

Mid-year Checkup for PTAs

Membership ☐

January/February is the perfect time to host a Mini Membership drive. Reach out to your school and community and **GROW** those numbers!

Make sure you are paying dues monthly. You can pay your dues through MemberHub or mail to the Florida PTA office. [Membership dues form](#)

MemberHub info/support:

<https://floridapta.org/memberhub/>

<https://support.memberhub.com/hc/en-us>

Live online workshops:

<https://www.memberhub.com/workshops>

MemberHub training for PTAs:

<https://support.memberhub.com/hc/en-us/articles/360005272513-Online-LIVE-Training-Schedule>

Training ☐

- Presidents & Treasurers virtual trainings:

<https://www.youtube.com/user/iAdvocateForKids>

Presidents must do both trainings and treasurers need to complete treasurers training.

- If the funds are available, consider attending the Florida PTA Leadership Convention. It will take place **July 15th - 17th, 2021**. To find out more go to: <https://floridapta.org/leadership-convention/>

- [E-learning courses](#)

Financial ☐

Conduct a **mid-year budget review**. At this time, you can amend the budget to adjust the proposed budget to actual, and you may have to adjust, remove, and add some line items in both the income and expense sections. The budget is only an estimate of the planned expenditures for the year. When there are additional expenses or a change in an allocated expenditure, the budget **must be amended by a vote of your general membership**.

Did your PTA conduct its audit? Did your PTA file its 990? For more information:

<https://www.dccpta.org/running-your-pta/treasurer-information/> Questions? Contact treasurer@dccpta.org

Has your PTA paid the \$35 dues to DCCPTA? If not, find dues form [HERE](#) to send a check or pay via MemberHub here:

<https://duvalccpta.new.memberhub.store/store>

Programs ☐

How are your programs going?

- Literacy Week, Florida is January 25-29 Schedule [HERE](#)

- Black History Month - February

- [Safer Internet Day](#) – 2/9

- [World Autism Awareness Day](#) – 4/2

- [Autism Awareness Month](#) - April

- Earth Day – April 22

- Stamp Out Stigma Mental Health calendar [HERE](#)



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Bylaws ☐

Do you know when your bylaws expire? They are valid for three years from the stamped approved date on them. If you know your bylaws will expire any time before September 2021, go ahead and take care of renewing them this spring so no one is caught off guard when school starts back up in the fall. Information on updating bylaws can be found here: <https://floridapta.org/bylaws/> Questions? Contact Localunits@dccpta.org

Advocacy ☐

- Sign up for Voter Voice:
<https://floridapta.org/voter-voice-legislative/>.
- Attend the Florida PTA Legislative Conference.
Find more information [HERE](#)
DCCPTA is also sponsoring a grant to pay for one attendee from each active local unit. Apply here:
<https://forms.gle/pYV68o48z7B8ufEX6>

Awards ☐

Look for award applications on our website this month. DCCPTA will host a virtual awards training in February with Information and advice on how to apply for awards and put a historian book together. If you are doing a historian book and haven't started yet, there's no time like the present! Awards are due **March 31**. Contact awards@dccpta.org for awards questions and historian@dccpta.org for questions about a historians book.

Diversity, Equity & Inclusion ☐

- Diversity and Inclusion tool kit:
<https://www.pta.org/home/run-your-pta/Diversity-Inclusion-Toolkit>
- [2021 Multicultural Calendar](#)

Communication ☐

Are you effectively communicating with your membership?
For help go [HERE](#)

Meeting Minutes ☐

Ensure minutes contain the important information from each meeting they are supposed to. Find the Secretary section from the FPTA Kit of Materials [HERE](#) and note taking tips [HERE](#).
Meeting minutes are never discarded as they are a legal record of what was done at a meeting (not what was said) and the order in which it happened. Find a Records Retention Schedule [HERE](#)

Miscellaneous ☐

- Change in officers since registering with FPTA?
Fill out a change of officers form:
<https://floridapta.org/change-of-officer-information/>
- It's time for your general membership to elect a nominating committee. Make sure you understand the process:
<https://floridapta.org/nominations-and-elections/>
Check out the [nominating committee skit](#) on our YouTube channel



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