PTA INTEREST SURVEY

To: Parents, Friends, Families, School Community, and Students
From: PTA Parent/Family Involvement Committee

We need YOUR help in preparing for this coming year's PTA programs, events and activities. Take a moment to complete this form, tell us what is important to YOU, and return it to school by _____. Please be as specific as possible in your response and attach additional paper is needed.

Thank you for being involved in your child's education!

1. What *specifically* would you like to know about your PTA?

2. From what sources do you get most of your information about school? (Circle your answers).

    PTA Newsletters   Friends   Local paper and media and TV

    Children   Teachers   Principal

3. From what you know about your PTA, what does the PTA do that you are most impressed with?

4. From what you know about your PTA, what does the PTA need to improve on most?

5. As you think about your child and his/her education, what topic[s] would you be most interested in learning more about? Please be specific.

6. Would you be interested in participating in small group coffee discussion hour at school?
    __ Yes   __ No   Best time: _____

7. Check the kinds of resources and services you would like to see made available at the school:
    ___ Homework hotline   ___ Parent support group

    ___ Parent resource center   ___ Other_____

8. Community involvement in school should be strengthened in the following way:

9. Parent/family involvement in school should be strengthened in the following way:

10. I would be interested in volunteering:

    ___ in the classroom   ___ for a specific event

    ___ volunteer from home   ___ please do not contact me

Name: _____ Phone: _____-

Email: _____ Child's Homeroom: _____

_____*PTA will NOT share or distribute your personal information.*

PLAN OF WORK   **for the** _____ **COMMITTEE**

Date_____

Committee Members and contact number{s}

_____   _____   _____

_____   _____   _____

_____   _____   _____

Committee   Goals: Sort Term/Long Term

_____   _____

_____   _____

_____   _____

Plan of Action:

_____

_____

_____

_____

Resources: Budget:

_____   _____

_____   _____

_____   _____

_____   _____

Timeline: Evaluation:

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Recommendations:

_____

_____

_____

_____

_____

PROCEDURE BOOK

A procedure book is a tool that helps PTA leaders run a successful organization. It can be a notebook, a loose-leaf binder or an expandable file. Remember that a procedure book is the PTA's property and should be passed on to your successor or the incoming president. A procedure book is one of the most important basic tools in PTA work. It identifies the work and continuity of an office or chairmanship and charts a course of action to be followed, association background, contributions from others, successes and failures. An up-to-date record gives a foundation on which to build. If you did not receive a procedure book, now is the time to start one.

What goes in it?

- Name, address, telephone number, term of office, position (president, treasurer, etc.).
- Plan of work and calendar.
- All information from council, district, state and national PTA.
- Directory of board members, faculty, committees, state and council counterparts, superintendent, school principals, school board and other contacts.
- Association bylaws, current budget, newsletters and bulletins.
- All correspondence pertaining to your office or chairmanship.
- Copy of any reports sent to council, district, state office or national PTA.
- Notes from workshops, conferences, and conventions you have attended.
- Copies of pertinent State PTA publications.
- Any other resource material you have found to be helpful.
- Evaluation of the year's work with specific suggestions for improvements.

Grant Agreement

The _____PTA/PTSA hereby gives to _____
School System a monetary grant in the amount of $ _____
dollars ($_____), by check number _____.

This grant is for the sole and express purpose of:
_____
_____

It is agreed that the grant funds will be used for the above stated purpose
on or before _____ or the funds shall be refunded to the
_____PTA/PTSA within 30 business days of said date.
Any unused or unexpended funds shall be refunded to the above named
PTA/PTSA at that time. The _____School System will provide a
complete accounting of the expenditure of the grant funds and supply thus
to the _____ PTA/PTSA within 30 days of purchase or
event.

The _____School System agrees to maintain the
above described property at _____ School for a period of
not less than _____ years from the date of purchase/installation.

The _____ School System, its successors and assigns, hereby agrees to save
and hold harmless the _____PTA/PTSA and any of its members from all cost,
injury and damage incurred by any of the above, and from any other injury or damage to
any person or property whatsoever, any of which is caused by an activity, condition or
event arising out of the performance, preparation for performance or nonperformance of
any provision of this agreement by _____PTA/PTSA.

Date: _____   PTA President_____
Date: _____   PTA Treasurer_____
Date: _____   Superintendent _____
Date: _____   Principal _____
Date: _____   Director of Finance:_____

PLANNING MATRIX – STRATEGY CHART

Matrix Modeled from Sierra Club's Grassroots Organizing Training Manual, 1999

ISSUE/FOCUS _____

GOALS	LAY of the LAND	STRATEGIES	TIMELINE/TACTIC	RESOURCES
	STRENGTH	**OUTREACH**		
		MESSAGE/SLOGAN		
		"Know more – Do more"		
	WEAKNESS			
		MEDIA		
	ALLIES			
	OPPONENTS			

SAMPLE PLANNING MATRIX

Matrix modeled from Sierra Club's Grassroots Organizing Training Manual, 1999

ISSUE FOCUS: Membership Growth

CAMPAIGN GOALS	LAY of the LAND	STRATEGIES	CAMPAIGN COMMUNICATION	TACTICS & TIMELINE	RESOURCE MANAGEMENT
• **Issue Goals (N/A for Membership)** What are the short-term, interim, and long-term goals of your campaign? What will happen as a result? How will you quantify success? • **Organizational Goals** How will this campaign strengthen your unit? How will this campaign recruit and develop new members? How will you involve PTA members in this campaign? How will you quantify your success?	• **Strengths** What resources – people, money, time, connections – do you have? • **Weaknesses** What resources – people, money, time, connections – do you lack? • **Allies** What special interest groups, community organizations, community leaders are likely allies in this campaign? What are their strengths and weaknesses? What resources can they bring to this effort? • **Opponents** What groups or leaders are likely opponents to your efforts? What are their strengths and weaknesses? What will they do or spend to oppose you in this campaign?	• **Strategic Vehicle** In what venue will you achieve your goals? How will you win? • **Targets** o *Primary Targets* (Decision-makers) Which individual or group of individuals has the power to deliver your goal? Who should you target to secure victory? o *Secondary Targets* Who can help influence the primary targets? How can they help? o *Public Audiences* Who among the general public are you attempting to reach? Who are your most likely supporters in the community-at-large?	• **Message/Slogan** What is the central message? Is it 10 words or less? Is it clear? Concise? Compelling? i.e. everychild.onevoice • **Story** What is the story you will tell? Who is the victim? The hero? What is the problem? The resolution? Use only a few sentences. • **Media Outlets** Which specific media outlets will be most effective in communicating your message and story to your targets and public audiences?	What actions will your campaign take to reach your goals? What specific activities will you undertake? In what sequence? When exactly will you do each activity? Who will be responsible for each activity? Who else will be involved?	• **Campaign Budget** How much will this campaign cost? Consider organizational resources, the resources your allies bring, and the cost of implementing activities. • **Fundraising** If your expenses are greater than the financial resources, do you pare back your campaign or raise the additional funds needed? If you raise funds, whom will you target? • **Volunteer Recruitment & Stewardship** How many people will you need to execute the campaign? How will you recruit, train, and supervise volunteer activities?

SMART Tasks

Specific - Measurable - Agreed - Realistic - Time-bound

Name

skill or ability area	specific task (what is the task or objective? attach details if appropriate)	measures (standards and parameters)	agreed (is it?)	realistic (is it?)	timings (start/finish dates)	comments/actions (follow-up notes - attach details if appropriate)

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MINUTES TEMPLATE

_____ 20___
_____ A.M./P.M
_____,

Minutes of:
___ Executive Board   ___ Board of Directors
___ Committee

In attendance:

Excused:

Absent:

Courtesy Seat:

Quorum:

Agenda:

Minutes of _____: approved   (with corrections); (as presented); (waived)

Reports: unless recommendation reports are attached
          President
          Officers
          Committees
          Task Force
          Other

Motion # ___   I move that
Motion presented by: Motion 2nd

Motion: adopted   failed   withdrawn

Unfinished business:

New business:

Announcements:

Adjourned _____

Signed,

Meeting Planner Checklist

There's a lot to remember, so, particularly for big important meetings and training sessions, use a meetings checklist to make sure you plan properly and don't miss anything.

Meetings Checklist			
	Done	**Comments**	**Date/reference**
Agenda			
Priorities			
Outcomes			
Sequence			
Timings			
Attendees			
Date			
Time			
Venue			
Notification			
Minutes of last meeting			
Directions/maps			
Materials [as required by agenda]			
Reference material: bylaws, standing rules Calendars, minutes, Robert's Rules, motion slips			
Equipment: chart paper, overhead, computer, Markers, name badges, sign-up sheet, extension Cord [if needed]			
Catering/hospitality arrangements			
Note paper, pens, pencils			
Guests, Speakers			

Name of Committee
Type of Meeting or Conference Call
Location of Meeting (if applicable)
Date of Meeting

Submitted By: (Name, Chair)

Attendees:

Motion(s) to be brought to the executive board/committee:

Committee's Action Items:

Discussion Items:

Next Steps:

BRAINSTORMING

Defined: Brainstorming is a free form process that taps into the creative potential of a group through association. Power of association is a two-way current. When a group member voices an idea, this invites other ideas.

Brainstorming can be an effective tool for both individual and group problem solving. The steps are essentially the same. It may be used as a stand-alone tool or may be integrated into a larger idea-generating or problem solving process.

BRAINSTORMING STEPS:
1. ESTABLISH THE TOPIC AND SET PARAMETERS
2. COMMUNICATE GROUND RULES
3. SET A TIME LIMIT
4. LIST ALL IDEAS OR SUGGESTIONS AS THEY ARE MADE
5. ENCOURAGE CREATIVUTY
6. DON'T EVALUATE
7. HAVE THE GROUP CONSOLIDATE LIKE IDEAS AND/OR CATEGORIES AND ELIMINATE EXTRANEOUS POINTS
8. PRIORITIZE.

To prioritize each participant receives 3 different colored dots [or pens, crayons, markers, etc.]. After the brainstorming list has been generated all participants have the opportunity to silently, without discussion, choose their first 3 priorities, as determined by the 3 colors. They place the dot or colored mark next to their 1st, 2nd and 3rd priority.
After all have made their selection, the facilitator then identifies the highest numbered item, 2nd and 3rd. This generally indicates the top three priorities of the group.