately.
6. Enroll members in the WSPTA web-based system.
7. Send fees and remittance forms to council/State PTA on a regular basis.
8. Maintain accurate membership records for your local unit. Pass all pertinent materials on to your successor.

Membership Service Fee Information

Local unit membership service fees include \$1.75 for National PTA and \$4.75 for WSPTA. Council assessments vary between councils. Note: Make sure your membership count is correct, because there are no refunds on membership fees sent to National PTA and the Washington State PTA.

The total local fees should be sufficient to cover these costs and should be defined in the local PTA standing rules, which are approved by the members annually. A PTA may offer discounts for students, couples/families, or other classes of members, but the fee must cover the amount that is sent on to the other levels of the PTA organization.

The local unit remittance form along with the membership service fees should be sent to the council if the PTA is a member of a council. If yours is a non-council unit, send your fees directly to the WSPTA office. WSPTA submits the national portion of the fees to National PTA.

There is also a one time required \$5.00 fee per unit per year. This money is collected to cover the costs of a representative of the Outstanding Local Unit of the Year of Washington State to go to the National PTA Convention.

Over payment of membership fees will not be reimbursed by WSPTA. Make sure your membership count is correct before you send them in.

Members may be enrolled at any time. Membership fees can also be sent in at any time, but deadlines have been established to encourage regular submission of fees. (For example, if a member joins after the May 25th deadline, just submit these fees when you receive them.) The deadlines are:

October 25 Initial payment of Membership Service Fees.

- If the first fee payment is not received by this date, the local unit will be re-

moved from the WSPTA mailing list and services will be suspended.

- Be sure to include your annual \$5.00 required fee per unit.

January 25

Second payment of Membership Service Fees.

- The membership count at this time determines the number of voting delegates to WSPTA Convention.

March 30

Convention voting delegates must be paid and enrolled members.

- Voting delegates to the WSPTA Convention must be recorded in the State PTA office and their membership fees paid by this deadline in order to cast the vote of their PTA unit.

May 25

Final payment of Membership Service Fees.

- This count determines membership awards.
- Call the WSPTA office to remove any duplicate names.
- No refunds on membership service fees will be provided.
- PTAs should also submit their officers for next year at this time.

Membership Cards

- National PTA designs and prints the blank membership cards. WSPTA sends each PTA blank cards based on their membership from the previous year. Additional cards may be ordered from WSPTA. **It is your responsibility to fill the cards out and give them to the members of your PTA.** The cards have been printed on sheets that can be used in a computer printer to avoid filling out the cards by hand. **Printing instructions and a template are available on the membership resources page of the WSPTA website.** For a nominal fee, the WSPTA will print these cards for you. Please call the WSPTA office for more information about this service. Issue a card to each member joining your PTA.
- All membership cards expire on October 31st of the next year. For example, a card issued on September 14, 2007 will expire on October, 31, 2008.
- Keep track of the number of cards received, re-ordered, or issued to your members. This information is necessary for your PTA's year-end financial review.

Membership Enrollment System

WSPTA uses a web-based system to enroll our members. Local membership chairs enroll or renew PTA members online through a very secure website. Be sure to indicate the offices or other PTA positions held by members. WSPTA uses this information to create the mailing lists for distribution of our leadership resources – it is important that you help us get the right people on these lists.

Your PTA's login and password are issued as part of the Leadership Packet.

WSPTA does not release members' names to outside organizations for commercial or other purposes. On

occasion, WSPTA may distribute information from organizations that we are collaborating with, but this is not done lightly. If members provide their email addresses, they can expect to receive messages from WSPTA when it is vital to reach our members with important information. Make sure email addresses are updated and kept current.

Be sure to check your PTA's membership records online for duplicate names. Call the State PTA office for assistance with the enrollment system and for help deleting any duplicates before your final payment is due. Detailed instructions for using the online system are available from the WSPTA office (upon request) and can be downloaded from the WSPTA website.



The Value of PTA Membership

- **PTA organizes parents to make your school a better place for your children to learn** by addressing the needs of their individual schools. Identifying such needs may lead to solutions that may include making the school safe, becoming more technologically advanced, and bringing enriched educational opportunities to the school. PTA provides a venue for parents to contribute to student success.
- Study after study has shown that **parent involvement is key to student success** in education. PTA brings resources to parents to help their children in the education process. When you are involved with PTA, you get to know the teachers better; you become more familiar with the school and what happens there.
- While children cannot vote and do not participate in the legislative process, **PTA speaks for the interests of all children and their health, welfare, safety, and education.** Whether in Washington DC, Olympia, or in your own city government offices – everywhere decisions are made that affect your children, PTA is there speaking on behalf of your children.

What Does a PTA Member Receive for Membership Service Fees?

Parent Help -- networking with other parents, resource materials available through general mailings and on the website, classes on parenting issues at state and regional conferences.

Leadership Development – an array of publications and classes at regional and state-wide conferences on topics from non-profit corporate management to building partnerships in support of student achievement.

Representation – a state-level voice to the legislature and on committees addressing public policy issues affecting families and children.

Insurance – local PTAs and councils purchase, for a nominal fee, coverage for general liability, fidelity bonding, officer liability, and property insurance.

Advocacy training for one's own children and public policy issues regarding all children – classes at Legislative Assembly, region and state conferences, publications, website links.

Financial Grants – grants awarded to local units and councils (Applegate Program, up to \$500); \$60,000 in grants for worthy students pursuing post-secondary education (WSPTA Financial Grant Program supported by Golden Acorn, Outstanding Service Award, Outstanding Educator Award, Outstanding Advocate, and Honorary Life Membership Award).

Programs – ideas and resources for informative and relevant local programs, as well as state-sponsored programs such as **Reflections** arts recognition program; members receive free presentations such as **Parent to Parent: Success for Every Child** (on academic standards/assessments) and **Building Successful Partnerships**.

Assistance and Information – assistance with correspondence and forms from the IRS and Secretary of State's Office; toll-free telephone lines and email for answering member questions on any PTA issue (State PTA office); region directors and service delivery teams available to assist you.

Communications – publications such as *The Child Advocate* magazine, *Key Communicator* Newsletter, region newsletters, Money Matters, Parent-Teacher Conferences, and more; website with information about PTA, resources for parents, and links to other websites of interest; electronic mail listserves on legislation, membership, and leadership.

And many more reasons, services, programs, and people!

A Successful Membership Program

To Attract Members ♦ To Involve Members ♦ To Keep Members

YOU can lead the way to a good start. The level of enthusiasm and PTA knowledge that you, as a PTA leader, are able to provide to your PTA will have a ripple effect throughout your membership. Your active leadership will help create strong programs in your school community and strong commitment among members. Retaining existing members and attracting new members is one of the most important duties of a PTA -- for nothing can happen without members! A strong membership is essential for PTA to continue to be a force in the decision-making process that affects the welfare and education of children and youth.

YOUR LOCAL PTA is the key communication link between parents, teachers, school administrators and the community. An active, progressive local PTA unit has the ability and responsibility to make things happen! You can do this by reporting children's concerns to school boards, to agencies, to parents, teachers, and the community; through newsletters, meetings, workshops, phone trees and much more.

YOUR COMMUNITY is the PTA's backyard — work with it and you will benefit. PTA involvement is not limited to parents, teachers and students. An open door policy should be established with local businesses, places of worship, service organizations (Kiwanis, Rotary), and government agencies such as your health or police departments as well as with other youth and community service groups. Building these relationships will assist overall community efforts to expand parent and community involvement. Your community has senior citizens and other sources of volunteers who can benefit your local PTA. But someone must ask for their help and offer specific opportunities for their contributions.

Promote PTA involvement. The goal of membership in the PTA is to build an informed team of individuals working on behalf of all children and youth. Members' involvement and programs are each a part of an ongoing process of strengthening your PTA. An involved PTA membership is a valuable resource that will help you start and maintain programs and projects to benefit children and the community. Meaningful programs make PTA membership and active involvement worthwhile.

The goal of membership in the PTA is to build an informed team of individuals working on behalf of all children and youth.

The Basics

Everyone is a potential member. People in business, aunts and uncles, grandparents, pediatricians, school board members, local politicians, students -- all are potential members. Accordingly, make sure to create an atmosphere of openness and hospitality to everyone. Make a strong effort (and urge other PTA members as well) to welcome newcomers to meetings and activities. Start a welcoming committee to reach out to newcomers. Match veteran members of your PTA board (at any level) with "new recruits" to help them get to know the people, organization and procedures. Be sure to promote membership at every function, meeting or other opportunity.

You can't do it alone. It takes a team effort to increase PTA's membership. Form committees using the talents and expertise of members, local business people, community residents, etc. Delegate and ask for help from other members and make use of opportunities to promote PTA.

Survey prospective members. One of the best ways to determine the types of programs, projects and activities that will attract members is to ask. A simple survey will give you valuable information and help your PTA develop a plan that will interest and involve parents and people in the community.

Develop an action plan. Develop an activity calendar for your membership efforts that reflects the goals of your membership. Determine the tasks necessary to achieve the goals, who will do them and when they need to be accomplished. Consider how you will evaluate whether you've achieved your goals. Remember, you will need to develop a budget to include all of your activities.

Use resources you have around you. Does your school district have a public relations or communications office that might be able to help you promote your PTA? Do any of your members have talents you can tap? Send out a call for help describing the jobs you need done. Use State PTA and National PTA materials, such as Washington State PTA's *The Child Advocate* magazine and the National PTA's magazine, *Our Children*, at your membership sign-up table. Suggest that new members subscribe to Washington State PTA's *The Child Advocate* magazine.

Begin a Public Relations Campaign. Refer to the National PTA Annual Resources for information about establishing an effective public relations program.

Including All Potential Members

People are more likely to join your PTA if they feel that they are making a meaningful contribution of their time and money. Key partners such as parents, teachers, students, seniors and business people can come together to form a solid base for a cohesive parent-teacher association if you provide involvement opportunities that are satisfying. Here are some ways to tailor your invitation to reach all audiences:

Parents And Families

- Offer programs that give parents skills to help their children be successful.
- Sponsor “family fun” events that combine learning with family togetherness.
- Hold PTA meetings in the evenings or on weekends -- whenever it is most convenient for all parents to attend. If necessary, hold two separate meetings on the same subject.
- Develop special programs that address the participation of men in children’s lives.
- Offer a membership discount for families with two parents joining together.

Diverse Families

Diversity will mean something different in every community. It is important to be aware of cultural differences that may make some families feel that they don’t have a place in PTA. Help all members feel a part of the PTA while encouraging them to remain loyal to their culture and heritage. Although there may be some cultural differences, all parents want their children to be happy, healthy and successful.

- Encourage PTA members from all segments of the school community to serve on your board of directors and to chair committees and ask them to assist with grassroots volunteer work.
- Send as many members as possible to leadership training.
- Provide interpretation services at your meetings as needed.
- Produce publications in other languages and ensure that the translation and content are culturally appropriate for the group you are trying to reach. For assistance with this task, consult with ethnic organizations in your community.
- Promote cultural events in your school community and the community at-large so that your PTA members, students and community residents can

learn about all heritages and customs.

- Look at your PTA’s programs, policies and projects. Are they of service to all cultural groups, single-parent families, dual income households, men, low-income families and others? Are they sensitive to the circumstances and needs of all parents and others concerned about the future of children or interested in being active in PTA?

Students

- Create an invitation specifically directed at student members.
- Encourage students to participate in PTA projects and activities by introducing your plans during student council meetings.
- Hold regular youth meetings for students to share current concerns and provide an opportunity for them to express their thoughts and ideas.
- Encourage student members to take leadership positions.
- Appoint students to serve on committees.

Faculty

- Ask for teachers’ suggestions on how the PTA can assist them in addressing school-related issues.
- Give a special thank you token to staff members who join your PTA.
- Plan your meetings so they won’t interfere with teachers’ own work and family responsibilities.

People are more likely to join your PTA if they feel that they are making a meaningful contribution of their time and money.

Community

- Encourage local businesses to join the PTA. Acknowledge them with a certificate to hang in their place of business.
- Identify business leaders in your parent population and take advantage of their contacts.
- Design programs that invite business leaders to assist with your PTA projects by volunteering their efforts and corporate donations in ways that are meaningful to them.
- Invite senior citizens to join and share their time and experiences with young people.
- Recognize the community participants/members.

Ideas for an Effective Campaign

Retaining Members

- Ask all of last year's members to join again. Using the membership database, it's easy to create personalized letters for your returning members. Sample renewal forms/letter can be found on the WSPTA website.
- Make sure that all members understand the impact that their support has had. Let them know that their financial support has helped whether or not they had the time to get more involved. Make sure that all members who offered to volunteer receive a phone contact. Nothing is more discouraging than offering to help and never getting that follow up call.



Ideas for an Effective Membership Campaign

- » Appoint a committee — an enthusiastic and organized one. The chair is not the committee. There should be three or four other members to help with this campaign.
- » Use a catchy slogan and carry a theme throughout your materials.
- » Set a deadline. Try the “early bird” technique. “If you join before October 1 your service fees will be 50 cents less.” (It works! One PTA doubled their membership when they tried it.)
- » Be visible. Use reader boards at your local savings & loans, real estate offices, grocery stores, gas stations. Local merchants are eager to support the PTA. Use posters in public places such as libraries, grocery stores, and businesses. Ask businesses to include “Join PTA” on their advertisements.
- » Send out a personal invitation to let parents know what your PTA has been doing and what your goals are for the future.
- » Make it easy to join by attaching a return envelope to a letter or flyer. **You can purchase membership envelopes from the State PTA office.**
- » Follow up on personal invitations with phone calls from the committee.
- » Have a membership table set up at all functions at school — Open House, Back-to-School Night, spaghetti dinner, pancake breakfast, student performances, and any function where the community will be attending.
- » Circulate among the parents at all functions and

- personally invite them to join -- on the spot!
- » Provide a PTA information packet to all new parents who register children in school.
- » Develop a visual representation to show how well the membership campaign is progressing.

Ideas for Councils

- » Do a community-wide coupon search and provide reproducible pages to local units.
- » Have a council contest for membership increase.
- » Have a traveling trophy awarded yearly to the unit with highest percentage increase.
- » Offer a council-wide membership theme.
- » Have your mayor, city council or school board declare “PTA Membership Month.”
- » Ask a notable citizen to be your honorary membership chairman.
- » Contact businesses about advertising on their reader boards or in their ads.
- » Remind PTAs in your community that membership is a year-round program.

For more membership campaign ideas visit
WSPTA's Membership Resources web-page:

www.wastatepta.org/programs/membership.htm

Membership Awards and Incentives

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o recognize the outstanding efforts of local units who have set goals and successfully achieved membership increases, a membership awards program was implemented. Every local PTA unit has a unique opportunity to increase its membership and be recognized for its efforts.

100% Membership Award - One paid membership

for every child enrolled in the school associated with that local unit. What could be better than every child having at least one adult willing to join the PTA as a voice for their future?

Recipients of the 100% Membership Award will be honored at the WSPTA Convention. **PTAs must complete an application form for this award** (available in the MEMBERSHIP handbook and on the WSPTA website).

Add SEVEN in 2007!

If each PTA in the state enrolled and paid seven new members, Washington State PTA would achieve our immediate membership goal of over 156,000 members statewide.

As part of the “Add SEVEN in 2007” membership campaign, each PTA that increases its membership by at least seven (7) members and has paid for those member by March 1st will be given special recognition at the State PTA Convention in May 2008.

Membership Incentives

Washington State PTA recognizes achievements to encourage membership enrollment early and throughout the year. The levels of recognition are:



Level 1—BRONZE Level

50% of the previous year's membership enrolled by September 30th

Level 2—SILVER Level

5% increase from the previous year's membership paid by October 25th

Level 3— GOLD Level

10% increase from the previous year's membership paid by January 25th

Level 4— PLATINUM Level

20% increase from previous year's membership paid by March 30th.

100% ACTIVE COUNCIL AWARD

This award is given to each PTA council with 100% active participation by local units (all units in council are paid and “in good standing” for 2007-2008 by March 1, 2008).

All membership awards will be based on records at the State PTA office.

Only the 100% Membership Award requires an application.

All qualifying for one or more of the other categories will automatically receive recognition.

Reproducible Logos

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hese logos may be photocopied, scanned, or cut and pasted into your PTA's membership promotional materials. Electronic versions of these logos (full color) can be downloaded from the WSPTA Membership Resources webpage: www.wastatepta.org/programs/membership.htm



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PTSA[®]

everychild.one voice.



Membership Supplies Order Form

Get your membership campaign off on the right foot ...
Order some convenient envelopes, address labels, a professional looking brochure and more!



Washington State PTA YOU ARE INVITED TO JOIN
everychild.one voice.

an affiliated unit of the Washington State PTA and the National PTA. Make your check payable to your local PTA/PTSA. Your annual membership fees are \$ _____ per individual member. Please return your fees to your PTA in this envelope.

PTA/PTSA _____

LAST NAME: _____ FIRST NAME: _____
 PHONE: _____ EMAIL: _____
 ADDRESS: _____
 CITY: _____ ZIP: _____
 STUDENT'S NAME: _____ TEACHER: _____
 STUDENT'S NAME: _____ TEACHER: _____

NAME OF PTA: _____ Local Unit Number _____

SHIP TO (name): _____ Daytime Phone # _____

Street address (no P.O. boxes) _____

City _____ ZIP _____ Check if shipping to school address.

Email _____ Date Supplies Needed _____

MEMBERSHIP ENVELOPES

100 Envelopes @ \$7.00 per hundred
 (minimum order, \$7.00 — sold in increments of 100 only)

_____ @ \$7.00 = \$ _____
 (Quantity)

MEMBERSHIP CARDS

Additional membership cards can be ordered **AFTER YOUR INITIAL ALLOTMENT FROM YOUR LEADERSHIP PACKET HAS BEEN USED.**

_____ Cards = \$ No Charge

PRE-PRINTED MEMBERSHIP CARDS

\$10.00 per 100 = \$ _____
 We will print your membership cards for you. (Members must be entered and payment received at the WSPTA office to take advantage of this service. Unused cards must be returned)

_____ Cards = \$ _____

“JOIN PTA” MEMBERSHIP BROCHURE

\$10.00 per 100 = \$ _____ (free for orders of 50 and under)
 A professional looking brochure to advertise the benefits of PTA membership.

_____ Brochures = \$ _____

MEMBERSHIP ADDRESS LABELS

A set of labels with the names and addresses of your PTA's active or inactive (or both) members. (Available only if your PTA entered members via the WSPTA online membership program.) \$3.00 per 100 names.

@ \$3.00 per 100 = \$ _____

- Active members only
- Inactive members only
- Both (active & inactive together)

TOTAL ENCLOSED: \$ _____

All PTA checks must have 2 signatures of officers (but not of same household)

MAKE A COPY FOR YOUR RECORDS

For office use only:

Check #	Amt
Name/PTA	Date

Visa Mastercard Exp. Date [] [] [] []

Card # _____

Name on Card _____

Cardholder Signature _____

PTA Membership Planning Calendar

July/August

- Read the Membership section of the Leadership Packet.
- Meet with your president to discuss the membership materials.
- Register to attend your region's Fall Leadership Conference Membership class.
- Meet with the membership committee to review results of previous years' campaigns and set your new goals.
- Establish membership privileges.
- Review your budget for the membership campaign promotions: posters, awards, prizes, leaflets, etc.
- Order membership envelopes from the State PTA office to use throughout the year.
- Plan your campaign. Set campaign dates and develop a timeline. Get the approval of your board.
- Ask your superintendent, school board president, and mayor to proclaim September "PTA Membership Month."
- Send copies of your "proclamations" to your local newspaper and television station with an article on PTA parent involvement in your school.
- Write a membership newsletter article for your school newsletter.

September/October

- Set up a membership table on the first day of school to welcome students and parents back to school.
- Be visible! Publicize and celebrate "PTA Membership Month."
- Send a letter home (with the first packet of information from the school) inviting everyone to join. Emphasize past accomplishments and future goals.
- Send "invitation to join" letters to past presidents, former board members, your school superintendent, school board members, and other community leaders. Remember, PTA is for everyone!
- Work closely with your school administrator to be part of the school open house.
- Enroll your members online with the Washington State PTA enrollment program. Be sure and list name, address, phone number, and email address (plus any other relevant information your unit requests.) *Make sure that your officers who are already activated do not get entered a second time. Do not enter a member until you have actually collected his/her fees.*
- Write a membership newsletter article for next month's newsletter. Emphasize the value of membership and announce your month-end membership total.
- Evaluate your membership campaign at the end of each month. Review last year's membership list for anyone who may have forgotten to renew and send them a special note.
- Turn over all checks and cash for membership service fees to the PTA treasurer as soon as they are received.
- Print the online remittance form and remind the treasurer to send in the membership service fees by October 25.

November

- Continue to write a monthly membership article for your newsletter.

- Send thank-you notes to those who have joined.
- Request additional membership cards from the State PTA office as needed.

January

- Continue to recruit and enroll new members.
- Meet with the membership committee and evaluate your progress. Plan and implement any new approaches.
- Write a newsletter article for next month's membership column.
- Print the online remittance form and remind the treasurer to send in the membership service fees by January 25.

February

- Continue to recruit and enroll new members.
- Keep writing those membership articles for the newsletter.
- Plan a special celebration for PTA's birthday month.

March

- Continue to recruit and enroll new members.
- Print out a list of members for the nominating committee.
- Plan any special membership activities for the end-of-the-year celebrations.
- **Make sure all your members have been enrolled and membership service fees are paid by the end of March (in order for members to attend convention as voting delegates).**

April

- Review this year's membership campaign, make written recommendations for next year's campaign and submit a report to your board.
- Update membership procedures book.
- Register next year's membership chair for Washington State PTA Convention. Be sure he or she attends the membership class.
- Keep writing the membership news article for your newsletter.

May

- Thank all of those who helped with this year's membership campaign.
- Start planning next year's campaign.
- Thank your members for joining PTA in your last newsletter article and encourage them to join next year.
- Work with the treasurer to reconcile the membership service fees that have been collected with the number of members enrolled in the online membership enrollment site. Call the State PTA office to remove any duplicate names.
- File your final membership service fees for the year by the 25th of the month.
- Enter incoming officers via the WSPTA online membership enrollment site.

- Join Today
 - Family Programs
 - Member Benefits
 - Parent Involvement
 - School Partnerships
-

(Add your PTA name here)

Yes! I want to join.

Name: _____ Child(ren) _____

Name: _____ *(for family membership)*

Phone: _____ Email: _____

Address: _____

My membership fees are enclosed with this form:

\$ _____ individual member \$ _____ patron \$ _____ student

\$ _____ additional donation \$ _____ family *(two adults in same household)*

When you join PTA, you join a community that encourages student achievement and enriches the learning environment. We believe in building partnerships between our families and our schools. Together we can make a difference!

everychild. onevoice.



JOIN TODAY!



- Join Today
- Parent Involvement
- Family Programs
- School Partnerships
- Member Benefits

(Add your PTSA name here)

Yes! I want to join.

Name: _____ Child(ren) _____

Name: _____ *(for family membership)*

Phone: _____ Email: _____

Address: _____

My membership fees are enclosed with this form:

\$ _____ individual member \$ _____ patron \$ _____ student

\$ _____ additional donation \$ _____ family *(two adults in same household)*

When you join PTA, you join a community that encourages student achievement and enriches the learning environment. We believe in building partnerships between our families and our schools. Together we can make a difference!

everychild. onevoice.

PTSA
DISCOVERING
ENDLESS POSSIBILITIES
Live the Adventure.....Join PTSA!



JOIN TODAY!



If you are entering members via the WSPTA online enrollment program, please use the LU remittance form provided online.

2003 65th Avenue West
Tacoma, WA 98466
253-565-2153 or 1-800-562-3804
Fax: 253-565-7753
wapta@wastatepta.org
www.wastatepta.org

LOCAL UNIT REMITTANCE FORM FOR 2007-2008 MEMBERSHIP SERVICE FEES

There shall be no membership refunds given to local units unless directed by the Executive Committee of the Washington State PTA.

Name of PTA/PTSA Local Unit _____

Local Unit Number _____

Name of Person Submitting – Position _____

Address _____

Daytime Phone Number _____

City/Zip _____

Email Address _____

See back of this form to determine if your PTA is a council or non-council unit.

No Refunds

Total Memberships this report _____

Number of Memberships x \$6.50 \$ _____
((\$1.75 of this goes to NPTA))

Required Fee (paid only once per unit per year to help send the Outstanding Local Unit to NPTA Convention) \$ 5.00

Council Assessment (paid only if unit is in a council – check with your council for amount) \$ _____

CHECK ENCLOSED: \$ _____

All PTA checks must have 2 signatures of officers (but not of same household)

If Your PTA is a Member of a Council... **REMIT YOUR MEMBERSHIP SERVICE FEES TO THE COUNCIL.**
Send your unit's membership service fees to the council treasurer.
1. **Complete this form. If you are entering via the internet, please use the form provided online.**
2. Attach a check to this form covering:
a) the per capita membership fees at \$6.50 each.
b) the council per capita assessment. (Check with your council for this amount.)
c) the \$5.00 per unit required fee (to send the outstanding local unit to the National PTA convention). **This one time fee is to be paid by October 25, 2007.**

A minimum of twenty-five members is needed by Oct. 25 to remain in good standing [WSPTA Bylaws, Article 5, Section 3(b)].

For Non-Council Units... **REMIT YOUR MEMBERSHIP SERVICE FEES DIRECTLY TO THE STATE PTA.**
Send your unit's membership service fees to the State PTA office.
1. **Complete this form. If you are entering via the internet, please use the form provided online.**
2. Attach a check to this form covering:
a) the per capita membership fees at \$6.50 each.
c) the \$5.00 per unit required fee (to send the outstanding local unit to the National PTA convention). **This one time fee is to be paid by October 25, 2007.**

A minimum of twenty-five members is needed by Oct. 25 to remain in good standing [WSPTA Bylaws, Article 5, Section 3(b)].

MAKE A COPY FOR YOUR RECORDS

For office use only:

Check#	Amt
Name/PTA	Date

Reminder: Mail your Local Unit Remittance Form to your council treasurer or council membership chair. Mail to the State PTA office only if you are a non-council unit. See back of this form to determine if your PTA is a council or non-council unit.

COUNCIL PTA UNITS

A PTA / PTSA council consists of local PTA / PTSA units within a defined area. The council's main purpose is to promote the welfare of children and youth. Its role is to inform, advise, guide, instruct, provide customer service, encourage the leaders of local units, and be responsive to their needs for conference, leadership training, and coordination of efforts of the member PTAs.

IF YOUR LOCAL UNIT NUMBER BEGINS WITH THE FOLLOWING NUMBERS, YOUR PTA IS A MEMBER OF A COUNCIL AND YOUR MEMBERSHIP SERVICE FEES MUST BE SENT TO THE COUNCIL TREASURER OR COUNCIL MEMBERSHIP CHAIR. CHECK WITH YOUR COUNCIL FOR THE ADDRESS OR CALL THE STATE PTA OFFICE AT (253) 565-2153 or 1-800-562-3804.

- | | | | |
|------|--------------------------------|-------|---------------------------------|
| 1.2 | BREMERTON PTA COUNCIL | 7.3 | EVERETT PTA COUNCIL |
| 1.3 | CENTRAL KITSAP PTA COUNCIL | 7.4 | MARYSVILLE PTA COUNCIL |
| 1.7 | NORTH KITSAP PTA COUNCIL | 7.5 | MUKILTEO PTSA COUNCIL |
| 2.3 | BELLEVUE PTSA COUNCIL | 9.2 | AUBURN COUNCIL OF PTA'S |
| 2.6 | ISSAQUAH PTSA COUNCIL | 9.4 | FEDERAL WAY PTSA COUNCIL |
| 2.8 | LAKE WASH. PTSA COUNCIL | 9.5 | HIGHLINE PTSA COUNCIL |
| 2.9 | MERCER ISLAND PTA COUNCIL | 9.7 | KENT AREA PTSA COUNCIL |
| 2.18 | SNOQUALMIE VALLEY PTSA COUNCIL | 9.11 | RENTON PTSA COUNCIL |
| 3.7 | VANCOUVER PTA COUNCIL | 10.4 | CLOVER PARK PTSA COUNCIL |
| 5.3 | BETHEL AREA PTA COUNCIL | 10.9 | TACOMA PTSA COUNCIL |
| 5.5 | FRANKLIN PIERCE COUNCIL PTA | 10.10 | UNIVERSITY PLACE PTA COUNCIL |
| 5.7 | PUYALLUP PTA COUNCIL | 11.2 | YAKIMA CITY COUNCIL PTA |
| 6.10 | NORTHSHORE PTSA COUNCIL | 12.5 | RICHLAND PTA COUNCIL |
| 6.12 | SHORELINE PTA COUNCIL | 12.6 | WALLA WALLA PTA/PTSA COUNCIL |
| 6.15 | SEATTLE COUNCIL OF PTSA | 15.2 | CENTRAL VALLEY PTA/PTSA COUNCIL |
| 7.2 | EDMONDS PTSA COUNCIL | | |

NON-COUNCIL PTA UNITS

IF THE BEGINNING OF YOUR LOCAL UNIT NUMBER IS NOT LISTED ABOVE, YOUR PTA IS NOT A MEMBER OF A COUNCIL AND YOUR MEMBERSHIP SERVICE FEES MUST BE SENT DIRECTLY TO THE STATE PTA OFFICE, 2003 65TH AVE WEST TACOMA, WA 98466-6215.



100% Membership Award

2007-2008 Application Form

The **100% Membership Award** is a special membership award presented to PTA units which serve a school building community where the unit's paid membership is equal to or exceeds the school student enrollment. School enrollment must be verified below by the school principal or school office staff.

Name of PTA _____ Local Unit #: ____ . ____ . ____

Date Submitted: _____

TOTAL UNIT MEMBERSHIP (as of date above): _____ *

**Must be paid members, recorded in the State PTA office*

To be filled out by school official:

SCHOOL ENROLLMENT (as of date submitted): _____

Verified by (please print): _____

Title: _____

Signature: _____ Date: _____

Name of PTA President: _____

Address: _____

City: _____ Zip: _____

Daytime Phone: (____) _____ Email: _____

Questions? Call the Washington State PTA office at (253) 565-2153 or 1-800-562-3804. You may also contact the office by fax, (253) 565-7753 or email, wapta@wastatepta.org. This form is also available on the Washington State PTA website at www.wastatepta.org/programs/membership.htm

SEND APPLICATION FORM TO: Washington State PTA
2003 65th Ave W, Tacoma, WA 98466
Fax: 253-565-7753
wapta@wastatepta.org

Postmark Deadline: March 1, 2008

Best Practices Checklist

Based on the WSPTA "Standards of Excellence" Award criteria.

☐ OUR PTA IS CHILD-FOCUSED AND RESPONSIVE TO OUR MEMBERS.

- Clearly defined goals have been established by our PTA and approved by the Board of Directors and/or membership.
- Programs and activities were developed to address those goals.
- Regular communication was provided to members concerning PTA issues and activities.
- Our PTA determined our members' needs.
- Our membership campaign is ongoing and welcomes all who seek to join and participate.
- Meetings are held to address the needs of the membership and conduct the business of the association.
- Our volunteers are recognized.
- Our PTA annually identifies an outstanding volunteer in our community and honors him/her with a Golden Acorn Award.
- Our PTA annually identifies an outstanding staff member in our community and honors him/her with an Outstanding Educator Award.
- Our PTA annually identifies an outstanding child advocate in our community and honors him/her with an Outstanding Advocate Award.

☐ OUR PTA PRACTICES FISCAL AND FIDUCIARY RESPONSIBILITY.

- Our PTA's budget was approved by the membership.
- A financial review was conducted of last year's books and records.
- Regular financial reports were made to the board of directors and general membership.
- Our PTA's standing rules were updated and approved by the membership.
- The Nominating Committee was elected by the membership.
- Our PTA's officers were elected by the membership.
- Our PTA purchased insurance.
- Our PTA's board of directors held regular meetings.

☐ OUR PTA LEADERS ARE KNOWLEDGEABLE, INVOLVED AND WELL TRAINED.

- Our PTA leaders attended a Region Conference or received person-to-person training from a service delivery team member.
- Our PTA leaders attended PTA and the Law.
- Our PTA leaders attended Legislative Assembly.
- Our PTA leaders attended the last State PTA Convention.
- Our PTA leaders will attend the next State PTA Convention.
- Our PTA has a process to evaluate the current year's goals, programs and activities.
- Our PTA shares information received from State and National PTA with our members.
- Our PTA has a process to pass on materials and records to next year's officers and committee chairs.
- Our PTA participates in council meetings (if PTA is a member of a council).