



# PTA Checklist for 2024-2025



## Complete [Council's Contact Form](#)

Each member of your PTA/PTSA should complete this [form](#) including positions such as the executive committee (aka: elected positions), board members, committee chairs, etc.



## Update Leaders in [Givebacks](#)

- Requirement of the [WSPTA Standards of Affiliation](#)
- Givebacks [Resources](#)



## Enter 25 Members into Givebacks by October 31st, 2024

- Any membership received must be entered into Givebacks no more than 30 days after the person joins.
- [Membership Updates & Tips](#) to help with your campaign.



## Update your PTA's Website and Social Media Pages

These are often the first places people in your school community go to learn about your PTA. Make sure that contact information and calendar is up-to-date and your landing page highlights membership.

Remember to also update your website and join links with your school principal and office staff and check [Council has the most up-to-date links for your PTA](#). [Learn about the importance of having an online join link](#).



## Hold a General Membership Meeting

The first Membership Meeting of the year includes important items of business. Check out Council's blog post with more tips & resources to help plan yours.



## Connect with Council

Council is here to support you! Join us for our **first [Membership Meeting on Sept. 16 at Woodinville HS Library at 7pm](#)**. Bookmark our [calendar page](#) so you always know when our meetings, meet-ups, and office hours are being held. Need support now? Send us an [email](#) anytime.