**PTA MEMBERSHIP PLANNING CALENDAR**

**Before the end of School**

* Read the Membership Handbook in WSPTA’s leadership resources.
* Meet with your new president to discuss the membership materials.
* Meet with the membership committee to review results of current years’ campaigns and set new goals.
* Review your budget for the membership campaign promotions: posters, awards, prizes, leaflets, etc.

**July/Early August**

* Register to attend your region’s fall conference membership class.
* Establish membership privileges, incentives, benefits.
* Consult the Washington State PTA membership website
* Work with your PTA communications team on updating the website with updated information for receiving memberships
* Plan your campaign. Set campaign dates and develop a timeline. Get the approval of your board.
* Write a membership newsletter article for the school newsletter.

**End of August/ Early September**

* Connect with your council membership chair with any questions or concerns
* Write a membership newsletter article for next month’s newsletter.
* Set up a membership table on the first day of school to welcome students and parents back to school.
* Be visible!
* Send a letter home (with the first packet of information from the school) inviting everyone to join. Emphasize past accomplishments and future goals.
* Send “invitation to join” letters to past presidents, former board members, your school superintendent, school board members, and other community leaders. PTA is for everyone!
* Work closely with your school administrator to be part of the school open house.

**End of September/ October**

* Make sure your officers are entered as members.
* Write a membership newsletter article for next month’s newsletter. Emphasize the value of membership and announce your month-end membership total.
* Submit all checks and cash from membership dues to the PTA treasurer immediately after received.
* Discuss with the treasurer the necessity to send in the membership dues **monthly.**
* **Membership dues must be submitted by October 25 to remain in good standing.**

**November**

* Continue to write a monthly membership article for your newsletter.

**January**

* Plan a new year’s campaign to start the year off right.
* Membership numbers as of **January 25** will be important to establish the number of your voting delegates to the WSPTA convention.

**February**

* Keep writing membership articles for the newsletter.
* Remember to send in your membership awards to get your hard work recognized.

**March**

* Print a list of members for the nominating committee.
* Plan any special membership activities for the end-of-the-year celebrations.
* Make sure all your members have been enrolled and membership dues are paid by the end of March so that they can attend convention as voting delegates.

**April**

* Review this year’s membership campaign, make written recommendations for next year’s campaign and submit a report to your board.
* Update the membership procedures book.
* Register next year’s membership chair for the state PTA convention. Be sure he or she attends the membership class.

**May/June**

* Thank all of those who helped with this year’s membership campaign.
* Start planning next year’s campaign.
* Thank your members for joining PTA in your last newsletter article and encourage them to join next year.
* Work with the treasurer to reconcile the membership dues collected with the number of members enrolled in the online membership enrollment site. Membership numbers as of **May 25 will establish the number of voting delegates to legislative assembly.**
* Download/print a copy of your membership roster to use next year to send renewal notices to your members.
* Ensure your members are all paid for and the roster tallies with your payments by the end of June.