



FINANCIAL SUPPORT

MEMBERSHIP COMMITTEE

PURPOSE: TO PROMOTE AND PROCESS PTSA MEMBERSHIPS

June

- Review and revise Membership Form.
- Submit revised Membership Form for approval to PTSA Co-Presidents and VP.
- Determine membership incentives for each membership level, Raider, burgundy, and silver.
- Determine which area businesses will be solicited for membership incentives.
- Draft letters soliciting businesses for membership incentives. Mail letters.
- Discuss teacher PTSA membership drive. Determine teacher PTSA membership incentive and fee.
- Create teacher PTSA membership form/envelope. Get form approved by VP.
- Print teacher PTSA membership form/envelope.
- Co-Presidents will inform membership chairs of the date for summer mailing.

July

- Summer mailing – date set in June.
- Copy approved Membership Form for school-wide mailing. Membership Form on one side, Safe Homes information on the other.
- Contact PTSA Web Page Chairperson to get current PTSA Membership Form on PTSA web page. Also have Spanish form put on web page.
- Process all incoming PTSA memberships.
- Track and monitor all Raider level memberships.
- Sort and give volunteer requests to Volunteer Coordinator.
- Create Budget. Determine the cost of mailings, printings, incentives and all other miscellaneous expenses as well as projected income (with input from PTSA Co-Presidents).
- Submit budget for approval.
- Follow up on business solicitations for gift certificates or other incentives.

August

- Attend teacher breakfast or luncheon to kick off staff and faculty membership drive. Raffle faculty and staff membership incentive (if any) at the end of meal.
- Place membership forms/envelopes in all staff and faculty mailboxes that have not joined PTSA.
- Post additional faculty and staff membership forms/envelopes in the teacher mailbox area.
- Track joining faculty.
- Attend orientation(s), answer questions about PTSA for new parents, and enroll new members.
- Process all incoming PTSA memberships.
- Track and monitor all Raider level memberships.
- Sort and give volunteer requests to Volunteer Coordinator.
- Attend PTSA Board meeting. Report on current membership levels and income.
- Once school begins, ask administration to e-mail teachers asking that all membership forms be turned in promptly to membership drive box.

- Write and submit article for newsletter and copy membership form to be included in the newsletter. Encourage Spanish speaking families to download Spanish form from PTSA web page.
- Contact businesses to firm up solicitations for membership drive. Pick up gift certificates. Purchase membership incentives if needed.
- Submit check request for state and national dues collected during month; complete monthly report form; mail form and check to Georgia PTA.

September

- Attend all orientations, answer questions about PTSA and enroll new members.
- Process all incoming PTSA memberships.
- Sort and give volunteer requests to Volunteer Coordinator.
- Write and submit article for newsletter and copy membership form to be included in the newsletter. Encourage Spanish speaking families to download Spanish form from PTSA web page.
- Attend PTSA Board meeting. Report on current membership levels and income.
- Create and send thank you letter to all area businesses that donated gift certificates for the membership drive.
- Submit check request for state and national dues collected during month; complete monthly report form; mail form and check to Georgia PTA.

October

- Process all incoming PTSA memberships.
- Write and submit article for newsletter reporting on success of membership drive.
- Attend PTSA Board meeting. Report on current membership levels and income.
- Sort and give volunteer requests to Volunteer Coordinator.
- Give list of all members entitled to a School Directory to the volunteer handling directory distribution.
- Submit check request for state and national dues collected during month; complete monthly report form; mail form and check to Georgia PTA.

November-April

- Process all incoming PTSA memberships.
- Write and submit article for newsletter when necessary.
- Attend PTSA Board meetings. Report on current membership levels and income changes from previous month if any.
- Submit check request for state and national dues collected during month; complete monthly report form; mail form and check to Georgia PTA when necessary.