

Utah PTA Planning Format



- State ___ Region ___ Council ___ Local _xx_
- Planner /Phone-Email: _____
- Activity/Date: Utah PTA Military Family Month , School Assembly, o/a November 11, 2011
- Goal: Recognize Military Family Members.
- Objectives:
 1. Involve Military Families in the PTA.
 2. Honor Military Families for their Service to the Nation.
 3. Promote school awareness of those who serve our Nation.
- Support Needed:
 - a. (Now) Schedule (with Principal) PTA-sponsored assembly, activity or PTA meeting.
 - b. (Now) Public notice of assembly or meeting in school newsletter/email.
 - c. (60 days prior to activity) Invite local government leadership to be represented.
 - d. (60 days prior to activity) Invite local military representative to be in attendance – ask to give remarks.
 - e. (60 days prior to activity) Invite Principal to give remarks.
 - e. (30 days prior to activity) Conduct survey to count Military Family Members in the school. e. Invite local media to be represented.
 - f. (15 days prior to activity) Plan for refreshments, decorations and set up
 - g. (10 days prior to activity) Invite local media to attend.
 - h. (7 days prior to activity) Contact local Scout unit to conduct Flag Ceremony / Pledge of Allegiance.
 - i. (5 days prior to activity) Finalize program.
 - j. (3 days prior to activity) Contact invited participants for reminder.
 - k. (1 day prior to activity) Contact media (news editor) assigned to attend activity.
 - l. (Day of Activity) Conduct Assembly / Activity / Meeting
 - m. (1 day after activity) Send thank you notes to all participants.
 - n. (2 days after activity) Prepare report of activity to be published in School newsletter.
 - o. (Next local board meeting) Conduct evaluation of activity.

Planning is a three-step process; Identify what needs to be done (focus on a specific purpose), who will do it (assign responsibilities) and when it will be done (use a time line)!

Once initiated the plan can change (be flexible). Better planning leads to better outcomes.

Utah PTA Military Family Recognition



Student / Family Count

- Teacher Name _____ Grade _____
- Survey of Family Members (Father, Mother, Sister, Brother or Guardians) who are currently in Military Service (Army, Navy, Air Force, Marine Corps, Coast Guard; Active, Reserve, National Guard)
- Students Assigned to Class: _____
- Students Declaring Family Military Service: _____

Note 1: The Administrative Office, may already have this information available, please check with them prior to conducting the survey.

Note 2: Please use the School Newsletter as a way to inform parents/guardians that this survey will be conducted.

Note 3: Be aware that this is not going to be 100% accurate, but it will give a good approximation of those living in Military Families.

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- **Sample Program**

- (2 minutes) Welcome – PTA President
- (1 minute) Reverence Thought
- (5 minutes) Flag Ceremony - Post the Colors (Pledge of Allegiance)
- (5 minutes) Local PTA Business
- (5 minutes) Remarks - Local PTA Military Family Liaison (Recognition of Military Families in the School and those who have served in the Military)
- (7 minutes) Musical Selection (Patriotic Themes)
- (7 Minutes) Remarks – Military Representative
- (7 Minutes) Remarks – Principal
- (2 Minutes) Presentation of Proclamation – PTA President
- (5 Minutes) Musical Selection /Audience – “America the Beautiful”
- (5 Minutes) Flag Ceremony - Retire the Colors
- 51 minutes Total**
- Refreshments

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Ideas to Celebrate Military Family Recognition Month

- 1. Wear a camouflage ribbon or article of clothing on Assembly Day or on Veteran's Day, Friday, November 11, 2011.**
- 2. Have students create artwork that promotes patriotism and display it in the room and school throughout November.**
- 3. Encourage the reading of the Declaration of Independence and the Constitution of the United States.**
- 4. Present a Patriotic story in the classroom, prior to Veteran's Day.**
- 5. Invite a student's family member to the class to explain what their military service meant/means to them.**
- 6. Recommend Military Family Members wear their service uniform to the Assembly.**
- 7. Have students write a paper on "Serving our Nation" by interviewing a former or current member of the military.**
- 8. Sing a patriotic song at the beginning of class.**
- 9. Have students write a paragraph, poem or short story about, "Why I am Grateful to Those in Military Service."**
- 10. Have the students write a letter, as a class or individually, to a soldier to be sent. (Mailing addresses will be provided)**