

THE PURPOSES OF PTA: HISTORICAL GOALS OF PTA

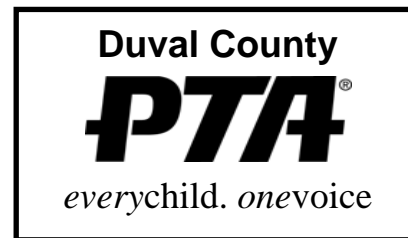
- To promote the welfare of children and youth in home, school, and community and place of worship
- To raise the standards of home life
- To secure adequate laws for the care and protection of children and youth
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education

THE MISSION OF PTA THE OVERALL PURPOSE OF PTA IS TO BE...

- To be a powerful voice for all children
- A relevant resource for families and communities
- A strong advocate for the education and well-being of every child

The Principal and the PTA

*Guidelines
for the
Principal to
ensure a
well-*



**Duval County Council
of PTAs/PTSAs
P.O. Box 5397
Jacksonville, Florida
32247
www.dccpta.org**



Dear Principal,

The Parent Teacher Association strives to have Parents, Teachers, and Administrators working cooperatively for the benefit of all children. We recognize that the principal is the educational leader and spokesperson for his or her school and the school community. In order for there to be an active, well-functioning PTA, the support and guidance of the principal are vital. The principal should help the PTA keep its focus on education rather than fund-raising. The leadership skills that make a good principal are the same skills that are necessary to guide the PTA at your school.

This is what well-functioning PTAs should be doing:

- ✓ Planning the year's activities with the principal
- ✓ Limiting fund-raising to amounts necessary to provide programs and services that meet the mission and purpose of PTA – typically at least 3 programs for every 1 fundraiser
- ✓ Holding at least 3 general membership meetings per year – one to approve the budget, one to elect the nominating committee, and one to elect the officers for the following year. Minutes should be recorded for all three of these meetings.
- ✓ Creating and following a budget that is approved by the general membership in the Fall

- ✓ Following their bylaws and keeping them updated
- ✓ Electing a nominating committee mid-year/Winter
- ✓ Electing officers for the following year in the Spring prior to the end of the current school year
- ✓ Keeping accurate records
- ✓ Keeping membership informed
- ✓ Paying Council dues by November 1st
- ✓ Paying State/National dues monthly
- ✓ Holding monthly board meetings with principal as a board member
- ✓ Supplying bookkeeper with copies of the monthly financial reports and a copy of the annual audit with a copy year end bank statement
- ✓ Providing volunteers to assist at school
- ✓ Attending Council workshops and monthly business meetings
- ✓ Reading and sharing materials from Council, State, and National
- ✓ Filing the required IRS forms

The following should serve as warnings to the principal that the PTA may NOT be functioning properly:

- ⊘ Board meetings being held without the principal in attendance
- ⊘ Monthly treasurer's report not presented at EVERY board and general meeting
- ⊘ PTA operating without an approved budget (internal and external accounts)

- ⊘ Monthly financial reports not turned in to the bookkeeper by the 15th of the next month (external accounts)
- ⊘ Audit report for previous fiscal year not turned in to bookkeeper by end of August (external accounts)
- ⊘ PTA does not hold at least 3 general membership meetings – one in the Fall to approve the budget, one mid-year/Winter to elect a nominating committee, and one in the Spring to elect the officers for the following year
- ⊘ Only one or two people trying to do everything for PTA
- ⊘ Fundraisers being held without proper approval
- ⊘ Receiving communication regarding unpaid bills
- ⊘ Deposits not made in a timely fashion
- ⊘ Secretive behavior about the money and the bank statements
- ⊘ Report of theft of money from home/car/purse without a police report or unwillingness to file a police report
- ⊘ Any notification from the IRS
- ⊘ Anything else that is reported to you as a concern or does not seem to be functioning well

What to do if your PTA or PTSA is showing any of the warnings or other signs that they need assistance:

- Meet with your elected officers and/or board to discuss your concerns and set a plan for correcting the problems that exist

- Be sure your elected officers and board members have attended the General meetings and training workshops offered by the Duval County Council of PTAs
- Contact the County Council President immediately for support and guidance as to how to proceed at President@dccpta.org