

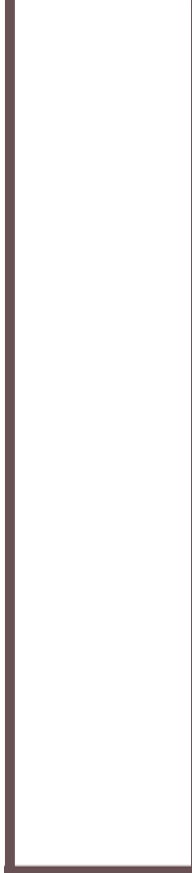


PTA Leader Binder

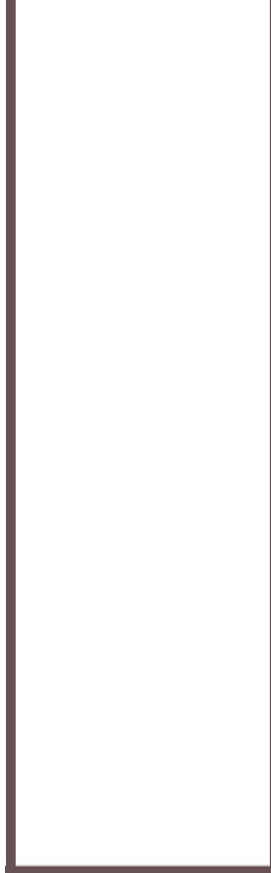




1 INCH SPINE



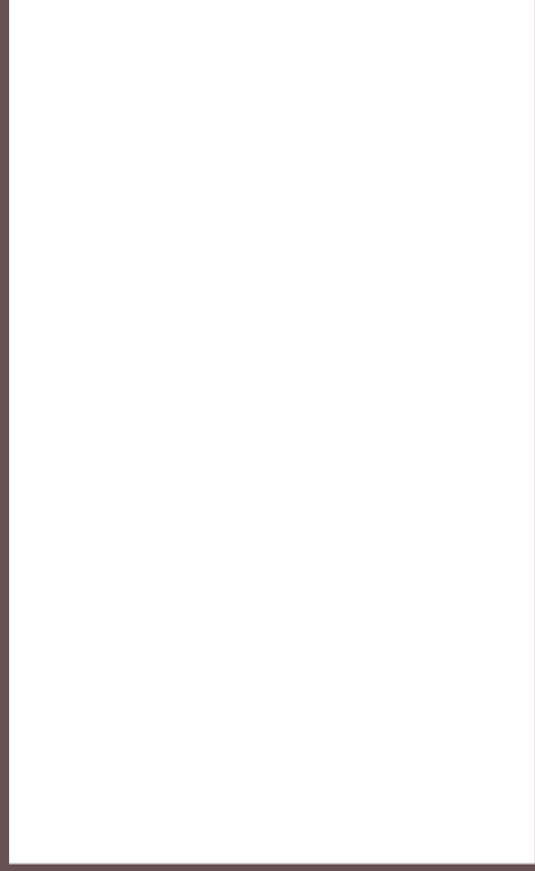
1 & 1/2 INCH SPINE



2 INCH SPINE



3 INCH SPINE



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MEETING NOTES

Attendees

Notes

Action Items

Agenda

Updates

MEETING AGENDA

DATE

LOCATION

PROJECTS

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DISCUSSION

ATTENDEES

NOTES

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PRIORITY

SUMMER PLANNING NOTES

Important Dates

Goals

Activities

Notes

EVENT PLANNER

Date & Time

Event Overview

Event :

Theme :

Schedule

Location

Notes

EVENT SUPPLY

[illegible]

EVENT TOOL KIT CHECKLIST

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[illegible]

EXPENSE TRACKER

[illegible]

EVENT SUMMARY FORM

Event & Date:

Event Description or Purpose

Highlights & Successes

Expenses

Attendance Feedback

Challenges & Lessons Learned

Recommendations for Improvement

EVENT VOLUNTEER SIGN UP

[illegible]

EVENT BRAINSTORM

Event & Date:

Event Objective or Purpose

Theme or Topic

Ideas and Suggestions

Categories or Topics to Consider

ACCOUNT & PASSWORDS TRACKER

WEBSITE:
USERNAME:
PASSWORD:
NOTES:

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BOARD SUMMARY FORM

Date & Time:

Attendees

Meeting Objectives

Previous Meeting Follow-Up

Financial Overview

Strategic Updates

Board Resolutions

COMMITTEE SUMMARY FORM

Date & Time:

Meeting Objective/Agenda

Follow-Up Plan

Minutes of the Meeting

Action Items

Conclusion

PROGRAM IDEAS

Program Idea List

Description

Action Steps

Timeline

Program Priority/Feasibility

Budget Considerations

ASSEMBLY IDEAS

Assembly Idea

Description

Proposed Date

Resources Needed

Responsible Person/Group

Budget Considerations

PTA MEMBERSHIP FORM

PERSONAL INFORMATION

Full Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: _____

CHILDREN'S INFORMATION

Child's Full Name: _____ Grade: _____

Child's Full Name: _____ Grade: _____

Membership Type:

VOLUNTEER OPPORTUNITIES

☐

Event Planning and Coordination

☐

School Trips and Excursions

☐

Fundraising

☐

Sports and Extracurricular
Activities

☐

Classroom Assistance

☐

Other (Please specify)

PTA CALENDAR

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

BIRTHDAYS

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

MONTHLY DASHBOARD

This Month

Task List

Next Month

Celebrations

Membership Goals

Note

MEETING MINUTES

Attendees

Agenda

Previous Meeting Update

Meeting Notes

MONTHLY OVERVIEW

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

PTA MEETING SIGN IN

[illegible]

PTA NEWSLETTER

Month:

Updates/Announcements

Upcoming Events

Birthdays

SUMMER PLANNING

Goals for Next Year

Annual Budget

Fundraising Goals

Fundraising Plans

[illegible]

WEEKLY SOCIAL MEDIA POSTING PLANNER

	POSTS	STORIES	REELS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

MEETING NOTES

[illegible]

PTA REFLECTIONS FORM

PERSONAL INFORMATION

Parent's Name: _____

Email: _____

Contact #: _____

Children's Name: _____

Phone Number: _____

Feedback on PTA Events and Activities

Volunteering and Involvement

Future Involvement and Events

NOTE TO FUTURE PRESIDENT

FALL FUNDRAISING IDEAS

Fundraising Idea

Estimated Budget

Resources Needed

Event Duration and Timing

Benefits and Impact

Note

WINTER FUNDRAISING IDEAS

Fundraising Idea

Estimated Budget

Resources Needed

Event Duration and Timing

Benefits and Impact

Note

SPRING FUNDRAISING IDEAS

Fundraising Idea

Estimated Budget

Resources Needed

Event Duration and Timing

Benefits and Impact

Note

SUPPLY REQUEST FORM

NAME	
ADDRESS	
PHONE	
E-MAIL	

ITEM	DESCRIPTION	QTY	PRICE	AMOUNT
TOTAL				

NOTES

COMMITTEE SIGN UP FORM

PERSONAL INFORMATION

Parent's Name: _____

Email: _____

Contact #: _____

Children's Name: _____

Phone Number: _____

Preferred Committee(s)

Skills and Interests

Availability

Previous Experience

[illegible]