

## **Print out a paper banner for your school for signing up volunteers**

This is part of the Utah PTA “What Can You Do” Banner program with Staples. Instructions are below on how to edit the banner before printing, download to flash drive. Take the thumb drive and rewards # to any Utah Staples Store—use Rewards #:2773356205 to receive your discounted price of \$8.58. To get started, click here

### **Tips for Printing and Using the PTA Sign-up Banner**

1. Click on the banner file to pull it up on your computer. Fill in the name of the school in the top editable field. You can't enlarge it but you can use capital letters and bold. You cannot use color or change the size of the field. Make sure you have PTA as part of the name, “Anywhere School PTA”.
2. Along the bottom border of the banner in the editable field, type in as many of the activities and programs your school PTA or PTSA sponsors as will fit in the space. It cannot be expanded nor can the font size be changed. It will look very small but it will print out plenty large enough to read, just like the text on the sides.
3. Save the file to a flash drive. Copy down the code: Rewards#: 2773356205. Take them both to your nearest Staples store and go to the copy section. Clarify before the banner is printed that this code entitles you to a PTA discount of \$8.58 each (plus tax).
4. Instruction to be followed at Staples:
  - a. Print the banner on Wide Format Xerox (Black and White)
  - b. Trim it down
  - c. Then copy it at 295% on the same Wide Format Xerox (Black and White)
  - d. The final size will be 36” X 102”
5. After the banner is printed, before writing on the banner, decide which committees you need people to sign up for, and how many people you want on each. Plan out how it will all fit on the banner. Start writing them on the banner, with the name of the committee, and then 1., 2., 3. 4. etc. for the number of people you want to sign up.
6. Break your big jobs up into smaller ones and you're more likely to get volunteers. For example, you'll need a chairman for Reflections, but also get someone to sign up to be the coordinator for each different category—art, music, dance, literature.... The category coordinators will be responsible for their own judging, but they can all work together as a committee to plan the Reflections Awards Program.
7. Where you have chairmen and volunteers already in place, make sure you put their names on the banner. People are more likely to sign up when they see a friend or other volunteers have signed up.
8. Where you have a date, or approximate date or time of year of the activity, include that on the poster.
9. Put the banner up in a visible place in or near where the parents will be. When there is an event, such as back-to-school night or Parent-teacher conferences have a team of volunteers identified and trained. They should represent a wide variety of parents—moms, dad, grandparents, bi-lingual parents from cultures within the school population. They should understand what each committee does and approximately how much time it entails. The team members, armed with markers, greet every parent and invite them to put their name on the banner at least once. You may want to have a clipboard handy where they can write their contact information, because you don't want that on the banner.
10. In addition to the banner at parent events, have a PTA table nearby and invite the parents to join PTA and give them their membership cards.
11. From the banner, compile a list of volunteers for each committee and give the chairman the list of volunteers and contact information. Encourage the chairman to involve everyone who signed up. Don't make the mistake of not using someone who has signed up to volunteer. They may never sign up again.
12. A great way to start your year is to have the banner up in the spring before the next school year. Have a meeting with all of the volunteers before school gets out. Give them a chance to meet each other, elect a chairman if needed, set goals, choose a date for their activity, decide on their budget, and get started planning their project or activity for the next year.