October Best Practices:

* Make sure all of your elected officers are trained, and at least one of your elected officers has attended PTA and the Law.
* Print these documents from the WSPTA website and become familiar with them. They will help remind you of the items you need to gather and complete to keep your PTA in good standing, and will help you keep your timeline on track.
  + Standards of Affiliation Agreement
    - find the checklist here <https://www.wastatepta.org/wp-content/uploads/2018/08/2018-19-SOA-Agreement-Checklist.pdf>
  + Standards of Excellence Best Practices Timeline
    - find the checklist here <http://www.wastatepta.org/wp-content/uploads/2017/01/SOE-Best-Practices-Timeline.pdf>
* Standards of Affiliation - This sheet should be filled in and complete by the end of November, with the possible exception of your PTA's corporate renewal, which will be filed during the month that your PTA was first incorporated.
* Standards of Excellence - Show your membership that your PTA is following best practices by applying for the Standards of Excellence Award (due March 1st). Refer to the timeline checklist each month to see what your PTA should be doing during this time, and gather/create documents as you go. If you put your notebook together a bit at a time over the course of the year, it's quick and EASY!
* Make sure your voting delegates have been turned in to the Council secretary, and that you or one of your delegates is planning to attend each Council membership meeting.
* Register for Legislative Assembly here: <https://www.pt-avenue.com/conference/>  (October 21-22, Green River College, Auburn). Encourage your board members to attend. Make sure you have submitted the names of your PTA's voting delegates to WSPTA (due Oct. 12).
* Send the Legislative Principles, Issues and Resolutions Survey to your membership. Share the data with your Legislative Assembly delegate(s), so their vote will properly represent your membership at Leg. Assembly.
* Brand and Market your PTA! Educate EVERYONE in your school community (not *only* your membership) about each and every program and event that your PTA supports. Show them how your PTA benefits your students. If you sponsored it, put a sticker on it! If you have an event, hang a banner! This is how you attract members and encourage donations. :)