

# 2009–2010 Official PTA Kit

## FAQs for State PTAs

*(Not for distribution to PTA units. For FAQs for units, go to [PTA.org/OfficialKit](http://PTA.org/OfficialKit).)*

### **What: The 2009–2010 Official PTA Kit**

The *PTA Back-to-School Kit* is becoming *The Official PTA Kit*—PTA’s Big Box of Possibilities—to reflect its usefulness throughout the entire school year. It still contains great resources to help PTA leaders serve their communities and run their local units: easy-to-use primers for the president, treasurer, membership chair, and programs chair; membership and marketing tools; father involvement materials; program resources; and special offers from national partners.

### **When and Who**

Starting June 12, kits will automatically be sent to

- National officers, board members, and committee members
- State PTA offices, presidents, presidents-elect, membership chairs, and extension chairs

Starting June 19, kits will be shipped to local, council, district, and region PTAs, based on their orders.

Local, council, district, and region PTAs will be responsible for registering to receive the kit this year. When registering, they will specify their preferred shipping date and address for the kit, and will have to agree to terms acknowledging that they are authorized to order/receive the kit for the 2009–2010 school year.

Each unit will receive a personalized URL (PURL) through a postcard sent the last week of April and an e-mail sent late May to the PTA president on file. This PURL will direct the unit to an order form where the incoming PTA president or other authorized leader can select the shipping date and confirm or change the shipping address for the kit. Units can also call the PTA Information Center at (800) 307-4782 to order the kit by phone. Follow-up e-mails with the unit’s PURL will be sent as needed to units that have not yet ordered the kit and to new units formed.

The order form will be available April 27–October 31. Shipments will occur weekly from June 19 to July 31 and approximately weekly through the end of October. Kits ordered/shipped after October 1, and extra kits ordered at [PTA.org/BuyAKit](http://PTA.org/BuyAKit), will incur a handling cost of \$35 and are available only as supplies last. (Units chartered after October 1 will still be able to receive a kit for free by calling the PTA Information Center, while supplies last.)

***Connecticut, Delaware, Illinois, and European Congress Exception:*** For Connecticut, Delaware, and Illinois, all kits will be delivered in bulk to the state PTA office, which will be responsible for distributing the kits to local and council/district/region PTAs. Special arrangements have been made to ship kits overseas to the European Congress. *Units in these states should not follow the process described here.* Instead, they should watch for information from the state PTA regarding kit delivery, or contact the state PTA office to find out how to obtain their kits. The order form should not allow them to register for a kit.

### **Contents**

The 2009–2010 *Official PTA Kit* will include:

- Kit leader’s guide, in English and Spanish
- *PTA President’s Quick-Reference Guide*
- *PTA Membership Quick-Reference Guide*
- *PTA Programs Quick-Reference Guide*
- *PTA Money Matters Quick-Reference Guide*
- Marketing and Membership:
  - *Help Your Child—Join PTA!* brochure, in English and Spanish
  - *PTA: Helping Your School Achieve More* brochure, in English and Spanish
  - *This Is PTA* poster, in English & Spanish
  - *This Is PTSA* poster, in English
  - *PTA: A Parent Group Unlike Any Other* brochure, in English
  - OMDR*plus* tip sheets
  - PTA Store catalog
- Resources from the MORE (Men Organized to Raise Engagement) alliance, including
  - *Get MORE Involved!* brochure, in English
- Programs and Advocacy:
  - *The Power of Partnerships: A Guide to PTA’s Building Successful Partnerships Process*
  - *Ready, Set, Lead! PTA National Standards for Family-School Partnerships: Action Steps for the Local PTA Leader*
  - PTA Reflections Program brochure, in English
  - *PTA Healthy Lifestyles Health and Wellness Facts* poster, with Healthy Lifestyles Award promotion
  - Let’s Fight Flu Together!
  - PTA Takes Action: 2009 PTA Public Policy Agenda Executive Summary, in English and Spanish
- Special Offers
  - PTA National Member Benefits Providers flier
  - PTA Credit Card promotion
  - PTA Digital promotion
  - PTA Rewards Card promotion
  - AXA Achievement promotion
  - MetLife folder
- School Year’s Eve poster

## FAQs

**Q: I can’t find any information on the 2009 PTA Back-to-School Kit. Is there a kit this year?**

**A:** The *PTA Back-to-School Kit* is becoming *The Official PTA Kit*—PTA’s Big Box of Possibilities—to reflect its usefulness throughout the entire school year. The kit still contains great resources to help PTA leaders serve their communities and run their local units: easy-to-use primers for the president, treasurer, membership chair, and programs chair; membership and marketing tools; father involvement materials; program resources; and special offers from national partners. Go to [PTA.org/OfficialKit](http://PTA.org/OfficialKit) for more information about this year’s kit.

**Q: Why do units have to register to receive a kit this year?**

**A:** The PTA national office wants to make sure the kit reaches the right leaders at the right time—and thinks no one can better provide that information than the leaders themselves. By registering for the kit, units tell us when and where to send the kit, helping us serve them most effectively.

**Q: How soon will units be able to request and receive a kit?**

**A:** The kit order form will be available 8:00 a.m. CDT, Monday, April 27 through 11:59 p.m. CDT, Saturday, October 31. Kits will start shipping weekly to local, council, district, and region PTAs on June 19, based on units' requested shipping date and date of order.

If units would prefer to order over the phone, they may call the PTA Information Center at (800) 307-4782 during regular business hours Monday, April 27 through Friday, October 30.

Kits ordered/shipped after October 1 will incur a handling cost of \$35 and are available only as supplies last. (Units chartered after October 1 will still be able to receive a kit for free by calling the PTA Information Center, while supplies last.)

**Q: How do I register to receive my unit's kit?**

**A:** The person registering for the kit must be a PTA leader authorized to order/receive the kit for the 2009–2010 school year. To access the kit order form, follow the personalized URL (PURL) given on the postcard sent the last week of April and/or the e-mail sent late May (or in later e-mails) to the president on file for your unit. If you have not received the postcard or e-mail(s) and are authorized to order the kit, you may also visit [PTA.org/OfficialKit](http://PTA.org/OfficialKit) to access the [form](#).

To order the kit over the phone, you may contact the PTA Information Center at (800) 307-4782 during regular business hours.

**Q: I lost my PURL; can I still get a kit?**

**A:** To order the kit without a personalized URL (PURL), go to [PTA.org/ptakit\\_register](http://PTA.org/ptakit_register) or call the PTA Information Center at (800) 307-4782 during regular business hours. You will need your unit ID number and will need to confirm that you are authorized to order the kit for your unit. Kits are available exclusively to PTAs in good standing.

**Q: I've registered to receive my kit. Do I have to do anything else to update my records?**

**A:** You still need to update the records of your PTA's 2009–2010 leaders with your state PTA office to get PTA materials throughout the year. The form for *The Official PTA Kit* provides the shipping information for the kit only and does not update your information organizationwide.

**Q: Do I have to pay for the kit?**

**A:** Each PTA unit in good standing will receive one kit at no cost. We are asking you to register for your kit so that we make sure it reaches the right person at the right time.

Extra kits and any kits ordered/shipped after October 1 will incur a handling cost of \$35. (Units chartered after October 1 will still be able to receive a kit for free by calling the PTA Information Center, while supplies last.)

**Q: Can we get more than one kit?**

**A:** Each unit can register to receive one free kit. Additional kits can be purchased at [PTA.org/BuyAKit](http://PTA.org/BuyAKit) for \$35. Only PTAs may order kits.

**Q: How quickly will I get my kit?**

**A:** Kits start shipping to local, council, district, and region PTAs June 19; they ship weekly through July 31, and approximately weekly through October 31, based on the requested shipping date and date of order. Kits are sent via UPS and take approximately 5–7 days to arrive.

**Q: What is the deadline for registering to receive a kit?**

**A:** The online kit order form will be available until 11:59 p.m. CDT, Saturday, October 31, 2009. Phone orders must be placed with the PTA Information Center by 5:00 p.m. CDT, Friday, October 30, 2009.

Kits ordered/shipped after October 1 will incur a handling cost of \$35 and are available only as supplies last. (Units chartered after October 1 will still be able to receive a kit for free by calling the PTA Information Center, while supplies last.)

We recommend ordering the kit as soon as your 2009–2010 PTA leadership is determined so you have the kit for the start of the new PTA year.

**Q: I didn't receive a kit. How do I get one?**

**A:** This year, all units must register to receive their kit. The person registering for the kit must be a PTA leader authorized to order/receive the kit for the 2009–2010 school year. To register for your unit's kit, follow the personalized URL (PURL) given on the postcard sent the last week of April and/or the e-mail sent late May (or in later e-mails) to the president on file for your unit. If you have not received the postcard or e-mail(s) and are authorized to order the kit, you may also visit [PTA.org/OfficialKit](http://PTA.org/OfficialKit) to access the [order form](#). You may also order the kit over the phone by calling the PTA Information Center at (800) 307-4782 during regular business hours.

Each unit can register to receive one free kit. Additional kits can be purchased at [PTA.org/BuyAKit](http://PTA.org/BuyAKit) for \$35. Only PTAs in good standing may order kits.

**Q: I registered to receive my kit but haven't received it. What do I do?**

**A:** Please contact the PTA Information Center at (800) 307-4782 to check the status of your kit.

**Q: I'm the incoming unit president but the system tells me my unit has already registered for its kit. What should I do?**

**A:** We recommend that you communicate with the person who ordered the kit (who should have been identified on the registration form); they can give you the kit as they transition their position of PTA leader. You may also purchase an additional kit for \$35 at [PTA.org/BuyAKit](http://PTA.org/BuyAKit).

**Q: When I tried to register for my kit, I got a message that the status of my PTA is “inactive.” What does that mean? Can I still get a kit?**

**A:** Most often, the status of a PTA is “inactive” because the PTA did not pay PTA dues during the national PTA membership year (April 1, 2008–March 31, 2009). Your PTA might also have been put on inactive status by your state PTA because it has not met the state’s criteria to be considered a unit in good standing. Please contact your state PTA if your PTA is currently showing as inactive. Once you fulfill any requirements necessary to become an active unit, your state PTA will change your status to active and you will be able to register for your kit.

**Q: I received a kit that was damaged. Can I get a new one?**

**A:** Are any of the materials usable? Which ones aren’t? Contact the PTA Information Center at (800) 307-4782 for a new copy of those materials that were damaged or to be put on a waiting list to receive a returned kit. Meanwhile, there are electronic versions of select items from the kit on the PTA national website, at [PTA.org/OfficialKit](http://PTA.org/OfficialKit).

**Q: How can I order additional materials from the kit?**

**A:** Contact the state PTA office for information on how to obtain more membership and program brochures. Brochures, *Quick-Reference Guides*, and other select materials from the kit are also available for download on the PTA national website at [PTA.org/OfficialKit](http://PTA.org/OfficialKit).

Extra copies of the entire kit can be purchased for \$35 at [PTA.org/BuyAKit](http://PTA.org/BuyAKit). Quantities are limited.

**Q: What resources from the kit are available online?**

**A:** The following resources will be available online starting June 12.

- Kit leader’s guide, in English and Spanish
- *PTA President’s Quick-Reference Guide*
- *PTA Membership Quick-Reference Guide*
- *PTA Programs Quick-Reference Guide*
- *PTA Money Matters Quick-Reference Guide*
- Marketing and Membership:
  - *Help Your Child—Join PTA!* brochure, in English and Spanish
  - *PTA: Helping Your School Achieve More* brochure, in English and Spanish
  - *PTA: A Parent Group Unlike Any Other* brochure, in English
  - OMDR*plus* tip sheets
  - PTA Store
- Resources from the MORE (Men Organized to Raise Engagement) alliance, including
  - *Get MORE Involved!* brochure, in English and Spanish
- Programs and Advocacy:
  - *The Power of Partnerships: A Guide to PTA’s Building Successful Partnerships Process*, in English and Spanish
  - *Ready, Set, Lead! PTA National Standards for Family-School Partnerships: Action Steps for the Local PTA Leader*
  - PTA Reflections Program rules and resources
  - *PTA Healthy Lifestyles Health and Wellness Facts* posters
  - Let’s Fight Flu Together!

- PTA Takes Action: 2009 PTA Public Policy Agenda Executive Summary, in English and Spanish
- School Year’s Eve resources
- Special Offers
  - PTA National Member Benefits Providers flier
  - PTA Credit Card promotion
  - PTA Digital promotion
  - PTA Rewards Card promotion
  - AXA Achievement promotion
  - MetLife promotion

Also, please encourage local leaders to complete the Official PTA Kit Survey, available September 21–October 26 at [PTA.org/KitSurvey](http://PTA.org/KitSurvey).

**Q: Our school doesn’t have a PTA, but I’d like to request a kit.**

**A:** *The Official PTA Kit* is available exclusively to PTAs. Let me collect your information and put you in touch with someone about becoming a PTA.

**Q: I can’t find the kit survey. Is there one?**

**A:** The kit survey will be available at [PTA.org/KitSurvey](http://PTA.org/KitSurvey) September 21 to October 26. We’d like to give you time to use the materials in your kit before responding.

## State Leader FAQs

**Q: Do state leaders and offices need to register to receive a kit?**

**A:** No, state PTA offices, presidents, presidents-elect, membership chairs, and extension chairs, as well as national officers, board members, and committee members, will automatically receive a kit mid-June. Please make sure your records are up-to-date with the PTA national office.

**Q: How can state leaders help make sure all units get their kits?**

**A:** You can help spread the word to local, council, district, and region PTAs that this year they need to register to receive their kits. The PTA national office has drafted a template article to place in newsletters and on the state PTA website. Also spread the word at upcoming conventions and meetings and in everyday conversations with unit leaders.

Through OMDR, you’ll be able to see which units have registered for their kits, when they would like them sent, and to what address. Please follow up with units that have not registered for their kit.

**Q: What do we do if a PTA contacts us because they are attempting to register for a kit but are inactive?**

**A:** The state PTA can reactivate the unit using OMDR. The national PTA office changed the status of all units that did not pay dues during the 2008–2009 membership year (April 1, 2008–March 31, 2009) to inactive. If contacted by one of these units, you can change their status to active using OMDR in conjunction with them paying PTA dues. The unit will be able to complete registration for their kit once the state PTA has reactivated them.

**Q: How do I know units in my state are registering for their kits?**

**A:** Through your state's OMDR screen, you'll be able to download lists and see which units have registered for their kits, when they would like them sent, and to what address. You'll also be able to see which units have not yet registered for a kit. Please follow up with units that have not registered for their kits.

**Q: How will newly chartered PTAs receive their kits?**

**A:** The state PTA should direct any newly chartered PTAs to the kit registration form at [PTA.org/OfficialKit](http://PTA.org/OfficialKit) through October 1, 2009. As soon as the new unit has been entered into OMDR by the state, thus generating the unit's ID number, the unit will be able to use that ID number to order their kit. For any units chartered after October 1, 2009, the state PTA should instruct the unit to contact the PTA Information Center to request a kit (while supplies last). Newly chartered units will receive a kit for free regardless of when it is ordered (while supplies last). The national PTA office does account for new units when determining the quantity of kits to be produced.

**Q: Can our state PTA get extra kits?**

**A:** A kit is automatically sent to the state PTA office, president, president-elect, membership chair, and extension chair. Additional kits can be purchased at [PTA.org/BuyAKit](http://PTA.org/BuyAKit) for \$35.

**Contact**

If you have any questions, please contact Scott Brody at [sbrody@pta.org](mailto:sbrody@pta.org) or (800) 307-4782 Ext. 335.

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