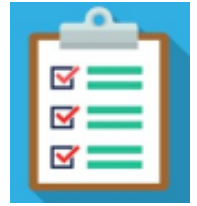




# PTA Back-to-School Checklist for 2022-2023



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

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



## Update Leaders in [memberplanet](#)

- Requirement of the [WSPTA Standards of Affiliation](#)
- [Resources and a How to Guide](#)



## Enter 25 Members into [memberplanet](#) by **October 31st, 2022**

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



## Update your PTA's Website

- This is often the first place new families, current members, and those in your school community go to learn about your PTA. Make sure that contact information is up-to-date as well as your calendar and that your front page highlights membership. [Learn about the importance of having online join.](#)



## Hold a General Membership Meeting

- The first Membership Meeting of the year includes important items of business. Check out [Council's blog](#) with more tips & resources to help plan yours.



## Attend [Council's September 19<sup>th</sup> General Membership Meeting](#)

- Council meetings will build your PTA knowledge, give you the opportunity to network with other PTAs, school district and community leaders, and they can be a lot of fun, too. Each PTA may send up to 4 voting representatives - but we encourage ALL who are interested to attend.