

CALENDAR

Why Calendar?

1. Minimizes conflicts with other school, 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:

Meetings:

- ♦ Board (local)
- ♦ Executive Committee
- ♦ Council
- ♦ Region
- ♦ School board

Needs assessment

Membership drive

Programs/events for entire year

Fundraisers

General membership meetings

- a. Approval of audit or AFR 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

Utah PTA Convention and Conferences

Annual Financial Reconciliation (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 Reconciliation (AFR)

Where is this information available?

Utah PTA Website: utahpta.org

Council calendars

Region calendar

School district calendar

School calendar

Community calendar

National PTA website: PTA.org

National PTA kits