



## Region 2 PTA Membership Membership Checklist & Reminders



- ☐ Set membership goal – if you need your numbers from last year just let us know!
- ☐ Plan your timeline for your membership year: Be clear on deadlines, thinking outside of the box, reporting results
- ☐ Have you given your membership form the Membership Form Quiz?
- ☐ Create a theme for your PTA membership campaign
- ☐ Create your own PTA membership contest or challenge – better to have contests where the goal is “every classroom or grade that meets or exceeds this goal gets \_\_\_\_\_ incentive/prize” not “who get there first or the one that has the highest” is it is limiting
- ☐ Clarify that joining and volunteering are not the same “You can support the work of the PTA by joining” and “There’s no time commitment when you join.”
- ☐ Have a bulletin board or space that is dedicated to PTA, PTA membership and the great things your PTA does at your school (Don’t forget to track your membership goal status)
- ☐ Host a membership table at back to school events, taking care of business, during the first week of school, curriculum nights, family events, sporting events, theater events, music event, etc. (Your membership table should always have the following: plenty of blank forms, working pens, change for large bills, clipboards, connected Wi-Fi and electronic devices, if applicable)
- ☐ Promote Washington State PTA’s & National PTA’s membership benefits on your website, Facebook page, newsletter, etc.
- ☐ Continue promoting membership and/or membership communication throughout the year e.g. membership goal updates, etc.
- ☐ Go “Old School” - Send a flier home with students reminding families the value/benefits of having a PTA at your school
- ☐ Put the ‘T’ back into PTA and get your school staff & principal signed up -don’t forget to apply for the state award.

### Reminders:

- Any living person of any age and location can be a PTA member
- A local PTA may set up a restricted line item for scholarship requests/donations for membership or staff sponsorships
- Be very clear and consistent on your messaging of what is available at your school made possible by your PTA’s efforts
- Family Memberships = 2-person memberships; not everyone in the family
- Each membership must be entered with individual person’s name (not John Doe or a place holder) into PT Avenue in a timely manner.
- EVERYONE on the PTA Board is responsible for membership
- It’s ok to try something a little crazy, a little fun, a little different – for example think about different people? (grandparents), in difference places? (student pick up) in different ways? (classroom incentive)

Any questions, would like more training, need ideas, or just want to grab a cup of coffee, please feel free to contact your Region 2 Membership Chair –

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