

Calendaring

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 October 1
- 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 conferences and convention
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
Utah PTA
Our Children National PTA news magazine
Region calendar
School district calendar
Utah PTA website: www.utahpta.org