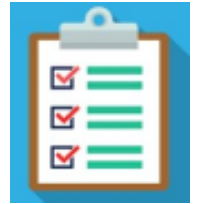




PTA Checklist for 2023-2024



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, 2023**

- 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 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! 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.