

MEMBERSHIP CALENDAR



July

- Make plans to attend summer leadership training with LAPTA.
- Meet with outgoing membership chair and new President and set goals for the new year.
- Develop your membership campaign and theme, enlisting the help of membership committee, board members and school principals to ensure a successful year. Consult the theme chosen by National PTA.
- Make plans to attend all Board meetings.
- Ensure that funds are in the budget for membership promotion posters, awards, prizes, and leaflets.
- Have your plan of work approved by the Executive Committee.
- Prepare necessary materials for membership enrollment such as Welcome Packet (with President), envelopes, current dues report, current roster, and current awards form.
- Review all LAPTA awards and award applications and make appropriate plans for eligibility.
- Solicit business incentives.
- Submit dues at LouisianaPTA.org/membership. Share membership roster with President and Secretary.

August

- Target your school faculty to join PTA before the first day of school. Give the faculty a summary of what PTA plans to do for them throughout the year and why they should join and support PTA.
- Attend LAPTA leadership training.
- Implement your membership enrollment campaign.
- Make sure every Board member joins PTA. They must be a member to be on the Board of Directors.
- Publicize! Use all media – email, Facebook, Instagram, Twitter, newspapers, billboards, radio and TV.
- With the principal's permission, publicize your membership campaign by displaying posters in halls.
- Have your campaign materials ready for the first day of school and for registration.
- Secure lists of teachers and classroom counts from school secretary.
- Have enrollment tables for the first event that parents attend. Have plenty of change on hand.
- Use posters and artwork to keep noticeably displayed membership campaign progress.
- Keep a membership roster using the Excel spreadsheet at LouisianaPTA.org/membership.
- Send the treasurer all dues money as soon as it is received.
- Early Bird Award:** Submit 25 members plus Officer Data at LouisianaPTA.org/submit-officer-data-1

September

- Get support from local officials such as the mayor, judges, or superintendents to recognize your PTA.
- Solicit support of faculty and room reps to keep your momentum going.
- Set up a membership table at open house.
- Continue to publicize membership in PTA.
- Update membership on progress towards goals.
- Review eligibility for membership awards.
- Submit dues at LouisianaPTA.org/membership. Share membership roster with President and Secretary.
- Membership Head Start Award:** Jump start the PTA with 50% of the previous year's PTA membership

October

- Work with program chairman and plan to have a parent education program to reach more members.
- Put articles in PTA, school, or community newsletters.
- Enroll parents, students, staff, bus drivers, grandparents, school board, community leaders, businesses, etc.
- Continue to publicize PTA and update members on progress.
- Give the school office extra Welcome Packets to give to new students when they enroll in school.
- Provide the membership roster to the Secretary and Treasurer.
- Submit dues at LouisianaPTA.org/membership. Share membership roster with President and Secretary.

November

- Continue to make personal contacts with parents and teachers who have not joined.
- Inform Local Unit of progress toward goals.
- Be sure a membership table is set up at all PTA meetings and activities.
- Submit dues at LouisianaPTA.org/membership. Share membership roster with President and Secretary.
- Geaux PTA Award:** Achieve more than 100% of the previous year's membership and Active Affiliation Packet

December

- December 15th is the deadline for the Early Bird Award.
- Submit member dues at LouisianaPTA.org/membership for LAPTA and National PTA.
- Relax and enjoy the holidays.
- Submit dues at LouisianaPTA.org/membership. Share membership roster with President and Secretary.
- Lagniappe Award:** Achieve 125% of the previous year's membership and completed Active Affiliation packet

January

- Kick off a spring campaign.
- Continue to recruit new members and try to reinstate dropout members.
- Evaluate progress and plan any new approaches.
- Submit dues at LouisianaPTA.org/membership. Share membership roster with President and Secretary.
- Welcome Back Award:** Keep up momentum with ten new members by January 31

February

- Celebrate National PTA's birthday month.
- Invite new families to join.
- Honor someone from your school with honorary Louisiana PTA Life Membership.
- Continue to recruit members.
- Submit dues at LouisianaPTA.org/membership. Share membership roster with President and Secretary.
- Founders' Day Membership Challenge:** In honor of our PTA Founders on February 17, add 17 new members

March

- March 15 is the deadline for Membership Reports for awards. Prepare applications for any awards.**
- Membership awards announced March 25 at the LAPTA Centennial Celebration in Baton Rouge.**
- Remind the Treasurer to submit final membership dues to qualify for state awards.
- Provide the membership roster to the Secretary and Treasurer.
- Begin preparing Procedure Binder for the next chairman.
- Submit dues at LouisianaPTA.org/membership. Share membership roster with President and Secretary.

April

- Attend the LAPTA Awards Ceremony to receive membership awards.
- Evaluate the year's progress, make written recommendations for next year, and finish your procedure book.
- Work with incoming chairman to plan recruiting ideas for spring pre-registration.
- Submit dues at LouisianaPTA.org/membership. Share membership roster with President and Secretary.

May

- Celebrate your success. Thank you for a great job!
- Pass your procedure book and other records to your successor.
- Breathe a sigh of relief and let go graciously.
- Submit dues at LouisianaPTA.org/membership. Share membership roster with President and Secretary.