



PTA Back-to-School Checklist for 2021-2022



- Complete Council's Contact Form: <https://bit.ly/3oyjEUP>
 - 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: <https://www.memberplanet.com/#/>
 - Requirement of the [WSPTA Standards of Affiliation](#)
 - Find resources and a How To guide here:
<http://www.northshorecouncilptsa.org/council-blog/updating-ptapta-leaders-in-memberplanet-for-2021-2022>

- Enter 25 Members into memberplanet **by October 31st, 2021**
 - Any membership received must be entered into memberplanet no more than 30 days after someone joins
 - Find Membership Updates & Tips to help with your campaign:
<http://www.northshorecouncilptsa.org/membership.html>

- 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 here:
<http://www.northshorecouncilptsa.org/council-blog/online-join-links-for-membership>

- Hold a General Membership Meeting
 - The 1st Membership Meeting of the year includes important items of business. Check out Council's blog with more tips & resources to help plan yours:
<http://www.northshorecouncilptsa.org/council-blog/planning-your-1st-general-membership-meeting>

- Attend Council's 9/20 General Membership Meeting:
<http://www.northshorecouncilptsa.org/council-blog/general-meeting-september-20-2021>
 - Council meetings will build your PTA knowledge, give you the opportunity to network with other PTA, 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.