

THE PURPOSES OF PTA

- To promote the welfare of children and youth in home, school, and community and place of worship
- To raise the standards of home life
- To secure adequate laws for the care and protection of children and youth
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education

THE MISSION OF PTA

- To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children
- To assist parents in developing the skills they need to raise and protect their children
- To encourage parent and public involvement in the public schools of this nation

The Principal and the PTA

*Guidelines
for the
Principal to
ensure a
well-
functioning
PTA or PTSA*



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32207/dccpta.html](http://www.schoolnotes.com/32207/dccpta.html)**



Dear Principal,

The Parent Teacher Association strives to have Parents, Teachers, and Administrators working cooperatively for the benefit of all children. We recognize that the principal is the educational leader and spokesperson for his or her school and the school community. In order for there to be an active, well-functioning PTA, the support and guidance of the principal are vital. The principal should help the PTA keep its focus on education rather than fund-raising. The leadership skills that make a good principal are the same skills that are necessary to guide the PTA at your school.

This is what well-functioning PTAs should be doing:

- ✓ Planning the year's activities with the principal
- ✓ Limiting fund-raising
- ✓ Holding at least 3 general membership meetings per year – one to approve the budget, one to elect the nominating committee, and one to elect the officers for the following year
- ✓ Creating and following a budget that is approved by the general membership
- ✓ Following their bylaws and keeping them updated
- ✓ Electing a nominating committee in early spring

- ✓ Electing officers for the following year prior to the end of the current school year
- ✓ Keeping accurate records
- ✓ Keeping membership informed
- ✓ Paying Council dues prior to November 1st
- ✓ Paying State/National dues monthly
- ✓ Holding monthly board meetings with principal as a board member
- ✓ Supplying bookkeeper with copies of the monthly financial reports and a copy of the annual audit
- ✓ Providing volunteers to assist at school
- ✓ Attending Council workshops and meetings
- ✓ Reading and sharing materials from Council, State, and National
- ✓ Filing the required IRS forms

The following should serve as warnings to the principal that the PTA may NOT be functioning properly:

- ⊘ Board meetings being held without the principal in attendance
- ⊘ Monthly treasurer's report not presented at EVERY board and general meeting
- ⊘ PTA operating without an approved budget (internal and external accounts)
- ⊘ Monthly financial reports not turned in to the bookkeeper by the 15th of the next month (external accounts)

- ⊘ Audit report for previous fiscal year not turned in to bookkeeper by end of August (external accounts)
- ⊘ PTA does not hold at least 3 general membership meetings – one in the fall to approve the budget, one to elect a nominating committee, and one in the spring to elect the officers for the following year
- ⊘ Only one person trying to do everything for PTA
- ⊘ Receiving telephone calls about unpaid bills
- ⊘ Deposits not made in a timely fashion
- ⊘ Secretive behavior about the money and the bank statements
- ⊘ Fundraisers being held without proper approval
- ⊘ Report of theft of money from home/car/purse without a police report or unwillingness to file a police report
- ⊘ Any notification from the IRS

Some services that DCCPTA offers are:

- Handbook for Local Unit Presidents
- Monthly newsletters for all principals, presidents, treasurers and delegates
- Monthly meetings
- Legislative updates and issue-oriented workshops
- Officer training workshops in the fall and spring
- Self-studies/on site workshops for local units
- Conflict resolution assistance
- Eyeglass fund – provides eye exams and glasses to needy students