

Bethpage PTA

Suggested Monthly Reminder Calendar

July/August

Review the NYS PTA Resource Guide

Review Bylaws, check expiration date

Make sure all materials have been turned over to new officers and chairmen

Prepare a budget for the new school year

Audit your books, Tax Form 990, make sure you are familiar with this

Plan your membership drive

Hold an orientation meeting for your board members

Membership cards arrive in August. Give them to the membership chairman

Unit treasurer files signature cards

Plan for Home Coming in October

September

Plan for Home Coming if your membership wants to participate

Membership campaign

Present proposed budget to membership

Audit report to membership, given by Treasurer

Committee chairmen report on their plans for the year

Remind board members about tax exempt status

Share Reflections information

Attend Fall Conference, Nassau District

Start planning Red Ribbon Week

October

Treasurer must send first dues payment to NYS before November 1

Council dues must be paid in November

Home Coming

Red Ribbon Week

PTA Workshop

November

Pay Council dues

Prepare for Early Dismissal Drill

Review Awards Section of NYS PTA Resource Guide for deadline information

President's/Principles Dinner

December

Nominating committee should be elected

January

Reflections entries should be submitted

Train Show, 1/21/06

February

Continue membership drive, final payment due to NYS 3/31

March

Attend Spring Conference, Nassau District

All dues must be submitted to NYS by 3/31

Council Workshop

Start planning Teacher/Staff Recognition Day

Nominating Committee report is presented

Vote on new slate of officers according to Bylaws, March or April meeting

Council Scholarship payment due in April

April

Fill out Form A, from Nassau District

Appoint an Audit committee

Insurance will be billed to each unit; payment is due before June 1

Attend Arts-In-Education Showcase

Council Scholarship payment is due

Final plans for Teacher/Staff Recognition Day

Review and plan for Awards to be presented at Council dinner in June

May

Scholarship Day, all units send representatives to read scholarship essays

School budget/school board election, remind members to vote

Remind chairmen and officers to have materials ready to transfer to their successors

Celebrate Teacher/Staff Recognition Day

Attend Ways & Means Expo

Submit list of new officers to Council

Set up a budget committee for next year

June

Make sure you pay your liability insurance

Attend our annual PTA Council Dinner

Call a joint meeting of outgoing and incoming executive committee and executive board

Attend Presidents/Officers Roundtable, Nassau District

Order the following magazines or renew your subscription to: NY Parent Teacher and National PTA's Our Children

Turn over materials to incoming officers and chairmen

Make sure you send Form A to your Region Director. Without this information, you will not receive mailings.