**BEST PRACTICES – FEBRUARY**

* **Participate in Focus Day/Advocacy Week**

Show Up, Speak Up for **Focus Day** in Olympia on February 11, 2019! The day begins with a presentation at the United Churches of Olympia, sharing useful information about the priorities of Focus Day tips for making the day a success. Hopefully you have made appointments to speak with your legislators at the Capitol Building later that day! Wear BLUE to show PTA unity.

Register to attend Focus Day: <https://www.eventbrite.com/e/wspta-focus-day-2019-tickets-55040539736>

See the WSPTA website Advocacy page to review the Legislative Platform and Top 5 Priorities: <https://www.wastatepta.org/focus-areas/advocacy/>

WSPTA will be asking members to send prewritten emails each day during **Advocacy Week February 11-15, 2019.** Subscribe to the WSPTA Action Network to stay informed: <https://actionnetwork.org/forms/subscribe-to-wsptas-action-network-group>

* **Awards**

Must be postmarked and mailed to WSPTA office by March 1st:

Awards of Excellence (Standards of Excellence, Outstanding Communication, etc.).

Membership Awards

Men’s Essay Awards

Leadership Academy

Volunteer Recognition Awards are given by your local PTA (Golden Acorn, Outstanding Advocate, etc.). Please see the Council website for the Awards Rubric, used to help you evaluate your award nominees. <http://www.issaquahptsa.org/pta_award_details-2>

Plan a timeline that will allow your volunteer award recipients to attend the Council Awards Reception on April 4, 2019. Allow 2 weeks to receive certificates (or plaques) and pins from the PTA Store. Order here: <https://stores.shoppta.com/index.lasso?host=WSPTA>

Note: Many PTAs offer Outstanding Educator Awards and Student Advocate Awards later in the year, not at the same time as volunteer awards.

Visit the WSPTA website to see all available awards, descriptions and award applications: <https://www.wastatepta.org/events-programs/awards/>

* **Nominating Committee**

Your committee of 3 should have been elected at a membership meeting, and should be actively working to recruit officers to fill your PTAs elected board positions for 2019-2020.

* **Budget Review Committee**

Ask your treasurer to recruit a committee to draft next year’s budget. The committee should be approved by your board. It is helpful to include an incoming treasurer and/or president.

* **Have a PTA Presence at Feeder Schools**

Have a presence at events that include families incoming to your school, such as Kindergarten Round-Up and MS and HS Open House nights. Bring membership materials! Ask PTA presidents at feeder schools to give a brief promotion of your PTA to outgoing families at the last membership meeting of the year.