



***COUNTDOWN TIMETABLE SAMPLE ***

Meetings Timetable

Summer/Early Fall:

- Determine number of meetings for the year
- Set up a tentative schedule

2-3 months before each meeting:

- Confirm speaker and topic (if there is one). Get available dates from speaker. Try to have at least 3 or 4 options – the school calendar is pretty busy.
- Check for availability of meeting space (Media Center or TAC room?) with Vice President. Also check with PTA Board of Directors to confirm that there are no other PTA events that evening.
- Confirm date and ask Vice President to submit an “Application for Facilities Usage” form.
- Send out “Save the Date” email to your committee members.

1 month before each meeting:

- Ask PTA President to see if the back of Lunch menu is available on the Friday before the meeting. If so, that’s a great place to advertise the meeting.
- Call speaker to see if s/he needs any equipment (podium, computer hook up, screen etc.)

3 weeks before each meeting:

- Create flier (see PTA Flier procedures) and submit it to PTA Executive Committee for approval.
- Include information about distribution date, and to whom, etc.

2 weeks before each meeting:

- Send out reminder email to committee list.

Day before event:

- Call speaker to re-confirm and make sure s/he has directions to the meeting location. Confirm any equipment or other needs.
- Send out reminder email to committee list.

Day of event:

- Arrive at least 20 minutes early to make sure room is set up. If event is not set up properly, find a custodian and ask for help with setup
- Post extra signs to help people find the meeting location – many of our meetings are attended by people who are not familiar with our schools.
- Greet speaker and discuss any time parameters or other issues (e.g. meeting must end by 9 p.m., hold Q&A to the end)
- Introduce speaker and announce any time parameters or other issues as discussed with speaker.
- Thank speaker at the conclusion of the meeting. Don’t leave until everyone else has left the room

Day after event:

- Write a thank you note to speaker. PTA letterhead is available from PTA Executive Committee if needed. Please submit proposed letter to Executive Committee for approval and to request letterhead.
- Complete event evaluation form, to make note of what worked, what didn’t worked, how much was purchased/ordered and if it was enough, too little, etc.



Committee Plan of Work 2021-2022



Name of Committee: _____

Chairperson(s): _____

Activities Planned

Date	Activity	Location

Budget Allotted \$ _____ Expected Income \$ _____

_____ **Check here if using school facilities.** You *MUST* contact the Vice President to complete a Building Use Form. This must be done FAR in advance of your event to allow time for approval.

Approximate number of volunteers needed _____

Will you need to print fliers? (circle one) YES NO

All fliers may be printed in the building. Must be sent to Communications chair and the Exec. Committee for approval 3 weeks prior to the date you intend to send them home. TAC may be available to help with copying fliers.

Will you need an ALL-CALL from Mrs. Jankowiak prior to your event? (circle one) YES NO

All-Calls must be requested, via email, to the Communications Chair & Exec. Committee no less than 10 days prior to the date of the call.

Will you need a DONATION REQUEST letter on PTA letterhead to solicit donations? (circle one) YES NO

Please request your letter from the Director of Fundraising & the Executive Committee and allow 1 week for the letter to be completed and returned to you. Include any pertinent information in your email request.

Goals _____

Supplies & Support Needed _____

Vendor/Supplier and Contact Name (if applicable) _____

Email Contact for Vendor _____

Phone/Address of Vendor _____

Date of Contract/Agreement _____ **Length of Contract** _____

Additional Information

Plan Approved by _____ **Date** _____
(President)

***Per PTA Bylaws, no funds can be released or reimbursed
for any PTA committee until the Plan of Work is approved by the President.***



2021-2022 Monthly Timetable

Committee

Summer/August

September/October

November/December

January/February

March/April

June/End of School Year



PMES PTA Board of Directors Contact Information Sheet 2021-2022

Please complete the following for your committee and return to PTA President.

Committee Name _____

Committee Chair _____

(check preferred method of contact)

___ Email Address _____

___ Cell Phone _____ Text? (circle one) YES NO

___ Home Phone _____

Home Address _____

Child _____ Teacher _____

Child _____ Teacher _____

Child _____ Teacher _____

Days you CANNOT meet in the evenings Su M T W Th F Sa

Days you CANNOT meet in the daytime Su M T W Th F Sa

I prefer to have meetings... (include any/all pertinent information - day, evening, weekends, day of the week, etc.) _____

I think it is important to volunteer because _____

