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# Introduction

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- The information in this Utah PTA Handbook has been compiled by Utah PTA to help local presidents carry out their responsibilities. Take time to read the handbook. It will help prepare you for your position.
- Read all materials you receive.
- Check the Utah PTA website often: [www.utahpta.org](http://www.utahpta.org)
- Distribute materials to applicable Board members.
- Contact your Council President (or Region Director where councils do not exist) for assistance when needed.

## CORRECT USAGE OF THE NAME



PTA (Parent Teacher Association) and PTSA (Parent Teacher Student Association) are registered service marks of the National Congress of Parents and Teachers and are registered in the U.S. Patent Office. National Parent Teacher Association is also a registered name, as is the National PTA and Utah PTA. Only organizations chartered by the PTA may use its name.

The official name of your local is (your school name) PTA or PTSA (for example, Main Street Elementary PTA or Main Street High PTSA). "PTA" or "PTSA" must be included in your name on all of your records and correspondence.

Note: Do Not Use Periods, Hyphens, or Small Letters

**NOTE: When a Local PTA President leaves office mid-term, the Utah PTA Handbook should be given to the incoming Local PTA President.**

**The Utah PTA Handbook is updated each year.**

# Local PTA/PTSA Critical Information At-A-Glance

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8-Digit PTA Unit ID Number \_\_\_\_\_

EIN \_\_\_\_\_ - \_\_\_\_\_

Bylaws Approval Date \_\_\_\_\_

(Above information is found on the front page of your bylaws)

Region # \_\_\_\_\_ Council Name \_\_\_\_\_

Region Director \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Council President \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

School Name \_\_\_\_\_

Principal Name: \_\_\_\_\_ Phone \_\_\_\_\_

School Address \_\_\_\_\_

Email \_\_\_\_\_

## My Board

Name \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Name of Bank \_\_\_\_\_

Bank Account # \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Authorized Check Signers:

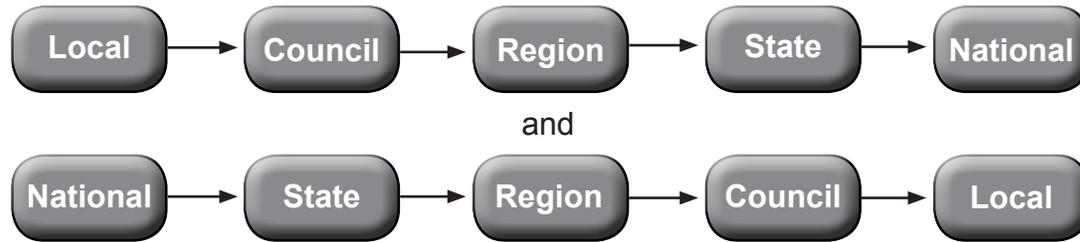
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# PTA Line of Communication

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## Be a PTA Professional

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- Be positive.
- Delegate.
- Keep information in confidence.
- Use discretion and tact.
- Show appreciation to everyone who contributes to the success of your PTA.
- Develop a good working relationship with the administration and the school staff.
- Assume the prescribed PTA legal and fiduciary responsibilities on behalf of the members you serve as president. This requires knowledge, commitment, and time.
- Avoid conflict if possible. Communicate fairness and understanding.
  1. Always remember, the PTA administers the PTA, and the principal administers the school.
  2. PTA has responsibility to be involved in issues concerning children and youth.
  3. When these issues are controversial, PTA must be careful about taking sides; don't alienate members of your community.
  4. As PTA president, you represent PTA positions even though you may personally disagree and have the responsibility to distribute PTA information to members.
  5. Remember that because of your position as president, you will be identified with PTA, even if your intent is only to act as a concerned parent.
  6. Some issues do not merit PTA involvement, such as strikes.
- Always remember you have only one agenda—the children—not a personal agenda.

During the time you serve, PTA becomes a part of your life. Prioritize and delegate and you will learn from and enjoy this opportunity for growth in your life.

# Local PTA/PTSA President's Checklist

- Obtain a copy of your local PTA bylaws from outgoing president and review with elected officers.
- Study local PTA bylaws. Are they current? (renew every three years) Check red stamp date.
- On your bylaws, locate your PTA Unit ID Number (for membership cards and Reflections), EIN (for banking purposes and IRS filings), and your membership dues information.
- Study Utah PTA President's Handbook.
- Meet with your outgoing PTA president for helpful information and transfer of PTA materials.
- Meet with the outgoing treasurer to make name changes at the bank.
- Fill Board positions (other than those which are filled by elections) with appointees. Include representation from all areas of your school community and others concerned about children.
- Use your transition time (from election until July 1) wisely:
  - Meet with your principal
  - Plan your calendar year
  - Prepare budget
  - Prepare a needs assessment
  - Meet with your Board members individually and share visions
  - Meet with your Board to plan your year
  - Plan membership goals
- Make sure that you and all of your Board members understand their responsibilities, receive training, and sign the Basic Fiscal Management Procedures and Local PTA/PTSA Ethics/Conflict of Interest Policy (financial section of this handbook).
- Obtain procedure books from the outgoing Board members for your Board and update where needed.
- Find out if you are in a council. If you are, find out who your council president is, when she/he will hold meetings, and the amount of council dues. Council meetings are your link to Utah PTA. It is recommended that your president-elect and principal attend with you. If you cannot attend, you should send your president-elect or a representative from among your Board officers.
- Know what region you are in and who your Region Director is. Be aware of and attend any trainings or meeting held for Local PTA leaders at the region level.
- Conduct a needs assessment with your general membership.
- In consultation with your other officers, appoint a commissioner and/or chair to oversee each individual project or program identified from your needs assessment.

- Assist the treasurer, with input from your executive committee and commissioners or project chairs, to prepare a budget for the coming year. Plan goals established as a result of the needs assessment. Make sure funds are available for leadership training.
- Study this Utah PTA President's Handbook and review report forms (three per year) for which you are responsible. Make a note of the due dates on your calendar.
- Make sure the outgoing Treasurer has completed a year-end financial report and that the books are prepared for the Annual Financial Reconciliation (AFR). (The AFR must be completed by August 1.)
- Receive a copy of the AFR and have the treasurer present it to the membership at the first general meeting of the school year.
- Following the completion of the AFR, make sure that the appropriate IRS filing (Form 990EZ or 990N) is submitted to Utah PTA by the requested deadline. Do not submit 990s directly to IRS.
- Attend pre- and/or post-convention trainings held at the Council or Region level. Attend Utah PTA Leadership Convention with your Board members. Make note of the workshops offered and bring committee chairman accordingly, especially the Reflections chair. The fund raising chair should attend and pay particular attention to the vendors' fair.
- Study the Legislative section of the Utah PTA Handbook. Become aware of the annual Utah PTA Legislative priorities and attend all legislative conferences.
- Meet on a regular basis with your principal, who is a vice president of your PTA. Remember he/she manages the school and you manage the PTA.
- Attend all meetings where local PTAs should be represented, including district School Board meetings.
- Meet with your Board at least once a month or when needed.
  - Prepare an agenda for every meeting you conduct. Send it out one week prior to each meeting.
  - Make sure volunteer hours are collected at each meeting.
  - Have your principal report on school calendar each meeting.
  - Start on time and end on time.
  - Have treasurer report each month.
- At the end of your term, show appreciation to your Board and volunteers.
- At the end of the year, make sure the treasurer's books are submitted for an AFR. The executive committee appoints an AFR committee (non-check signers) or auditor. (The AFR must be completed by August 1.)
- Your term is from July 1, 2017–June 30, 2018. Transition is from your election through the end of June. (The books are closed on June 30.)
- Have your Board sign PTA/PTSA Ethics/Conflict of Interest Agreement and Basic Fiscal Management Procedures due to Council/Region by August 1.

# Local PTA/PTSA President's Time Line

**Always look ahead two to three months on the time line to allow adequate time to prepare for deadlines.**

## **March**

- Election of officers.
- Transition period from your election until June 30.

## **April**

- Give all your contact information to the Council/Region to be submitted to the Utah PTA:
  - Name
  - Address
  - Phone number
  - Email address
- Obtain a copy of your local bylaws from the outgoing president. Check the red stamp to see if they are current or if they need to be renewed. Bylaws are renewed every three years. (Note: For your PTA/PTSA to be eligible to participate in Reflections and other PTA programs, apply for Utah PTA Awards, and receive sales tax refunds, your bylaws need to be current.)
- Fill Board positions other than those which are filled by election. Local Bylaws Article VII will tell you the duties of elected officers. Local Bylaws Article X will help with commissioners and special committees.
- Meet with your new Board.
- Prepare your local PTA/PTSA directory with the above information about your Board to give to your Council President/Region Director. Contact information will be used for PTA business only.
- Attend Pre-convention Orientation meeting (if offered) and select classes that you and your board will be attending at the annual Utah PTA Leadership Convention. (Convention for your new Board should have been budgeted for by the outgoing board.)
- Conduct needs assessment and set goals.

## **May**

### Utah PTA Convention

- Meet with your principal and PTA Board and start planning your calendar. Presidents are encouraged to develop a good working relationship with their principal. This is imperative to the success of your PTA. Remember you preside over the PTA and the principal, one of your PTA vice presidents, presides over the school. The president and principal work together for the welfare of students.
- Meet with the treasurer to begin the budgeting process.
- Do not assume office or sign any checks until July 1. The outgoing president is still the president until June 30.

## June

- In June, July, or August attend region training as scheduled.
- Attend Utah PTA Leadership Convention. Take as many members of your Board as possible. The better they are trained, the better your year will be. Travel together to convention, eat together, get to know each other, and make plans together.
- Meet individually with the members of your Board to find out the vision they have for their position and year. Encourage them to have a committee under their leadership position.
- Pass outgoing Board member procedure books to the incoming Board members.
- Plan your membership goal.
- Remember PTAs raise money to exist—they don't exist to raise money. When you plan your budget, plan for what you will be raising money. Don't raise the money and then try to decide what to do with it.
- Request a Sales Tax Refund Request Form be filled out for January through June by the outgoing treasurer. (Alternatively, a refund request for January through December can be submitted in February.)
- Make sure an AFR (Annual Financial Reconciliation) is done before you accept the financial books.
- Work with your treasurer to change the names on signature cards for the bank account, effective July 1.
- Prepare a thank you gift for your outgoing PTA president.
- Turn over all handbooks, training materials, and financial records to incoming officers.
- June 30th – End of previous fiscal year.

## July

- July 1 Congratulations! You are officially the local PTA President and the PTA fiscal year begins.
- Review previous year financial records with your treasurer and outgoing president. Ask them which IRS filing will be prepared. For fiscal year 2016-2017, if gross receipts are normally more than \$50,000, Form 990EZ needs to be filed; otherwise, Form 990N is required. (If you receive anything from the IRS, do not ignore it. Call the Utah PTA treasurer for direction.)
- Obtain membership cards from your council (or region where no council). You will need to put your National PTA Unit ID Number on each card. The ID Number is found on the front page of your local bylaws. Your council president will be given 10 percent more cards than your membership last year. They will keep the extra 10 percent until you need them. Do not sign all your cards at once.  
**Note: If you don't know what your membership was last year, check with your council president, region director or call the Utah PTA Office.**
- If your school is not year-round, have the budget approved and AFR report adopted at your first general membership meeting (Back-to-School Night). Be sure to publicize this event.
- If your school is year-round, kick off your school's membership campaign with your PTA Board and staff in July.
- Ask your principal if you can attend the first faculty meeting and encourage teachers and staff to join your PTA/PTSA. Express that the T in PTA stands for teachers. Provide teachers with information and dates for PTA activities.
- Submit membership remittance by the 25th of each month.

## August

- Due August 1 to Council/Region. Make a copy for your files:
  - Last year's financial statement
  - Sales Tax Refund Request FormA copy of completed 990N Form  
Annual Financial Reconciliation Report (AFR)

- Meet with your membership chair and plan your membership campaign.
- Present the prior year financial statement and AFR report for adoption, have your budget approved, introduce your PTA Board, introduce your theme for the year, let the parents know what PTA accomplished last year, and discuss your plans for this year at your first general membership meeting (possibly on Back-to-School Night). Show the Utah PTA membership video. Start your membership drive and encourage volunteers to sign up.
- Submit membership remittance by the 25th of each month.
- Reflections kick-off and promotion. The 2017-2018 theme is “Within Reach.”

## September

### Membership Month

- Due to Council/Region Sept 15. Make a copy for your files:
  - Incoming PTA Board List
  - Budget/Budget approved minutes
  - Signed Ethics/Conflict of Interest Form
  - Signed Basic Fiscal Management Form
- Have your School Board and Mayor sign the Proclamation (in membership section of handbook) declaring September as PTA membership month.  
Note: Utah PTA will ask the Governor to declare September as PTA Membership month.
- Run membership Public Service Announcement on your local radio station.
- Remember: **Membership is not a fund raiser.** It is joining your local PTA, Utah PTA, and National PTA. Article V: Membership and Dues of your bylaws will tell you what your membership dues are. \$1.75 of your dues collected goes to Utah PTA. \$2.25 goes to National PTA. If in a council, your council dues amount is found in Article XI of your bylaws.
- Submit membership remittance by the 25th of each month.
- September 25 - Early Bird Membership Award Application due.

## October

### Ribbon Month

- October 1 - According to your local bylaws, Article VII: Section 5, your PTA/PTSA budget must be approved by your general membership prior to October 1.
- Begin collecting information for Report #1, due November 1.
- October 1 Resolutions Notification of Intent due.
- Utah PTA Advocacy Conference. Date TBA
- October 15 Requested submission date for IRS Form 990EZ. Send the completed form to Utah PTA; do not file it directly with the IRS.
- Submit membership remittance by the 25th of each month.
- October 16-22 Teen Safe Driver Week.

## November

- November 1 - Local PTA/PTSA Report Form #1 is due. Go to [www.utahpta.org](http://www.utahpta.org), Executives, Regions VP, Reports. This is a valuable tool that helps you check off everything you need to have from the outgoing Board and keep your records current and your financial needs in order. The report informs the council president that you are functioning and that your needs have or have not been met. Gather your volunteer hours.
- November 15 Resolutions for consideration at convention due to Utah PTA.
- Submit membership remittance by the 25th of each month.

## December

- December 1 Deadline to qualify for Reflections and other Utah PTA programs.
  - Bylaws must be current.
  - All membership collected to date must be turned in to Utah PTA.
- Must have nominating committee elected prior to December 31.
- Submit membership remittance by the 25th of each month.

## January

- Begin collecting information for Report #2
- Legislative Session begins. You can follow all bills and PTA Resolutions and Positions that support the bills Utah PTA is following on the Utah PTA website: [www.utahpta.org](http://www.utahpta.org). Go to the legislative advocacy page. The site is updated weekly during the legislative session.
- January 16 Local award applications due to council.
- Submit membership remittance by the 25th of each month.

## February

### Family Engagement Month

- February 1 Arts Education Fund Grant Applications due.
- February 1 LEAP Awards due to council.
- February 1 Sales Tax Refund Request Form due online. Make a copy for your records.
- February 1 Local PTA/PTSA Report Form #2 due to council.
- February 1 Double Your Membership Award application due.
- February 6 Council awards due to Region.
- February 15 Staff, Faculty & Administration Membership award application due (membership campaign)
- February 17 PTA Founders Day.
- February 17 Region awards due to Utah PTA.
- Utah PTA Day at the Capitol.
- PTA Take Your Family to School Week.
- Utah PTA Awards due to council.
- Submit membership remittance by the 25th of each month.

**Note:** Nominating Committee report of nominees should be made 30 days prior to election meeting.

## March

- March 1 Battle of the Bands multi-region entry due.
- Election of Local PTA officers must be held prior to March 31.
- Convention Information distributed to all Board members.
- March 1 Membership Awards due.
- Transition period from election until June 30.

## April

- April 1 Battle of the Bands multi-region winners due to Utah PTA.
- Utah PTA Battle of the Bands.
- Kindergarten Round-Up.
- Pre-convention Orientation.
- Register incoming Board for Utah PTA Leadership Convention.

- Give contact information of incoming PTA Board members to council president/region director.
- Give incoming PTA president a copy of local bylaws.
- Utah PTA Reflections Awards Evening.

## May

- May 1 Local PTA/PTSA Report Form #3 due. Go to [www.pta.org](http://www.pta.org), Executive, Regions VP, reports. Be sure to keep a copy for your files.
- Year-end wrap-up.
- Help the incoming president with any questions.

## June

### Utah PTA Leadership Convention

- Outgoing president and treasurer review previous year budget with incoming PTA president and treasurer. Also discuss preparation by outgoing officers of IRS Form 990EZ or 990N, whichever is required. For fiscal year 2017-2018, if gross receipts are normally more than \$50,000, Form 990EZ needs to be filed; otherwise, Form 990N is required. The 990 cannot be filed until after July 1.
- Have a transition luncheon where you pass the procedure books and PTA resource materials to incoming PTA Board.
- Have treasurer fill out Sales Tax Refund Request Form due to council (or region if no council) by August 1.
- Have treasurer work with incoming PTA president to change names on the bank account effective July 1.
- Have executive committee appoint an Auditor or elect an AFR committee, and have the treasurer prepare the records for the AFR.
- No checks can be written after June 30 by outgoing treasurer.

## July

- After July 1, File the 990N or 990EZ (send to Utah PTA office).
- July 1 The incoming PTA president and officers officially take office.

## August

- August 1 Deadline for AFR to be completed and report to be given to the incoming president and treasurer.

## Dates subject to change or To Be Announced

# Calendaring

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## Why Calendar?

1. Minimizes conflicts with other schools, council, region, school district, and community activities.
2. Gives time to plan effectively. Coordinate with principal and school calendar.
3. Allows for ample spacing of major events.

## What do you calendar?

### Locals:

Executive Committee and Board meetings  
Needs assessment  
Membership drive  
Programs/Events for entire year  
Fund raisers  
General membership meetings

- a. Approval of audit report and budget by September 15
- b. Nominating committee election - before December 31
- c. Report of nominees - February or before
- d. Elections - March or before
- e. Approval and/or changes in bylaws
- f. Founders Day - February 17

Utah PTA Convention and Conferences  
Annual Financial Review (AFR)  
Reports due  
Deadlines for Awards  
Reflections  
Region and/or council events

- a. Reflections
- b. Training
- c. President's meetings
- d. Recognition programs
- e. Special conferences

National and/or State programs  
Teacher appreciation

### Council/Region:

Executive Committee meetings  
Board meetings  
Needs assessment  
Trainings  
Meetings with local Presidents  
Reflections program  
School Board meetings  
Pre- / Post- convention orientations/trainings  
District appreciation  
Field service/leadership  
Special conferences  
Reports due  
Deadline for Awards  
Nominations  
Elections  
Annual Financial Review (AFR)

## Where is this information available?

Utah PTA long-range calendar  
(Distributed in Leadership Convention packet)  
National PTA kits  
Council calendar  
Community calendar

National PTA website: [www.pta.org](http://www.pta.org)  
Our Children National PTA news magazine  
Region calendar  
School district calendar  
Utah PTA website: [www.utahpta.org](http://www.utahpta.org)

# Procedure Book

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## **Don't Re-invent the Wheel—Creating and Keeping a Procedure Book in PTA**

One of the most helpful tools for a PTA volunteer is the Procedure Book. Maintaining a procedure book will provide helpful and useful information for each officer and/or chairperson. This information can then be passed from volunteer to volunteer each year and provides an invaluable resource. If you are a new volunteer and there is no procedure book for your position, now is the time to create one. The procedure book, which can be a three ring binder, should contain a record of work done and other helpful material that has been collected.

Include the following:

- A copy of the local bylaws form, found in the Bylaws section of this Handbook given to each President.
- Standing rules. All PTAs should have these; they contain job descriptions and more detailed information about conducting the business and directing the activities of your PTA.
- The annual budget, especially the budget for your activity or project.
- PTA calendar for the year.
- Materials from workshops and convention.
- Job descriptions that are updated regularly for easy reference. Refer to your standing rules, the State PTA Handbook or to specific handbooks provided at the PTA Office or on the hard drive provided to PTA Convention attendees.
- Agendas, minutes, financial reports, and all other reports.
- A list of the officers, chairmen, and committee members addresses, telephone numbers, and e-mail addresses.
- A list of resource people and organizations. Include addresses, phone numbers and e-mail addresses.
- Special information relating to officers or chairmen and current work plans.
- Previous program correspondence and files for at least two years so that all officers can look back on their predecessors' work as needed.
- All fliers, handouts, newsletter articles, announcements and other publicity and media tools.
- Copies of all receipts from the purchase of supplies or food for your particular project.
- A comprehensive list of supplies needed for the project and their location.
- A time line for the project, when to reserve things, order things, pick-up things, how often to hold meetings, etc.
- A data disc or thumb drive containing all of the above information that was created specifically for this project.
- Very important—an evaluation of the project. What worked and what didn't. What you wish you had done differently. Include the names of key people who helped you most or provided important and helpful information. It is always good to re-convene the committee to discuss this as a whole, to get different viewpoints.

Procedure books are created to help a PTA run smoothly and provide each officer or chairman with a record of what has been done in the past. Remember the procedure book, as with all PTA materials, belongs to the association. Once a chairman or officer has moved out of a position, the procedure book should then be passed on to the next person filling the position.

# Organize Your Board

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**Members of a local PTA/PTSA Board are either elected or appointed (check your bylaws).**

Your Board members should:

Have job descriptions and receive training.

Be oriented about PTA Purposes, bylaws, policies, procedures, and financial management.

Include representation from all areas of your school community.

## **Elected**

President

President-elect

Secretary

Treasurer

Vice presidents—i.e. Leadership, Legislative, etc., including your Principal and Teacher (see Article VI; section 4 for number.)

Commissioners—if your bylaws state they are elected (most PTAs/PTSAs appoint them)

**NOTE:** Nominations for these officers are presented by your nominating committee and are elected by your general membership.

## **Appointed**

All other local Board members

May have commissioners over:

- Community Involvement/Volunteers
- Education
- Family Life
- Individual Development/Reflections/Character Education
- Health
- Safety
- Student Involvement/PTSA
- Other positions as needed

Could have appointees for:

- Public relations
- Membership
- Fund-raising
- Teacher appreciation
- Newsletters
- Engaging Minority Leaders
- Special Needs
- Military Families
- Male Engagement
- School Board Meeting - if the President cannot attend - another officer may represent your PTA and report on any pertinent information

# Organizing Your Commission / Committee

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*This page is to help you identify the plan for your Commissioners and the people on your commission/committee.*

Commission/Committee:

Commissioner/Chairman:

Areas of Concern:

Commission/Committee Members:

Teachers:

Students:

Parents:

Community:

Specialists:

Consultants: (Resource people)

# General Meeting / Project Planning Assignment Sheet

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*This page is provided as a guide for setting up a plan of work for projects.*

Officers in charge: (assignments)

Committee:

Business to be conducted:

- 1.
- 2.
- 3.
- 4.
- 5.

Presentations:

Publicity:

- Fliers
- Community Newspaper (press release)
- Posters
- Websites
- Other (PTA newsletter, local radio or television stations)

Physical Facilities:

Handouts:

- 1.
- 2.
- 3.
- 4.

Other:

Costs:

Evaluation:

Subject:

Letters:

School Papers:

Calls:

# Agendas

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**The agenda is a written outline for a meeting, prepared cooperatively by the president and secretary.**

Include:

1. Call to order
2. Opening ceremonies (reverence, Pledge of Allegiance, etc.)
3. Reading and approval of minutes
4. Reports of officers, committees, etc.
5. Special business (financial reports, nominations, elections)
6. Unfinished business
7. New business
8. Calendar item
9. Adjournment

# Minutes

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**Minutes are a record of all business transacted at each meeting of the association and of the executive committee or boards.**

Include:

1. Name of the organization and the meeting
2. Location of the meeting
3. Date and time
4. Name of person conducting and those taking part
5. A roll—present and excused
6. All action taken - "adopted" or "rejected"
7. A brief account of reports, including figures in the treasurer's report
8. Time of adjournment
9. Place at the end for the signature of the secretary

## **What do I do with the minutes?**

Read and approve all minutes  
Keep a copy in a permanent record

## **Why do I keep the minutes?**

Possible IRS audit  
To document programs and procedures  
To document bylaws and budgets

## **How long do I keep minutes?**

These are permanent historical records

## **Where do I store the minutes?**

Most PTAs have a place at the school for permanent historical records

# Materials

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## Materials to have on hand for reference at meetings:

The agenda is a written outline for a meeting, prepared cooperatively by the president and secretary.

1. A copy of your bylaws
2. A copy of your EIN and PTA Unit ID Number
3. A copy of your school/district policies
4. Minutes of previous meetings
5. Treasurer's reports
6. A copy of the approved budget
7. Directories
8. Region and council information—copies for Board members
9. Roster of membership
10. *Our Children*—share applicable information with Board members
11. Calendars (school district, region, council, local school)
12. Handbooks (National PTA and Utah PTA)

# Meetings

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A dark gray square with rounded corners containing the text "You Chair" in white, sans-serif font.

Executive Committee Meetings  
Board Meetings  
General Membership Meetings

A dark gray square with rounded corners containing the text "You Attend" in white, sans-serif font.

Utah PTA Leadership Convention  
Region Meetings - if your region has councils, this may be by invitation  
Council Meetings  
School Board Meetings  
Advocacy Conference  
PTA Day at the Capitol

**Note:** Contact your local school district office and ask to be put on the mailing list to receive Board meeting agendas.

## Utah PTA Meetings Defined

### Utah PTA Leadership Convention

- Convention held annually in May to train, inform, and receive resources and to network.
- Business and Resolutions Meeting where resolutions and bylaws amendments come forward to be voted on by the delegates. Filing date for Intent of a Resolution is October 1, and the deadline for a completed resolution to be considered is November 15. (See legislation section of this handbook). This would be held at the Utah PTA level

### Advocacy Conference

- A conference held in the fall to educate members about the issues and legislative process—including business and resolutions.
- Business and Resolutions Meeting where resolutions and bylaws amendments come forward to be voted on by the delegates

### PTA Day at the Capitol

- Usually in February while the legislature is in session. A day to advocate for bills that the Utah PTA has been following which will affect children and youth.
- Lunch with the legislators. A time to have one-on-one conversations regarding legislative issues.
- Youth (PTSA members) attend and have separate meetings and usually have a mock debate.

### Council Meetings

- If you cannot attend a council or region meeting, please send another officer to represent your local PTA. This is your connection with Utah PTA. Your president-elect and principal also attend your council meetings.

### Local PTA Executive Committee Meeting

When: Recommended monthly, prior to Board meetings

Who: Elected officers and others invited

What: Agenda would include the following:

- Minutes
- Financial report, budget, audit, year-end report
- Communications
- Reports from commissioners and/or committees
- Unfinished business

# Parliamentary Procedure

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Parliamentary procedure is an orderly set of rules for conducting meetings of organized groups, for the purpose of accomplishing their goals fairly. Use of parliamentary procedure ensures:

- Justice and courtesy for all
- Maintenance of order
- Consideration of one item at a time
- The rule of the majority
- The rights of the minority

## Terminology

**Bylaws**—Specific rules adopted by a PTA that must be followed. Must be reviewed every three years for necessary amendments or renewal. Bylaws forms for local PTAs and councils are available in the Bylaws section of this handbook.

**Chair**—The presiding officer.

**Majority Vote**—At least one more than half the votes cast.

**Motion**—A formal proposal made to bring a subject before an assembly for its consideration and action. Begins “I move.”

**Quorum**—The number of members required to be present at a meeting, as set forth in the bylaws, in order that the assembly may transact business. The number can be found in your Bylaws Article IX, Section 8.

**Standing Rules**—Rules outlining procedures of the association which are not included in the bylaws and which must not conflict with the bylaws. They may be amended or rescinded at any time by a two-thirds vote, or if notice has been given, by a majority vote. They may be set aside, for one meeting only, by a majority vote.

## Steps to Process a Main Motion

Member rises and addresses the chair or raises hand:

*"Madam President."*

Chair recognizes the member:

*"The chair recognizes—"*

Member makes a motion:

*"I move that—"*

Another member seconds the motion:

*"Second (or) I second the motion."*

The chair states the motion and opens debate:

*"It is moved and seconded that—Is there any discussion?"*

Chair recognizes members wishing to speak.

After debate concludes, chair puts the question to a vote:

*"The question is on the motion. Those in favor of the motion say aye. Those opposed say no."*

Chair announces the result of the vote and what action will be taken:

*"The Ayes have it, and the motion is adopted. We will (states action to be taken)." or "the Nos have it, and the motion fails."*

The chair continues with the next item of business in order.

## **Voting**

General Consent:

*"If there is no objection, we will...(pause). Since there is no objection, we will—"*

Voice vote:

*"As many as are in favor say 'aye.' Those opposed, say 'no.'"*

*"The 'ayes/nos' have it, and the motion is adopted/defeated."*

Rising vote (not counted):

*"Those in favor will rise. Thank you, be seated. Those opposed will rise. Thank you, be seated."*

*"The 'ayes/nos' have it, and the motion is adopted/defeated."*

## **Methods of Amending a Motion**

By striking out:

*"I move to amend the motion by striking out the word 'Denver.'"*

By inserting:

*"I move to amend the motion by inserting the word 'Las Vegas' after the word 'Portland.'"*

By striking out and inserting:

*"I move to amend the motion by striking out the phrase '\$35' and inserting the phrase '\$50.'"*

# Leadership Development

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## You Are Accountable For:

- **Bylaws**—Are they current or is it time to renew? (Renew every three years according to the date on the red seal.) A copy of your bylaws is available from the council president, region director, or Utah PTA. Blank bylaws forms are found in the Bylaws section of this Handbook.
- **Parliamentary Procedure**—Guide can be found in the President’s Tools section of this Handbook. This is a helpful tool for conducting meetings to keep order.
- **ALL PTA Funds**—Are to be collected and deposited separately from personal and schools funds (No co-mingling of funds!). Always have three people count the money—don’t leave money at school or take home. Get a deposit bag from the bank and make night bank deposits when necessary.
- **Records/Minutes**
  - Any motions made at any of your meetings need to be recorded.
  - Copy of approved budget (including minutes of the meeting where the budget was approved) should be sent to your council president/region director.
  - Be aware of retention dates (how long to keep financial records).
- **Commission Programs and Activities**—Encourage commissioners to have committees serve under them to recruit more parents to be involved. This will prevent burnout of Board members.
- **Membership**
  - **Membership dues aren’t a fund raiser.** Send in by the 25th of each month to Utah PTA.
  - Inform parents and help them understand what they receive for the Utah PTA and National portions of membership dues (see "Membership" section of this handbook).
  - Continue membership drive throughout the year at SEOPs, Back-to-School Night, Parent/ Teacher conferences, and all PTA events.
  - Have a membership database. Retain membership by keeping people informed.
  - Apply for Membership Awards (see "Membership" of Utah PTA).
- **Awards**—Be aware of deadlines and apply (see “Awards” section of this handbook).
- **Nominating Committee**—Must be elected by December 31. President does not serve on the nominating committee but does give information and direction prior to the first nominating committee meeting (see “Nominations” section of Utah PTA handbook).
- **Procedure Book**—Contains local Board information and duties of commissioners. (See “President’s Tools” in this handbook).
- **All Reports**—Must submit, online, 3 times a year. (see “Reports” section in this handbook.)

# Needs Assessment

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The strength of a PTA depends on the support of the people it exists to serve. A needs assessment is a tool to help your PTA in setting goals which meet the needs of that group. It does take a little time and a lot of patience, but it is also the most important first step necessary to help PTA Boards become effective leaders.

Groups To Survey—Parents, Teachers, Students, Administrators, Community

## FOUR WAYS TO CONDUCT A NEEDS ASSESSMENT

# 1

### Interview

**Person-to-person — Person-to-group — Telephone**

*Advantages:* Immediate response

*Disadvantages:* Difficult to administer and tabulate  
Takes a lot of time

# 2

### Questionnaire (most frequently used)

**Fill out at a school activity — Send home with child — Door-to-door**

*Advantages:* Easy to administer and tabulate

*Disadvantages:* If they are sent home, you can expect only about 10% return.  
You still need to reach the members of the community who did not attend the school activity.

# 3

### Online Survey

**Use online survey tools such as Constant Contact or Survey Monkey**

*Advantages:* Easiest to administer and tabulate

*Disadvantages:* People usually need incentives to motivate them to take a survey. Offer to enter them in a prize drawing. For best results, make questions short and simple with boxes to click instead of text boxes that require typing in answers. This also leaves out parents that don't have access to the internet or those for which you don't have an email address.

# 4

### Speaking Out

**Best used in small groups — Divide larger groups into smaller groups**

*Advantages:* Immediate response

More personable—people have a “buy-in”  
*Disadvantages:* Difficult to tabulate “group”  
Not all groups will be represented.

After you have tabulated the results of your needs assessment:

- Meet with your Board and review results.
- Set your goals and priorities together (include principal).
- Identify 3–4 programs or areas of concern to address during the year.
- Publish the results for your members and other groups surveyed.

The people your PTA serves will support and participate with you when they have a part in the development of your goals.

**YOU'RE ON YOUR WAY—HAVE A GREAT PTA YEAR!**

# Sample Needs Assessment

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## A Survey of Concerns About the Rearing and Education of Children and Youth In Our Area

Your PTA would like your help in deciding what it should do this coming year. We want to plan activities, including meetings, that will make a difference to improve our school, our community, and our homes in the interest of our children and our youth.

Please indicate by checking the three (3) most important areas of concern in each section that you think your PTA could work on next year. Please complete this survey by (date) \_\_\_\_\_.

### Behavior of Children and Youth

- Respect for authority
- Discipline in behavior
- Behavior toward others
- Self-esteem
- Tardiness
- Unnecessary absence
- Clean language
- School violence
- Bullying
- Other (for online survey include a text box)

### Education

- What is being taught
- Instructional methods
- Buildings
- Administration
- Qualification of teachers
- Home/school partnership
- Reading/literacy
- Class size
- Energy
- Legislation
- Other

### Home-School Relations

- Parent/teacher conferences
- Support of learning at home
- Parents visiting school
- Trust between parents and school
- Report cards
- Other

### Legislative

- Lack of adequate funding for education
- Too much time cut for professional development for teachers
- Help for parents to be able to help children with new Utah Core Standards
- My Representative doesn't represent me very well in how he/she votes
- I need a better understanding of how the legislative process works and how I can get involved
- Other

### Health

- Nutrition
- Healthful environment
- Dental care
- Alcohol, tobacco, drug abuse
- Immunization
- School lunch
- AIDS
- Teen Suicide
- Other

### Safety

- Safe crossings
- Bicycle safety
- Safety hazards
- Fire
- Emergency preparedness
- Safe schools
- Pornography
- TV
- Juvenile justice
- Shoplifting
- Vandalism
- Child abuse
- Violence toward others
- Other

### Family Life

- Parent education
- Family education
- Books/toys
- Human relations
- Open communication
- Pre-school
- Special needs
- Internet safety
- Other

### Community

- Recreation
- Libraries
- Playgrounds
- Cultural arts
- Existing programs
- Patriotism
- Citizenship
- Other

# Why Count Volunteer Hours

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## **Credibility of Our Association**

PTA documents the number of hours its members are volunteering to verify that the members are carrying out our Purposes and mission.

## **Our Tax-Exempt Status**

In order to maintain our tax-exempt status, we must be able to prove we are a volunteer association worthy of that status. Documenting the number of volunteer hours is one of the ways to do this.

## **Grant Fund Applications**

When school districts, faculties, or PTA associations are applying for grant money, it is to the writer's advantage to be able to include the amount of parent engagement. Documenting the number of volunteer hours is often required.

## **Legislature**

PTA documents volunteer hours and uses them to inform Legislators about the high level of parental involvement in our association. Once a year, Utah PTA presents the Governor with a Presentation Check representing the monetary value of PTA volunteer hours for one year.

## **School Administrators**

Superintendents and principals appreciate knowing how much actual volunteer time is spent by parents in their various schools and districts.

## **Business Partnerships**

As schools and businesses seek to become partners to enhance the education of children, it is informative and helpful to be able to document actual hours of volunteer time spent by parents, students, and those participating from businesses.

## **Recognition**

We want to recognize those who spend their time and energy on behalf of Utah PTA. Documenting specific volunteer hours is meaningful individually, by school, by council, by region, and even as a state. Showing appreciation for a job well done is always in order.

## **Record All Volunteer Hours**

- Classroom volunteers. Have a recording procedure at school and be sure to orient school staff and volunteers on the procedure
- Planning hours/meetings
- Hours spent carrying out duties
- Hours spent at home on PTA-related matters by all Board members
- Baby-sitting hours for PTA
- Time spent driving to and from PTA functions
- Hours spent lobbying at the legislature
- Record your hours on Local Unit Report Form(s) which is submitted to council/region (see Local Reports 1, 2, and 3 for more information on page 64 of this section).



# PTA/PTSA

## Ethics/Conflict of Interest Policy

### Information

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Members of the Board of Directors (board members) of this PTA/PTSA serve in a fiduciary capacity and owe a duty of care, a duty of obedience, and a duty of loyalty to this PTA/PTSA. Board members shall conduct themselves with integrity and honesty and act in the best interests of this PTA /PTSA. Disclosure by a board member of any potential or actual conflict of interest is required by the standard of good faith and for the benefit of the PTA and protection of each individual.

In consideration of our local PTA/PTSA affiliation with the Utah Congress of Parents and Teachers (Utah PTA), for the protection of its integrity and its 501(c)(3) status and for our protection, we, the undersigned officers, individually, during our term of office, shall:

1. Abide by and represent our PTA/PTSA bylaws, Utah PTA policies, positions, procedures, and National PTA Purposes and mission statement;
2. Discharge the duties and responsibilities of our individual offices with fidelity, integrity, and honesty and declare any and all personal and/or extended family conflicts of interest when PTA issues, decisions, and funds are involved;
3. Not misuse the PTA's federal tax-exempt status or exemption from sales tax for personal or unauthorized purposes nor disburse funds for any purpose other than authorized, budgeted PTA programs, projects, and activities;
4. Refrain from making slanderous or defamatory comments regarding any individual or organization;
  - Refrain from having disruptive arguments around children and on school property.
5. Follow Utah PTA and school district guidelines for fundraising;
6. Abide by the following conflict of interest policy:
  - Board members and/or their families shall not use their relation to this PTA/PTSA for financial, professional, business, employment, personal, and/or political gain.
  - A conflict of interest exists when a board member would have to participate in the deliberation or decision of any issue of this PTA/PTSA while, at the same time, the board member and/or his/her extended family has financial, professional, business, employment, personal, and/or political interests outside the PTA that could predispose or bias the board member to a particular view, goal, or decision.
  - Board members shall declare to the officers of this PTA/PTSA conflicts of interest (stating the nature of the conflict and pertinent information as appropriate) between their duties of this PTA/PTSA and their and/or their extended families' financial, professional, business, employment, personal, and/or political interests.
  - When a conflict of interest is declared, the board member shall not use his or her personal influence or position to affect the outcome of the vote and shall leave the room during deliberations and the vote.
  - The minutes of the meeting shall reflect that a conflict of interest was declared.
  - Board members shall not:
    - a. Use PTA's name, influence, or resources for their benefit or gain when running for any public elected office or while serving as an elected official.
    - b. Directly or indirectly use their current PTA position, the PTA name, or the association for or against any specific candidate for elected office, which is contrary to federal tax laws and the guidelines

and policies of the PTA. (Past PTA experience may be listed in any brochures.)

7. PTA does not recognize co-elected positions. Refer to PTA/PTSA Bylaws information in President's Handbook (refer to officer's section Bylaws)

## **Guidelines to Follow When There has been Mismanagement or a Conflict of Interest**

1. When mismanagement and/or conflict of interest is suspected, the following PTA lines of communication of informing, receiving direction and assistance should be followed: The local PTA should contact the council. The council in turn should contact the region, and the region will contact Utah PTA. If for some reason assistance cannot be obtained through this line of communication, contact Utah PTA directly.
2. When any wrongdoing is suspected those involved should have a meeting with the local executive committee with notification given to the council/region representative. If the outcome of the meeting is unsatisfactory for either party, the decision may be appealed up the lines of communication. If the issue involves a president or president-elect, council/region leadership must facilitate the meeting. Once wrongdoing is suspected, a meeting should take place in a timely manner. If an outside investigation is warranted, authorities may become involved.
3. The PTA officers and/or Board members have a responsibility to the membership and to act in a professional manner. Refer to local PTA bylaws (Article VI, Section 1), "The officers of this PTA/PTSA shall abide by, promote, and represent the Purposes, mission, bylaws, policies, and procedures of PTA." The PTA officers and/or Board members should protect the person's reputation by using discretion in what is said and done, especially in the preliminary stages of an investigation. However, it is not acceptable to disregard the incident.
4. Refer to local PTA bylaws (Article VI, Sections 7b, c and d):
  - 7b - "If an officer or appointee fails... to perform the duties of his office the members of the executive committee shall meet and declare the office or position vacant."
  - 7c - "All resignations must be made in writing to the president." If the office of president is declared vacant, the letter of resignation must be made to the council/region/Utah PTA.
  - 7d - A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the president-elect, who shall then cease to be president-elect. A vacancy occurring in the office of president-elect shall be filled by a vote of the general membership at a special election meeting called by the president, all members having been notified. A vacancy occurring in any other office shall be filled for the remainder of the unexpired term by a person elected by a majority vote of the remaining members of the executive committee, all members of the committee having been notified."
5. When necessary, the Region Director and/or Utah PTA may declare the office or position vacant.





# Basic Fiscal Management Procedures

## Information

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### PTA Funds

PTA funds are used to help fulfill the three Utah PTA goals:

- Advocate for children
- Involve parents in the schools
- Develop leadership and parenting skills

### Do You Have These Basic Controls In Place?

- The treasurer maintains custody of the checkbook at all times.
- Supporting documentation is required for every disbursement made.
- Payments are made from original invoices whenever feasible.
- Checks are issued in number sequence order.
- All checks have two signatures—the treasurer, except in an emergency, and one additional signer, preferably the president or the president-elect or the secretary.
- There are no blank checks with a signature(s)!
- Checks are never made out to “cash.”
- Detailed supporting documentation is maintained for every deposit made.
- Three people are present for all counting of cash (membership drive, book fair, fundraiser, etc.).
- All money received is deposited the same day, using the bank’s night depository for events concluded after banking hours.
- The monthly bank statement should be mailed to the PTA at the school address. When the bank statement arrives, a designated Board member (not the President, Treasurer or Secretary) should immediately review it, initial it and then give it to the President to review and initial. Then it will be given to the Treasurer to reconcile.
- Bank statements are reconciled to check registers in a timely manner.
- There are no ATM, debit cards, or credit cards in connection with PTA accounts.
- The treasurer prepares and presents a treasurer’s report at each general membership meeting and at executive committee and board meetings as deemed appropriate.

PTAs must have money to operate. They do not exist to raise money but rather raise money to exist. Without realizing the problems inherent in the management of an organization's finances, some PTA members or officers have found themselves in difficult situations. These situations can be avoided by following the above-mentioned basic fiscal management procedures.

Each PTA should recognize that the treasurer is the legally responsible, authorized custodian, elected by the members to have charge of the funds of the PTA unit. He or she should receive and disburse all moneys as prescribed in the local bylaws or as authorized by action of the PTA's Board of Directors. He or she should keep a full account of receipts and expenditures.

It is essential that the president, who bears full responsibility for the total affairs of the PTA unit, work closely with the treasurer at all times and have a complete understanding of all financial matters. All persons signing on a PTA checking account are liable for the use or misuse of those funds.

Other officers or members may be required to occasionally handle PTA money (for example, dues from membership enrollment or revenue from a fundraising project). In these cases, great care should be taken in counting and recording moneys received in accordance with established procedures. Money thus collected should be turned over to the treasurer without delay, and the treasurer should bank that money immediately. PTA money should never be stored in the school in the homes of PTA officers or members. If large sums are handled by the treasurer, it is advisable to bond him or her as a protection both to the treasurer and to the PTA.

If any volunteer involved in a Local/Council PTA has been included in/or part of fraudulent charges or mishandling of funds, they will not be allowed to serve in any position on your Board that deals with handling money.

Local PTAs should maintain one checking account with one checkbook. Two signatures should be required for all checks. None of those authorized to sign checks may be related by blood or marriage, nor reside in the same household. The checking account should be maintained in a bank approved by the Board of Directors. PTA moneys should not be deposited in the personal account of any officer nor commingled with school accounts.

It is an unfortunate fact that non-profit organizations are susceptible to fraud. PTAs are run by volunteers who want to trust one another, but the trusting environment of the PTA is exactly what a dishonest individual exploits. PTA cannot reimburse anyone who has purchased PTA supplies with government issued or non-personal funds. It is against the law.

One of the most important things that you can do for the well-being of your PTA is to implement and follow a system of internal controls. Good internal controls are reasonable rules that are consistently applied. They guard against both errors—unintentional mistakes—and irregularities—deliberate attempts to misuse or misappropriate the assets of the PTA.

## **Guidelines to Follow When Money Has Been Mismanaged or Embezzled**

1. When mismanagement or embezzlement of funds is suspected, the PTA line of communication should be followed in informing and receiving direction and assistance. The local PTA should contact the council. The council in turn will contact the region, and the region will make contact with the Utah PTA treasurer. If for some reason assistance cannot be obtained through the line of communication, contact the Utah PTA treasurer directly.
2. When any wrongdoing is suspected, the person involved should have a meeting with the local executive

committee and make an explanation of what has happened. If the meeting is unsatisfactory for either party, the decision may be appealed up the line of communication. If the issue involves a president or president-elect, council/region leadership must facilitate the meeting. Once wrongdoing is suspected, meetings should take place in a timely manner. If an outside investigation is warranted, authorities may become involved.

3. The PTA officers have a responsibility to the membership for all PTA monies. The PTA also has the responsibility to be a professional organization. The PTA officers are highly encouraged to try to protect the person's reputation by using discretion in what is said and done, especially in the preliminary stages of an investigation. It is not responsible, however, to disregard the incident.
4. If the results of the meeting warrant further action, the executive committee should request that an AFR be done, if appropriate, and documentation gathered. They should also carefully consider whether it might be appropriate to file a police report and/or to close the bank account. If an outside investigation is warranted, the police will become involved.
5. Theft of money is breaking the law and should be handled as a serious offense. Embezzlement is the same as ordinary theft. The charges are criminal and, if deemed appropriate, are filed at the police department. Depending on the amount it could be a misdemeanor up to a felony.
6. According to the local PTA bylaws (Article VI, Section 7b), a person who fails to perform the duties of his office should be removed from office. It is the responsibility of the local executive committee to meet and declare the office or position vacant. All resignations must be made in writing to the president. The local executive committee is to elect a replacement to fill any vacancy.

# Basic Fiscal Management Procedures

## Signature Page

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*We have read, understand, and agree to abide by the Basic Fiscal Management Procedures.*

Region \_\_\_\_\_ Council (if applicable) \_\_\_\_\_

Local PTA \_\_\_\_\_  
(Name) (Signature)

President \_\_\_\_\_  
(Name) (Signature)

Treasurer \_\_\_\_\_

All other elected PTA officers' signatures:

\_\_\_\_\_  
(Name) (Title) (Signature)

Membership chair's signature:

\_\_\_\_\_  
(Name) (Signature)

Fundraising chairs' signatures:

\_\_\_\_\_  
(Name) (Signature)

\_\_\_\_\_  
(Name) (Signature)

Each local PTA shall obtain the appropriate signatures on this form, make a copy of the form for all signers, and submit the signed original to the Council President/Treasurer by September 1. Completion of the form is reported to the Region Director/Treasurer and to Utah PTA via the Council Money Handling Form.

# Installation of Officers

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Newly elected PTA officers may be installed in a ceremony, but this formality is not necessary. (Terms of office are designated in the bylaws.) Each local PTA may develop its own installation ceremony, if it chooses to have one, or adapt a borrowed one.

The Installing Officers:

- Region director will install the councils at Council meeting. Utah PTA will also come and install if requested.
- Council/Region will install local PTA officers.
  - As a local president you need to let the Council/Region know when you want them to come and install you. This can be done at your election meeting.

Example Installation ceremony:

- Have the outgoing officers and commissioners stand and thank them for their dedication and service to the children.
- Name each new officer and position in turn.

Example for Local:

- Will you each serve and unitedly work toward the fulfillment of Utah PTA's Purposes and mission in the service of children and youth? Answer: "I will."
- With a strong belief in your several abilities, with renewed hope for (name of school) PTA, I now declare you duly installed officers for (recite years to be served).

Example for Council / Region:

When you first became a PTA member, you showed you cared about children by choosing to join. Then as a local PTA Board member you showed your dedication to children by choosing to lead. You are showing commitment to work for the future of our children and PTA by choosing to serve. I know each of you will do your best to work for everychild.onevoice.

The vision is to keep PTA strong—to ensure that those of you who accepted this opportunity to serve see the broad picture of what PTA can do for children—of what PTA is doing for children— of what PTA will do for all children.

My challenge to you is to keep children the focus of your PTA service. Remember to enhance parent involvement—in your homes, schools, and communities. Everyone must be willing to work for each child to reach his/her full potential.

May you enter upon your office with the steadfast purpose of serving as only you can serve. Do you accept the challenge and charge? Please signify by saying, "I do." And do you members of PTA accept the challenge to work for every child, with one voice? Please signify by saying, "I do."

It is my pleasure to declare you duly installed officers of the \_\_\_\_\_ PTA/  
PTSA 2017-2018.

Handout: Utah PTA will help every child realize his full potential:

- **Advocate:** Support and speak on behalf of children and youth
- **Involve:** Encourage positive involvement in all facets of a child's life
- **Develop:** Assist in developing skills to raise and protect children and youth.

Give them a copy of the Utah PTA mission statement, as a bookmark, in a frame, or on a card/magnet. Ask them to read it often and to remember that they are serving the children.

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## Leadership Points to Ponder

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"Treat people as if they were what they ought to be and you help them to become what they are capable of being."

*-Johann Wolfgang von Goethe, German writer and polymath*

"Keep dreams alive. Understand to achieve anything requires faith and belief in yourself, vision, hard work, determination, and dedication. Remember, all things are possible to those who believe."

*-Gail Devers, three-time Olympic Champion in track & field*

"People will forget what you said, people will forget what you did, but people will never forget how you made them FEEL."

*-Maya Angelou, African-American poet, memoirist, actress, director, and civil rights activist*

"Each of us must come to care about everyone else's children. We must recognize that the welfare of our children is intimately linked to the welfare of all other people's children. After all, when one of our children needs life-saving surgery, some else's child will perform it. If one of our children is harmed by violence, someone else's child will be responsible for the violent act. The good life for our own children can be secured only if a good life is secured for all other people's children."

*-Lilian Katz, Professor of Early Childhood Education*

# Responsibilities of PTA Leaders

---

- Accept your position and contribute intelligently to Board discussion.
- Participate constructively at meetings.
- Know and adhere to PTA Purposes, mission, and bylaws.
- Study the structure of the PTA association.
- Become well informed in all areas of PTA programs.
- Follow national and state procedures.
- Meet deadlines and fulfill assignments promptly.
- Develop and strengthen leadership.
- Learn to delegate instead of doing it all yourself.
- Understand the value of training. Attend conferences, workshops, field-service trainings, and leadership convention.

## Why Presidents Succeed

---

### They:

- Remember to have only one agenda—'the children.'
- Make each member feel welcome.
- Help each member understand the association's Purposes and mission statement.
- Have a positive attitude.
- Read the Bylaws and "President's Tools."
- Attend all required trainings and meetings.
- Read all information received.
- Use and follow an agenda.
- Arrange activities in which all members can participate.
- Distribute material to appropriate officers or chairs.
- Delegate the work.
- Use the correct channel when they need help.
- Train on leadership skill needs of your Board.
- Build an effective PTA team.
- Create a climate of support and mutual respect where people feel they can contribute and grow.
- Include representation from all areas of the school community.
- Attend and encourage others to attend convention, conferences, and trainings.
- Remember to say, "Thank you. You did a great job."

# Problem Solving Pointers

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- Let people solve their problems—don't take responsibility for others' problems.
- Most problems are best solved at the level at which they occur—that is where you start to solve the problem.
- Avoid using a message that starts with “you.” “You have a problem” will cause others to be defensive.
- Use “I” messages. “I have a problem. I don't understand (name the problem). How can we work together to solve it?”
- Identify the problem—be specific without assigning blame.
- Allow that others may be having a bad day. Keep the discussion at the level of the problem. Take it seriously, not personally, and avoid making personal comments.
- Solve only one issue at a time.
- Make sure both sides of the issue are heard.
- Listen carefully, wait, and give feedback to make sure you heard what the people are trying to tell you. Sometimes they just need to be heard.
- Talk about different ways to solve the problem. Ask, “What would you like to see happen?” Then choose one or two that you both agree are the “best” solutions.
- Make sure you have the same understanding of what the solution is. This is done with feedback. You might say, “Thank you so much for your time. I understand that (then repeat what you understand to be the solution).”
- Ask positive questions and listen to the person. “What happened?” “What do you want me to do?” “What are the possible solutions?” Allow them to pause and think. They might come up with their own solution.

# Conflict Management

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## **Conflict in PTA usually revolves around three areas:**

- Individual conflicts
- Problems relating to PTA activities
- Group/individuals in opposition to PTA policies or positions

## **Some conflicts can be avoided when you are:**

- Knowledgeable
- Familiar with bylaws
- Following the policies of PTA
- Informed about the issues
- Sensitive to the rights of members
- Able to avoid personality conflicts

**Remember to: Listen to Understand  
Agree to Disagree,  
and Be Tolerant of Intolerance**

# What Can Our PTA Do?

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- Take the opportunity to learn more about trust lands at the PTA Leadership Convention, PTA Day at the Capitol, and Utah PTA Advocacy Conference.
- Be sure your PTA has representation on your School Community Council. If a member of your PTA Board is not currently an elected member of the Community Council, your Board can still have someone attend the meetings to provide input and participate on any sub-committees.
- Join the “Utah School Community Councils” group on Facebook in order to receive information about Trust Lands and School Community Councils. You can also ask questions and share ideas with other SCC and PTA members in this group.
- Have your Safety Commissioner work with your School Community Council to ensure students and parents are provided with education on safe technology utilization and digital citizenship. This is a new responsibility for School Community Councils under HB213. PTA has great resources which can help the school with internet safety and digital citizenship.
- Have your Legislative VP and other board members join the Member to Member Network at [www.utahpta.org/member-member-networks](http://www.utahpta.org/member-member-networks) to receive important updates about Trust Lands and other legislative issues.
- Work with your principal and community council chair to prepare an article for the PTA newsletter discussing the School LAND Trust program and how your school is using their School LAND Trust funds.
- Write letters to your state legislators and other elected officials informing them of how the Trust Lands funds are being used in your school. Let them know of your support for the program.

# School Community Councils

## At-A-Glance

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### **Why are schools required to have Community Councils?**

The Utah State Legislature passed a law requiring every public school in the state to establish a School Community Council at the school-site level (Utah Code, Section 53A-1a-108). The law outlines membership, election procedures, and responsibilities of the councils.

### **Duties of the Council**

In accordance with state law, “Each public school, in consultation with its local school board, shall establish a school community council at the school building level.” Each council shall:

- Develop a School Improvement Plan
- Develop a School LAND Trust Program
- Provide for education and awareness on safe tech utilization and digital
- Advise and make recommendations to school and district administrators and to the School Board when appropriate
- Create subcommittees and task forces as needed
- Communicate with parents at the school

### **School Community Council**

Each School Community Council consists of school employees, including the principal, and parents or guardians of students attending the school.

- High schools must have a minimum of six parents or guardians and four school employees, including the principal.
- Schools other than a high school must have a minimum of four parents or guardians and three employees, including the principal.
- Councils may be larger than the minimum, so long as there are two or more parents or guardians than school employees.

### **Council Member Selection**

According to the law, all council members, except the principal, are elected. Employees vote for employees (majority vote), and parents/guardians vote for parents/guardians (majority vote of those voting in an election held at the school). In the event of vacancies, each group appoints replacement members from within its ranks.

## **Definition of Parent/Guardian Member**

When Community Councils were originally created, a parent or guardian member could not be employed at the school. Legislation passed by the 2006 Utah Legislature now allows a parent or guardian member to be employed at the school part-time, as long as their employment does not exceed an average of six hours per week.

## **How Long Do Members Serve?**

All terms are two years in length, with the exception of the principal, who is an ex officio member with full voting rights. The terms shall be staggered so that no more than half the members stand for election in any given year. Elected members may serve successive terms as long as they have a student attending the school or will be enrolled during the term of office. Once the council is in place, members elect a chair and vice chair. The chair must be a parent/guardian, the vice chair can be either a parent/guardian or school employee.

## **Minutes and Other Reporting Requirements**

One week prior to each council meeting, the following information must be posted on the school website:

- Notice of the upcoming meeting, including the date, time, and place
- The agenda for the meeting
- A summary (minutes) of the previous meeting
- An agenda for the meeting must also be posted at the main entrance of the school at least 24 hours before the meeting

## **Required reports are as follows:**

- The council's proposed meeting schedule must be provided to parents
- A summary of the implementation of the previous year's School LAND Trust Program
- A telephone number or email address where each council member can be reached directly

The required reports are to be posted on the school website, and each household with a student attending the school should be notified of the information or how to locate it on the website. This notification may be made by mail, voice-mail, email, registration packets and/or with report cards. A variety of ways may be used to insure that all parents are notified.

## **School Community Council Authority**

The School Community Council has full authority to carry out its responsibilities as outlined and defined in the law, as well as any additional responsibilities as determined by the local school board and district administration. The council does not have authority to make decisions that conflict with or run counter to Federal law, State law or School Board policy.

## School Plans Requiring School Community Council Involvement/Approval

PLAN	CODE REF.	BOARD ACTION ON
School Improvement Plans	53A-1a-108.5	develop and approve annually
School LAND Trust Program	53A-16-101.5	develop and approve annually

**NOTE:** Most dates for school plan submission are determined by each district

### Information to Consider at the First Meeting

- Elect officers
- Review school data, assessments and demographic information
- Review current school plans
- Review budgets to accomplish current plans
- Review the role of the School Community Council in implementation of plans they have oversight of or involvement with
- Review district due dates of each plan and what the council must do for plans to be completed, voted upon, and submitted in a timely manner
- Calendar tasks and meetings to complete the work
- Determine the role of subcommittees
- Discuss appointment of subcommittees; appoint as needed
- Assign tasks to committee and subcommittees, as needed

### Important Reminders

Following elections, please remember to submit your school community council membership report at [www.schoollandtrust.org](http://www.schoollandtrust.org).

# Rite of Passage

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## **The Period of Transition between the Outgoing and the Incoming PTA Officers**

One measure of good leadership is how well others have been prepared to continue the work of PTA. A sign of a good leader is not what you have done in your year but what is accomplished the year after. You want all the good things you have in place to continue and then be built upon by your successor. All things that are important are worthwhile. It takes a little planning, organization, sensitivity, and a great deal of positive communication.

### **When does the “Rite of Passage” begin?**

1. Be sensitive to the fact that the PTA Board for this year still has a lot to accomplish. They still need support and encouragement.
2. Sharing of information and materials should begin as soon as the officers are elected. Including the new officers in final meetings or activities can be very helpful in getting them “up and going.”
3. Although the PTA year begins on July 1, assistance from outgoing officers may still be requested.
4. Incoming officers will need to anticipate any activities taking place soon after July 1, doing some needed planning before that date.

### **Write It Down, Clean it out, Pass It ON**

- Write it down—in a complete and organized procedure book.
- Clean it out—pass on all that is useful by throwing the rest away. If in doubt, let the incoming officers make the decision.
- Pass it on—although you may be attached to some of the materials, pass all of it along, keeping copies if you feel you need them.

### **Support the New PTA Leadership!**

- Back away—let new leaders gain confidence, try new ideas, improve on the past good work, and become stronger.
- Be available—Be a resource providing practical guidance and continuity.

# Local Reports 1, 2, and 3

## Filed by Local PTA Presidents

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### Due

November 1, 2017

February 1, 2018

May 1, 2018

### To file your report

- Go to [www.utahpta.org](http://www.utahpta.org)
- Click on "Executive"
- Click on "Regions VP"
- Click on "Members Only" section, then "online forms."
- Click on "Reports"
- Click on the correct form, read the instructions, fill out the report, and be sure to hit Submit when the form is completed.

### Some of the information you will need to have on-hand:

- Bylaws for EIN and Local Unit # (if you need a copy, ask your region director)
- Number of members
- Submission of financial information (yes or no)
- Volunteer hours

The program allows you to edit your report. After your report is submitted, you and your region director will receive a copy of it by email.

Online Forms | UtahPTA.org

www.utahpta.org/secure/online-forms

Utah PTA everychild.one voice.

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Home About Executives Commissions Programs Events Advocacy Sponsors Calendar

Home > Members Only Section > Online Forms

**Online Forms**

- Local PTA Report #1 due Nov. 1 (for school PTAs)
- Local PTA Report #2 due Feb. 1
- Local PTA Report #3 due May 1
- Council Report #1 due Nov. 1 (for councils only!)
- Council Report #2 due Feb. 1
- Council Report #3 due May 1
- Region Report #1 due Nov. 1
- Region Report #2 due Feb. 1
- Region Report #3 due May 1

Make sure to choose the correct LOCAL REPORT. Do not choose the Council Reports or Region Reports.

# Questions for Local Reports

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## **REPORT #1**

### **Local PTA Information**

- Name of Local PTA
- Council name
- Region #
- 9 Digit EIN Tax Exempt #
- 8-Digit Local PTA ID #

### **PTA President**

- President's name
- Address, city, state, zip
- E-mail

### **Members and Volunteers**

- Number of paid members to date
- Have all membership monies been remitted to Utah PTA?
- Number of Board members
- Have all your Board members paid their PTA membership dues for your specific PTA?
- Have you turned in your Board list to your Council President or Region Director?
- Volunteer hours from July 1<sup>st</sup> through October 31<sup>st</sup>

### **Needs Assessment and Goals**

- Did you use a needs assessment to set goals for your PTA?

### **Bylaws**

- Are your bylaws current or have they been submitted for renewal to Utah PTA?

### **Submissions to Council or Region (if no Council)**

- Have you submitted the following to your Council President or Region Director:
  - Year-end financial statement for the last fiscal year:
  - Annual Financial Reconciliation (AFR) report for last fiscal year
- IRS Filings
  - IRS filing for the last fiscal year (990, 990n or 990ez)
- Approved budget for current fiscal year
- General membership meeting minutes where budget was approved
- Signed basic fiscal management procedures
- Signed ethics/conflict of interest policy

### **Training**

- Do you have PTA funds budgeted for convention/leadership training?
- Do you have money budgeted for insurance?
- What additional training does your local PTA need?

### **Meetings and minutes**

- Have you started your local PTA procedure book this year?
- Do you have regular meetings?
- Are you keeping minutes of your meetings?

### **Legislative contact**

- Do you have a legislative contact?
- Contact name
- Home phone
- Cell phone
- E-mail

## **REPORT #2**

### **Local PA Information**

- Name of Local PTA
- Council
- Region
- 9-Digit EIN Tax ID #
- 8-Digit PTA Local ID #

### **PTA President**

- President's name
- Address, city, state, zip
- E-mail
- Preferred phone number

### **Volunteer hours**

- Volunteer hours from November 1<sup>st</sup> to January 31<sup>st</sup>

### **Membership Monies and Elections**

- Have all of the State and National portions of your membership monies been remitted to Utah PTA?
- Total number of paid memberships
- Has your PTA elected a nominating Committee?

### **Training**

- Have you attended Council or Region meetings to receive training this year?
- Do you need additional help/training?
- If yes, what additional training does your local PTA need?
- From your needs assessment, what would you say is your PTA's top priority?

- Have you made arrangements to send out a Needs Assessment (Parent Survey) for the upcoming school year?

### **Please describe successful activities/projects your PTA is doing**

### **Is your PTA reaching out and including all neighborhoods/area/groups in your school community?**

## **REPORT #3**

### **Local PTA Information**

- Name of Local PTA
- 9-Digit EIN Tax Exempt #
- 8-Digit PTA Local ID #

### **Council and Region**

- Council
- Region
- Council President's E-mail address

### **Incoming President Information**

- Incoming President's name
- Address, city, state, zip
- E-mail
- Phone number

### **Volunteer Hours**

- Total volunteer hours from February 1<sup>st</sup> to June 30<sup>th</sup>

### **Membership and Goals**

- Have all of the State and National portions of your membership monies been remitted to Utah PTA?
- Have you conducted a Needs Assessment for the upcoming school year?

### **Audit and IRS Filing**

- Have you arranged for an Annual Financial Reconciliation (AFR) to be completed by August 1<sup>st</sup>?
- Which IRS Filing is Your PTA required to file? (990, 990n or 990ez)

### **Which incoming PTA positions went to the Utah PTA Leadership Convention training in May?**

- President
- President-elect
- Treasurer
- Secretary
- Membership
- Reflections
- Other

# 2017-18 Utah PTA Tentative Long-Range Calendar

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*Utah PTA Website Calendar will be updated regularly, [www.utahpta.org](http://www.utahpta.org)*

## **JULY**

- 1 PTA Fiscal Year Begins
- 13-16 Utah PTA Board of Directors Training
- 25 Membership money due to Utah PTA

## **AUGUST**

- 1 Local 2016-2017 Year-End Financial Statements due to Council
- 1 AFR Reports due to Council
- 1 Local Sales Tax Refund Request Forms due to Council
- 15 Council Year-End Financial Report Summary due to Region
- 15 Council Sales Tax Refund Summary due to Region
- 25 Membership money due to Utah PTA

## **SEPTEMBER**

*Local Reflections Programs: Within Reach*

*Green Ribbon Month (Health and Safety)*

*Bus Safety Month*

*Fruit and Veggies--More Matters*

*National Childhood Obesity Awareness*

- 1 IRS Form 990N recommended filing date
- 1 Region Year-End Financial Report Summary
- 1 Sales Tax Refund Requests due to Utah PTA
- 2-3 Utah PTA Board of Directors Meeting
- 7-12 Suicide Prevention Week
- 10 World Suicide Prevention Day
- 11 Patriots Day--National Day of Service and Remembrance
- 21 International Day of Peace (Global Day)
- 25 Membership money Due to Utah PTA
- 23 Legislative Advocacy Committee - LAC
- 26 Family Health & Fitness Day
- 30 Local Early Bird Membership Award due to Utah PTA

## **OCTOBER**

*Red/Purple Ribbon Month (Drug and Violence Free*

*\*Adjust dates to local school calendar*

*Crime Prevention Month*

*National Book Month*

*National Bullying Prevention Month*

*Read for the Record*

- 1 Local Money Handling Forms due to Council
- 1 Resolution Intent due to Utah PTA
- 3 Jumpstart Read for the Record Day - Read "Not Norman: A Goldfish Story" written by Kelly Bennett.
- 4-10 Mental Illness Awareness Week
- 7 Walk to School Day
- 15 Local IRS Form 990EZ and applicable 990 forms, as required, due to Utah PTA
- 15 Council Money Handling Forms due to Region
- 15-16 UEA Convention
- 16 Military Family Essay due to State
- 22 Utah PTA Advocacy Conference
- 18-26 National Ribbon Week \*Adjust dates as needed
- 19-23 National Health Education Awareness Week
- 19-25 National Teen Driver Safety Week
- 25 Membership money due to Utah PTA
- 28 Legislative Advocacy Committee – LAC
- 30 2019-2020 National Reflections Theme Search due to State

## NOVEMBER

*Local Reflections Programs*

*National American Heritage Month*

*National Military Month*

*KUED Annual Reading Marathon Kickoff*

- 1 Region Money Handling Form due to Utah PTA
- 1 National Family Literacy Day
- 1 Local, Council and Region Report #1 due to Utah PTA
- 4-5 Utah PTA Board of Directors Meeting
- 11 Veteran's Day Concert (Free at Huntsman Center)
- 15 Resolutions due to Utah PTA
- 22-28 National Family Week \*Adjust dates as needed
- 25 Membership money due to Utah PTA

## DECEMBER

*Bylaws must be current to qualify for Reflections''*

*Local and Council Nominating Committees designated*

- 1 Membership money due to Utah PTA in order to qualify for Reflections
- 9 Resolutions Committee Review Meeting
- 25 Membership money due to Utah PTA

## JANUARY

*National Book Month*

*Parents Empowered Month*

- 6-7 Utah PTA Board of Directors Meeting
- 15 Local PTA Awards due to Council  
These include:
  - Advocacy Award
  - Development Award
  - Involvement Award
  - LEAP Award
  - Outstanding Educator Award
  - Outstanding School Administrator Award
  - Outstanding Volunteer Award
  - Spirit of Inclusivity Award
  - Spirit of PTA Award
- 20 Legislative Advocacy Committee – LAC
- 25 Membership money due to Utah PTA
- 25 First Day of 2018 Legislative Session
- 27 Legislative Advocacy Committee - LAC
- 29 Region Reflections due to Utah PTA

## FEBRUARY

*Local and Council report nominations as designated by your bylaws*

*White Ribbon Month (Respect)*

*National Dental Health Month*

*Black History Month*

*Teen Dating Violence Awareness Month*

- 1 Local Sales Tax Refund Forms due to Council
- 1 Nominations for Utah State PTA Positions due
- 1 Local, Council and Region Report #2 due to Utah PTA
- 1 Council PTA Awards due to Region (See list of Awards on January 15)
- 1 Utah Arts Education Grant due to State
- 3 Legislative Advocacy Committee - LAC
- 9-13 Respect Week
- 10 Legislative Advocacy Committee - LAC
- 17 Legislative Advocacy Committee - LAC
- 17 PTA Founders Day
- 15 Council Sales Tax Refund Request Form due to Region
- 16-20 Take Your Family to School Week \*Adjust dates as needed
- 25 Membership money due to Utah PTA
- 24 Legislative Advocacy Committee - LAC
- 26 Utah PTA Day at the Capitol

## MARCH

*Locals and Councils hold elections as designated by your bylaws*

- 1 Region Sales Tax Refund Form due to Utah PTA
- 1 Local Battle of the Bands entries due to Multi-region Chair
- 1 Region PTA Awards due to State (See list of Awards on January 15)
- 1 Membership Awards due to Utah PTA
- 2 Legislative Advocacy Committee - LAC
- 2-3 Board of Directors Meeting
- 9 Legislative Advocacy Committee - LAC
- 10 Legislative session ends
- 19 National Day of Honor (Military)
- 23 Legislative Advocacy Committee - LAC
- 25 Membership money due to Utah PTA

## **APRIL**

*Pre-convention Meetings held*

*National Child Abuse Prevention Month*

*Distracted Driving Awareness Month*

*National Volunteer Month*

*Utah PTA Convention Registration due*

- 1 Multi-region Battle of the Bands finalist due to Utah PTA
- 23 Utah PTA Battle of Bands
- 25 Membership money due to Utah PTA

## **MAY**

*National Mental Health Month*

*National Military Appreciation Month*

- 1 Local, Council and Region Report #3 due to Utah PTA
- 1 Resolution Intent due
- 2-6 National Teacher Appreciation Week
  - \* Adjust dates as needed
- 2-8 Screen Free Week (Turn Off TV, iPads, Tablets, etc.)
- 6 Military Spouse Day
- 7 Utah PTA Reflections Awards Evening
- 14-27 Armed Forces Week
- 13 Board of Directors Meeting
- 21 Armed Forces Day
- 25 Membership money due to Utah PTA
- 25 Legislative Advocacy Committee - LAC

## **JUNE**

*Board Transitions*

*Books to be closed for Year End Financial Review*

- 4 Student Leadership Conference
- 12-18 National Flag Week
- 15 Resolution due
- 25 Final Membership remittance due to Utah PTA
- 22 Legislative Advocacy Committee - LAC
- 30 FISCAL YEAR ENDS