2017-2018

HANDBOOK OF Mississippi PTA®

every child. *one* voice.®

Arian Alexander, President

Physical Address:
120 North Congress Street, Suite 901
Jackson, MS 39201

Mailing Address:
P.O. Box 1937
Jackson, MS 39215-1937

Toll Free Number: 1-800-795-6123
Phone: (601) 352-7383
Website: www.misspta.org
Email: misspta@ymail.com

Revised by Mississippi PTA 8/2017

Table of Contents

PRESIDENT'S LETTER 5
PTA MISSION AND VALUES 6
STATE OFFICE 7
BE A STAR PTA OFFICER AND LEADER 8
STATE ELECTED OFFICERS/LOCAL UNIT GUIDELINES 9
President 10
Sample Agenda 12
President's Check-list 14
Procedure Books 15
Vice President Leadership 16
Vice President Education 20
Vice President Legislation 21
Secretary 25
General Outline of Minutes 26
Treasurer 28
Tips for Treasurers 31
Treasurers Notebook 32
Your 501 (c) (3) Status 33
IRS Annual Electronic Filing 990 e-post card 34
State Sales Tax 36
Insurance 37
State Memberships 38
State/National Life Memberships 40
Bylaws 41
Reflections 42
Committee Chairpersons 44
PTA Fundraising Tips 46
Resolutions 47
Councils 48
Program Resources 49
PTA Planning Calendar 53

Founders Day 56
Grandparent Involvement 57
Suggestions for Committees and Projects 58
Health Is Academic 59
Awards and Contests 60
Willie Mae Mitchell Grandparents Award 61
PTA Membership Awards 62
Opal Worthy Award 63
Mississippi Outstanding Educator Award 64
Bob Jones Oak Leaf Award 65
Citizenship Award 66
Scrapbook 67
Yearbooks 68
Newsletter 69
Sandra McCall Educational Scholarship 71
Deloris Evans Irving Parent of the Year Award 72
Awards Deadline 74
Forms 75
Sample Budget 76
MS PTA Membership Dues Transmittal Form State/National 77
Funds Reconciliation Form 78
MS PTA Regions 79

FOREWORD

Welcome to PTA! We hope this will be your best year ever, and that this handbook will guide your work. Remember that you are part of a national organization that was founded nationally in 1897.

Mississippi PTA and PTA members are important advocates for children and schools; our children can reach their best potential when families, schools, and communities work together.

PTA promotes and supports opportunities for families to effectively participate in their children's lives. We believe that students achieve when families and teachers work together to ensure all children are safe, healthy, and educated. Mississippi PTA gives parents a statewide voice in support of public education in the political arena; together we can make a difference.

Many of the forms in this handbook have been updated and made more user-friendly. Please feel free to copy them to help guide your local board, especially your officers and committee chairs.

The MSPTA state office number is 1-800-795-6123; (Jackson area (601) 352-7383). The MSPTA address is P.O. Box 1937, Jackson, Mississippi 39215-1937. Our website is www.misspta.org and our email is misspta@ymail.com. Board members in various regions of the state are also available to answer questions and provide support and guidance regarding PTA matters when needed.

The National PTA is also available to help you. The National PTA website at www.pta.org has a wealth of information available for you to download to aid your efforts throughout the year. The National Office is there to answer your questions and provide guidance; their phone numbers are 1-800-307-4782 (toll-free) and 1-703-518-1200.

Mississippi PTA®

every child. *one* voice.®

To MS PTA Leaders,

As we move forward for Mississippi children and into new leadership on the state level, it is important to keep the vision of PTA at the forefront of our PTA motives and actions.

State officers and board members have set specific goals to help PTA remain a force in ensuring proper funding, leadership, and instruction for all schools and school districts in Mississippi.

Members of the state board represent your views and your needs. We wish to continue focusing on improving our students and ensuring that they meet both state and national academic goals while also providing them with thriving school environments which promote positive social growth.

Use this handbook as a guide for both your new and established units. It provides you with valuable information regarding the roles of officers, duties of committee members, and deadlines for numerous forms and awards associated with local, state, and national PTA.

None of what we do at the state level matters without your continued enthusiasm and dedication for PTA. Remember our vision as you promote PTA in your school and community: making every child's potential a reality.

Sincerely,

Arian Alexander, President

PTA Mission & Values

PTA's mission is to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.

PTA Values

- **Collaboration:** We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

- **Commitment:** We are dedicated to children’s educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.

- **Diversity:** We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

- **Respect:** We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association’s goals.

- **Accountability:** All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association’s strategic initiatives.

Mailing Address:	P.O. Box 1937 Jackson, MS 39215-1937
Telephone:	1-800-795-6123 (601) 352-7383
Email:	misspta@ymail.com
Website:	www.misspta.org

1) Responsible for:

- Membership and financial records and statistics reports
- Mailing lists of local unit/council presidents, board of directors, legislative chairpersons, life members, principals, and superintendents
- Current list of Presidents and Board Members for National Office
- Current federal and state tax information
- Organizational information for local units and councils.
- Coordinating registrations, prints and distributes materials for State PTA Convention and Legislative Conference.
- Service and support state units and councils and be available to answer questions by mail or email.
- Fills orders for PTA materials and suppliers
- Disseminates National PTA information and contact for MS PTA website.

Be a Star PTA Officer and Leader

1. Know the PTA Mission and Values, and remember to always put the children first. Consider starting each meeting by reading the PTA mission.

2. Understand and get to know how your school and your district work, their successes and challenges. Find out what goals have been identified for school improvement and how the PTA can support those goals.

3. Be an advocate for your school, for all public schools and for PTA.

4. Be faithful about attending board and committee meetings; participate fully, openly, and with respect for others.

5. Do your homework! Come prepared for all board and committee meetings.

6. Invite others to join the PTA and get them interested in volunteering their time on PTA and other school projects. Be an inclusive board; find a place for everyone who is willing to serve.

7. Be a responsible steward of PTA money. Remember that PTA money does not belong to the PTA Board or any one member or officer; it belongs to the organization and must be used to benefit the children and the school.

8. Volunteer to help when you are able. Encourage others to lend their time and talents. Do what you can to make volunteering at the school a pleasant and rewarding experience.

9. Grow your leadership skills. Take advantage of leadership materials available from the state and national PTA, and take advantage of training opportunities and statewide PTA meetings. Step up if you are tapped to be a PTA officer and work to learn and do your job well.

10. Pass on what you have learned to the newer parents each year so that your PTA will be vital and active long after you and your child have moved on to another school.

STATE PTA ELECTED OFFICERS
LOCAL UNIT OFICERS
Guidelines
Membership
Reflections
Committee Chairpersons
Fundraising Tips
General Information

Mississippi PTA®

*every*child.*one*voice.®

Revised by Mississippi PTA 8/2017

PRESIDENT

State President**:** **Arian Alexander**
missptapresident@yahoo.com
601-352-7383

You have been elected President of your local PTA. You have been elected to lead the unit and to represent its members. As President, you should democratically share the leadership role with other officers and chairpersons.

SUGGESTIONS FOR NEW PRESIDENTS

BE INFORMED

1. Review the Local unit bylaws, Mississippi PTA Handbook, MSPTA website, and the National PTA website. Be sure last year's officers and chairpersons have passed their reports and procedure books to their successors.

2. Attend every possible opportunity for leadership training including e-learning. Encourage your officers, chairpersons, and principal(s) to also attend.

3. Attend council meetings (if appropriate) for information, guidance, leadership training, and area-wide projects.

4. Attend State Convention and encourage board and unit members to attend.

5. Get to know the people in your organization.

6. Be aware of state and National PTA awards and deadlines.

BE ORGANIZED

1. Meet with your officers and principal to establish your unit's goals for the year. Appoint chairpersons for your standing and special committees as soon as possible. Appoint people where they want to serve and where their best talents will be utilized.

2. With your Membership Chairperson, plan a membership drive to begin as soon as school starts.

3. Plan a thorough publicity program. Give wide publicity to your first meeting and to planned projects. Don't just highlight fund-raisers. Let the public know of the service projects you do and the involvement you have with policy-making boards. Ask your local newspaper how to get news items and photos published.

4. Each officer and chairperson must be aware of board and committee responsibilities and duties. ***(Available Resources: PTA Back to School Kit; NPTA E-Learning Classes).***

5. Plan to keep the business portion of your meetings short. Print minutes, treasurer's report, etc. and hand them out.

6. Offer child care for meetings. Dad is a parent, so make it easy for both parents to attend your meetings. This is also helpful for the single parent.

7. Be sure that each officer and chairperson has his or her pertinent section of this handbook.

8. Update your procedure book with all the latest information from the State and National Offices.

BE PREPARED

1. A completed Board Members form must be submitted to the state office following elections or the start of the school year annually. State laws also require the list to be submitted to the Secretary of State annually also. ***(Secretary of State require on-line filing annually.)***

2. Use the PTA Planning Calendar in this handbook to help set PTA goals and plan for the coming year.

3. Identify strengths of your Board members and plan how you can support their efforts on behalf of PTA.

4. Work with the Budget Committee ***(chaired by the Treasurer*)** as they prepare your unit's budget for approval by the Board and the membership. Please be reminded that no funds can be spent until a budget is fully by the membership. ***(See the treasurer's section of this handbook.)***

5. Be available to chairpersons as they choose their committees and outline plans of work to be approved by the Executive Board. Don't ask only your friends to work in PTA. Try to have people from all parts of the community involved and working.

6. Develop continuing leadership. Give your Vice-president a job if none is specifically designated in your bylaws.

7. Work with the Secretary when preparing the agenda for each meeting.

SAMPLE AGENDA

1. ***CALL TO ORDER***.
   The presiding officer raps the gavel once and announces, “The meeting will come to order.” The presiding officer will ask, “Is there a quorum present.” If there is a quorum present legal business can be transacted.
2. ***OPENING CEREMONIES***
   This may be an inspiration, Pledge of Allegiance, or a reading of the PTA Mission. You may choose to be more ceremonial and begin, “Rise and remain standing for the inspiration, given by…, followed by the Pledge of Allegiance to the Flag of the United States of America, led by …” This is not necessary for a regular board meeting.
3. ***READING AND APPROVAL OF MINUTES***
   Rarely are minutes read aloud; usually written copies of the minutes are available to board members to read before the meeting. After asking if everyone has had a chance to read the minutes, the chair says, “Are there any corrections to the minutes? (Pause) If there are no corrections, or after corrections have been made, the chair says, “Do I hear a motion that the minutes are accepted?” Someone makes this motion; the motion is seconded. The chair then calls for a vote for the minutes to stand approved as read (or corrected).
4. ***REPORTS OF OFFICERS, BOARD MEMBERS, AND STANDING COMMITTEES***
   Officers and standing committees are called in the order they are listed in the bylaws. The chair should be aware of committees that have a report and state, “The next business in order is the report of officers, board, and standing committees.”

   The chair then says to the secretary, “Is there correspondence?” (Secretary reads portions of correspondence or summarizes the content.)

   The chair then requests of the treasurer, “May we hear the treasurer’s report?” (The treasurer’s report is not “adopted”, but “filed” or “accepted.” The Budget and the auditor’s report are adopted at a membership meeting by a majority vote.)

   The chair then calls on representatives of the executive board and standing committees. No action is taken on the reports unless a recommendation is made. If a recommendation is made, it is usually made in the form of a motion and action is taken on the motion in the regular method of handling motions.

5. ***SPECIAL COMMITTEES.***
   These are announced only if they are prepared and instructed to report.

6. ***SPECIAL ORDERS.***
   These are bylaw matters that require special actions such as nominations and elections. The chair begins, “The next business in order is the election of officers. The secretary (or parliamentarian) will read Article ___, Section ___, of the bylaws, which deals with the election of officers.”

7. ***UNFINISHED BUSINESS.***

Incorrectly called “old business,” this is not announced unless the minutes indicate that a question was not finished or that a question was postponed to the present meeting. If the president is unaware of any unfinished business, he or she should say, “The chair is unaware of any unfinished business.”

8. ***NEW BUSINESS***.
   These are motions introduced by members or action prompted by correspondence. The chair states, “The next agenda item is new business. Is there any new business?” The chair calls for discussion and puts all motions to vote.

9. ***ANNOUNCEMENTS***
   The chair (or designee) gives dates of upcoming meetings and other important events.

10. ***PROGRAM***
    Unless the order of business is changed to suit the speaker’s schedule, the program is usually presented following announcements. The chair states, “The program chairperson will present the program (speaker).” The chair does not “turn the meeting over to” the program chairperson. To keep membership meetings interesting, dispense with as much of the business matters as possible and, if possible, intersperse PTA business with program portions. If a board meeting includes a special program or presentation, again minimize PTA business so there is sufficient time for the program. Most board meetings will not include a program.

11. ***ADJOURNMENT***
    Signifying conclusion of the meeting, this may be by unanimous (or general) consent. The chair asks, “Is there further business? (pause) If not, the meeting is adjourned.” A single rap of the gavel signals adjournment. If there is a motion to adjourn, it requires a majority vote.

PRESIDENT’S CHECKLIST

1. _____ Goals for the year
2. _____ Budget
3. _____ Delegate duties of Officers
4. _____ Committee Chairpersons
5. _____ PTA Website
6. _____ Transmit officers and contact info to MSPTA
7. _____ Calendar of Events for the Year
8. _____ Membership Drives
9. _____ Fundraising Plans
10. _____ Read and Know State/National PTA Handbooks
11. _____ Monthly PTA Program Schedule
12. _____ Newsletter or PTA Corner of school newsletter
13. _____ Awards
14. _____ Start on Yearbook
15. _____ Save material for Scrapbook
16. _____ Council – President's Packet
17. _____ Telephone Committee
18. _____ Distribute phone number and email list
19. _____ Special Projects
20. _____ Update or start Procedure Book
21. _____ Send in IRS Form 990 by November 15
22. _____ Give out the State Handbook! (Give each officer/chairperson a copy, or at least the section that covers their office/job.)
23. _____ Sign up for the National PTA Back-to-School Kit annually
24. _____ Submit the Board Members form to the State PTA office and the Secretary of State's office. ***(Secretary of State require on-line filing only.)***

PROCEDURE BOOK

Compiling a procedure book is the best gift you can give to the volunteers who step up to do the work of the PTA after you. A well-organized procedure book insures that the hard work you have done will live on in the work of the PTA volunteers who come after you.

Too often PTAs close up shop every spring and the new owners come in the fall to open shop and know nothing of the stock on the shelves and very little about how to manage the store. Procedure books keep the store open from year to year.

WHAT IS A PROCEDURE BOOK?

A large, loose leaf binder makes a serviceable and convenient cover to which pages can be easily added. Since some of your most valuable materials don't fit in a notebook, an expandable file may be useful. It is suggested that each book be used for a three-year period. Remember that a procedure book is the property of the association, and not the person who is using it this year.

WHAT DO YOU PUT IN IT?

1. Name, address, telephone number, email, office and term served
2. This state handbook or the pertinent sheets for your office or chairmanship from handbook.
3. Presidents: your copy of the National Handbook
4. Local Unit, State and National Bylaws, current budget, newsletters, and bulletins
5. Your plan of work and calendar
6. Information from State and National PTA
7. Directory of board members, faculty, your committee, State and council counterparts, and other contacts
8. All correspondence pertaining to your office or chairmanship
9. Copy of any reports sent to council, State office, or national
10. Notes from workshops, conferences, and conventions you have attended
11. Any other resource material you have found to be helpful
12. The PTA newsletters.
13. Evaluation of the year's work with specific suggestions for improvements.

IF YOU HAVE NOT RECEIVED A PROCEDURE BOOK FROM YOUR PREDECESSOR, START ONE NOW TO GIVE TO YOU SUCCESSOR!!!

LEADERSHIP

Leadership VP: **Beverly Duck-Davis**
mspta.vpleadership@gmail.com

WHAT IS LEADERSHIP

Leadership is the ability to facilitate action and guide change. It takes people from where they are to where they want to go.

To lead is to direct, supervise, encourage, inspire, and coordinate.

A good leader develops personal leadership skills and encourages and trains new leaders who will follow.

Important attributes and qualities of a good leader:

* **Enthusiasm –** a positive, contagious attitude about PTA;

* **Emotional Equilibrium –** the ability to work with a variety of people and problems, and to encourage each volunteer to give their best.

* **Intellectual Maturity –** the ability to be objective, deal with opposition, and define positions;

* **Flexibility –** the willingness to look for new solutions as problems change;

* **Imagination –** the ability to think of new ways to solve problems.

PTA grows new leaders with training, tested materials, and by giving PTA members the opportunity to learn how to become a strong leader.
New leaders must be:

- sought out and encouraged to participate
- motivated to give time and their talents to PTA
- encouraged to help develop meaningful, attainable goals
- given opportunities to learn and to grow through challenging assignments, with increasing responsibility
- evaluated and given support and training in areas that need strengthening
- recognized and rewarded for their achievements.

As a PTA leader, you can promote interest and encourage others in leadership roles. Help develop continuity in leadership by bringing others forward as new leaders.

Three important aspects of leadership are ***knowledge, imagination, and communications***. These three elements are essential if progress is to be made in an organization.

Two types of knowledge are necessary to successfully market PTA: You must know PTA's, purpose, functions, programs, policies, etc. and are willing to learn.

.

- The first can be gained by reading, asking questions, and attending leadership seminars sponsored by the State PTA.

- If you are willing to learn from and listen to others, you will become more understanding of the people you work with and of their strengths and weaknesses. Remember to involve others who have different attributes and talents. Know yourself, your strengths, talents and interests. It is important to complement your abilities rather than to duplicate them. PTA is an organization made up of many kinds of leaders; and this diversity is strength.

Imagination is essential to developing new ideas and better ways of doing things. The world we live in is constantly changing. Our families are changing, having different needs, different problems. PTAs need to be aware of these changes and consider ways to adapt PTA programs, projects and meetings to address these changes.

Communication involves sight, sound, thoughts, and feelings. It involves both a sender and a receiver and requires:

- A realization that people have different backgrounds and beliefs
- An awareness that each person has feelings and that those feelings influence the way that person sends or receives a communication
- A desire, as a sender, to build feelings of security in those who are listening to the message
- A desire, as a receiver, to listen from the sender's point of view
- The willingness of both sender and receiver to accept more than half the responsibility for the effectiveness of any communication.

DELEGATING

Delegating responsibility is a vital part of becoming a good leader and managing time wisely. You owe it to yourself and to the PTA to involve as many people as possible. Ask yourself frequently, "What am I doing that someone else wants to do and can do as well as or better than I?"

The dictionary definition of delegate includes the word entrust. When you delegate, you entrust the job to someone else, along with the responsibility for doing the job. Be specific about the job or assignment – what the job entails, the time in which it is to be done, and the authority the person has to get it done.

Key elements in delegating responsibility are:

- Carefully assess members' skills
- Match skills with available jobs
- Give people authority to do the job
- Be specific about the task
- Decide when it should be done
- Let those to whom you have delegated responsibility make decisions
- Help them when they ask for help
- Trust them to do the job

Delegation is not only an essential part of developing new leaders; it is an essential part of time management. And remember, when you give people the responsibility to get a job done, be sure to give them credit when it is done well!

Remember that the welfare of all children is our main goal but don't neglect the welfare of your own children!!! Be sure one of your own PTA goals is to spend time with your family and share the work that you are doing with them. Help them understand the importance of the volunteer work you do for all children. When children see that their parents believe public schools and public education are important and valuable, they will come to believe that their own education is important and valuable.

Developing a Good Working Relationship with Your Principal

Every PTA unit is most effective when the president and board have a good working relationship with the school principal. The following guidelines should help you build a relationship that will better support the PTA, the parents, the school, and the children.

I. The Principal's role

1) Serves as an ex-officio member of the PTA Board;
2) Has no voting power;
3) Is an active partner with the PTA Board

II. The Principal should meet with the PTA President and other members of the Executive Board before the start of school to

1) Review the school's goals for the year and the school improvement plan;
2) Discuss the school's plans for parent involvement;
3) Discuss parent seats on the Site Council, the Health and Wellness Council, and other school leadership groups. PTAs should participate in the selection of parents to fill these seats.

III. The Principal should attend all PTA Board meeting or have a designee present to represent him/her.

IV. The PTA Board should

1) Involve the Principal in planning PTA projects and programs;
2) Work with the Principal to select dates for PTA activities;
3) Involve the Principal in the selection of fundraisers;
4) Consider the wants and needs of the Principal and teachers when deciding how to spend money raised by the PTA.

v. The PTA Board should provide the Principal with

1) A copy of the proposed PTA Budget;
2) Notice of all regular and called PTA Board meetings;
3) A copy of the agenda for all regular and called PTA Board Meetings;
4) Copies of the minutes and treasurer's reports.

EDUCATION

EDUCATION VP: Jerry Knight
mspta.vpeducation09@yahoo.com

The Education Vice President is responsible for communicating to PTA members and units about the Mississippi PTA through the MSPTA Handbook and MSPTA newsletters.

PTA units may choose to have a Publicity VP or Chairman. This Board Member would be in charge of getting publicity about PTA and PTA events into local newspapers and other news media. A Publicity VP or Chairman should have a camera and enclose photographs of PTA volunteers with media submissions. Be sure to meet media deadlines and other guidelines. Follow up with photographs about your successful events. Try to include students in your photographs, especially if they have earned a special honor. They remind everyone what PTA and public schools are all about.

Use every medium of communication to get PTA's message out to the community. Make use of a PTA Corner in the school newsletter if your unit does not publish its own newsletter. Use posters, email, the telephone, and personal contacts to publicize your events. The National PTA has a media package available free to all PTA units.

The Objectives of PTA Education/Publicity Vice Presidents are:

- To improve parent/teacher understanding and cooperation by selling the PTA ideals and promoting the goals of the state and unit PTA.
- To increase the involvement and support of citizens by helping them become informed about PTA and their schools, and by emphasizing the good news about public schools.
- To help parents, teachers and administrators understand the value of working together through the PTA to meet the larger needs of children and youth, and of public schools.

LEGISLATION

Legislation VP: **Patricia Woods**
mspta.legislature@gmail.com

RESPONSIBILITIES OF LOCAL LEGISLATIVE CHAIRPERSONS

Legislation is an important part of National and Mississippi PTA activities. Everything that happens in Washington and in Jackson affects our lives in one way or another. Being a Legislative Chairperson is an interesting, rewarding position. As such, you are an integral part of the Mississippi PTA team.

As a local unit Legislative chairperson, you are the connecting link between the PTA and your unit's membership. You are responsible for keeping your membership informed on current legislative activities and the PTA position on these issues. All of this information is made available to you by the PTA through publications and through e-mails. **Please identify at least one person on your Board to receive Legislative Alerts from the MSPTA and send that e-mail address to the MSPTA State Office**. National information can be found at www.pta.org.

Legislative work is not complicated if you:

1. Read communications promptly.
2. Keep in touch with the Legislative Network.
3. Attend the MSPTA Legislative Convention in January.
4. Know and understand PTA's nonpartisan policy.
5. Know how a bill becomes law.
6. Know the proper form in contacting legislators.

It is especially important that you identify the candidates for your area and know if they support public schools and public school funding during elections. Consider hosting a candidates' forum for parents before the November elections. Encourage parents to register and vote, and to support candidates who support public schools. PTAs may NOT tell parents whom to vote for; PTAs should inform parents of a candidate's stand and record on public school funding and public school issues.

Tips on Successful Lobbying for Public Schools

Make sure you know who the senators and representatives elected from your area are. Find out at www.votesmart.org or by calling your Circuit Clerk's office. Make sure they know that you expect them to support public education.

Invite your senators and representatives to visit your schools. Emphasize the positive work your schools are doing. Show them what difference well-funded public schools make in your community. Show off high performing and prize winning students. Put a photo of students and the legislator(s) in the local newspaper. They will love you for it.

Be familiar with your own school district's accountability rating, and what the district is doing to improve student achievement. Be familiar with your district's budget.

Understand the system. Become knowledgeable about the legislative calendar, how to get listings of bill titles Bill Status at www.ls.state.ms.us, where and when education committees meet. The real work is done in committees.

Use one-page fact sheets on issues you can give to legislators when asking for their support. The state PTA will have fact sheets on statewide issues available for you.

Work to get the support of the legislative leadership and of the Education and Appropriation Committees in the House and the Senate. Allow legislators to take credit for passage of good legislation and for "fixing" bad legislation.

NEVER ATTACK A LEGISLATOR ON A PERSONAL LEVEL. It backfires.

Legislators like mail from home; however, DO NOT send photocopied copies of letters; they will notice. If students want to send letters, have them write about what they are learning and the positive impact full funding makes on their education. Use the exercise to teach friendly letters, how state government works, etc***.(see the Mississippi Legislature webpage for contact information; legislature.ms.gov.)***

Legislators love you when you make them look good, and when you let their hometown know of their "good deeds." Make sure their district knows about good work public education supporters in the legislature are doing for our schools.

Try to diffuse opponents by talking with their organization's members and leadership and answering their concerns promptly.

Watch and report what happens. Remember that all politics is local; connect reluctant legislators to activists in their hometown who can make the argument for public school funding. A legislator usually makes the mistake of sounding off negatively only once when a hometown person can repeat what he or she said from good notes. If they know you are watching, you are most likely to get their support.

Call your legislator at the Capitol with your opinion at 601-359-3770 (during session only.)

Legislative Terms

Act Legislation which has passed both houses of the legislature and has been signed by the Governor or passed over his veto.

Amendment Proposal of a legislator to alter the language of a bill.

Appropriations

The annual provision of money to operate various government programs. All appropriations must be provided and spent within the limits set forth in the authorizing legislation, and no appropriation may be made without authorization.

Bill A legislative proposal introduced in either house, designated SB or HB, according to the house in which they originate, and by a number; for example HB 299 or SB 2045.

Budget A document sent tot the legislature estimating revenue and expenditures for the ensuing fiscal year.

Committee A subdivision of the House or Senate which prepares legislation for action by the parent chamber or makes investigations as directed by the parent chamber.

Conference Negotiating sessions between the House and Senate on proposed legislation and appropriations. Since the House and the Senate have independent committee systems, and since each holds its own hearings and markups, very seldom will both houses come up with the same version of a proposed law. Both houses choose members (conferees) to represent them in a meeting, or meetings with each other. In these meetings a unified position is arrived at through compromise. The result of the conference, the conference report, is then taken back to both houses for approval before it is sent to the Governor.

Hearings A vehicle for gathering information and opinions from interested parties on proposed legislation or appropriations. Most hearings are conducted by committees.

Lobby To seek to influence the passage or defeat of legislation.

Override a Veto

If the Governor disapproves a bill and send it back to the Legislature with his objections, they may override his veto by a two-thirds vote in each chamber.

Resolution A simple resolution, designated HR or SR, deals with matters

	entirely within the prerogative of one house. It requires neither passage by the other chamber nor approval by the Governor, and does not have the force of law.
Veto	Disapproval by the Governor of a bill or joint resolution when the Legislature is in session. The Governor must veto a bill within ten days, excluding Sundays, after he has received it; otherwise, it becomes law with or without his signature.
HB	Designates a House bill
SB	Designates a Senate bill
HCR	Designates House Concurrent resolution
SCR	Designates Senate Concurrent resolution
HJR	Designates a House Joint resolution
SJR	Designates a Senate Joint resolution
HR	Designates a simple House resolution
SR	Designates a simple Senate resolution

SECRETARY

State Secretary: **Cynthia Wallace**
misspta@ymail.com

The secretary is responsible for keeping an accurate record of the proceedings of the association and Executive Committee meetings. These records will be the history of the PTA. Promptness, accuracy, and knowledge of PTA Objectives and Policies are very important to the job, as well as a sincere desire to help the president conduct a businesslike meeting. The secretary's duties are as follows:

1. Record minutes of PTA meetings, and meetings of Board and Executive Committee;

2. Keep a copy of current bylaws;

3. Maintain a membership list;

4. Other duties delegated which may include:

   - correspondence for PTA if there is not a corresponding secretary
   - calling the meeting to order in the absence of the President & Vice-President
   - sending out notices of meetings
   - alternate signature on PTA checks
   - counting a rising vote

5. Provide copies of the following at PTA Board meetings:

   - Minutes of previous meeting
   - List of old or unfinished business to be discussed
   - Agenda

6. Have on hand at least one copy of the following:

   - Previous treasurer' reports
   - Current Bylaws
   - Copy of Robert's Rules of Order (newly revised)
   - Current membership list
   - List of committee chairpersons
   - Materials for note/minute taking
   - Ballots, if vote is to be taken by ballot

GENERAL OUTLINE OF MINUTES

1. Name of PTA unit
2. Date, place, and hour of meeting
3. Kind of meeting (regular, special, or executive)
4. List of those present at meeting, unless it is a large membership meeting
5. Name of presiding officer
6. Statement concerning the minutes of the previous meeting, whether they were read, corrected, and approved, and if their reading was dispensed with
7. Report of the Treasurer
8. Reading of communications
9. Reports of Executive committee, standing committees, and special committees
10. All motions (except those withdrawn), point of order and appeals, whether sustained or lost; and the name of each member who introduced a main motion, but not the name of the one who seconds the motion are to be recorded.
11. If there is a program, identify it and include brief notes.
12. Secretary's signature
13. Notations of date minutes approved
14. Corrections to the minutes

SECRETARY'S DO'S AND DONT'S

DO:

1. Be prompt at meetings
2. Be accurate
3. Enter minutes in an official bound book for permanent record
4. Make minutes as brief as possible
5. Report in the order in which the business was presented in the meeting
6. Record mover of a motion
7. Record action taken on a motion
8. Record exact wording of motion as stated by chair (*Indicate that minutes are "approved as read" or "approved as corrected" and date that action*)
9. Check with President before the meeting for the agenda
10. Attend all training opportunities offered by PTA
11. Sign minutes "respectfully submitted"

DON'T:

1. Add personal comments in the minutes
2. Let notes on meeting "get cold"
3. List person who seconded motion unless requested by assembly
4. Record any details of debate or discussion by members
5. Read Executive Committee minutes in the meeting of the Association (only recommendations)

NOW THAT YOU'RE THE SECRETARY

1. **LOCATE A COPY OF THE BYLAWS:** These tell pertinent information regarding the number of meetings, dues, responsibilities, etc. If you don't have a copy, or they are over five (5) years old, request a bylaw's packet from the state office.

2. **FIND OUT YOUR RESPONSIBILITIES:** Do you co-sign checks? Do you notify the board members of upcoming meetings? Will you be responsible for publicity for your unit's activities? This will help you organize your duties for the upcoming year. Find out if there are any "hidden" jobs. (Oh! Our previous secretary always took care of that.)

3. **REQUEST PREVIOUS SECRETARY'S MATERIALS:** Talk with our predecessor. Ask for the minutes, list of committees, committee chairpersons, etc. Find out what he/she did. Ask for any ways to improve or make your job easier. Did he/she have a Procedure Book?

4. **TALK WITH THE PRESIDENT:** What are his/her expectations of you in your role as secretary during his/her term?

5. **ATTEND ANY LEADERSHIP WORKSHOPS AVAILABLE:** PTA offers workshops throughout the state. Inquire about them. Other organizations offer programs. Check on them. Prepare for our office "armed" with knowledge. You tend to feel more comfortable when you know what is expected of you.

6. **BRUSH UP ON PARLIAMENTARY PROCEDURE:** You don't have to be an expert, but basic knowledge helps. The public library should have copies of "Robert's Rules of Order" to checkout or you can purchase a copy for your unit to have on hand.

7. **ASK THE PRESIDENT FOR YOUR SECTION OF THE HANDBOOK:** President's are given one bound handbook for their use. Ask your president for a copy of the part of the handbook that applies to your office.

8. **WORK WITH YOUR MEMBERSHIP CHAIRPERSON:** In order to have an accurate list of PTA members, you need to work closely with the Membership Chairperson. This will ensure a current membership list for your files.

9. **BE PREPARED WHEN YOU COME TO MEETINGS:** Have an agenda. Have paper, pencil, pens, etc. to take notes. (If a motion is made - you may request that it be written.) Currently, tape recorders are being used for meetings by some secretaries (Executive Board Meetings). Write minutes while they are fresh in your mind.

10. **SUPPLYING THE MINUTES:** You do not have to orally read the minutes. They may be typed and distributed to the members.

State Treasurer: **Shannon Gatlin**
mississippi_pta.treasurer@yahoo.com

The treasurer is the authorized custodian in charge of the funds of the PTA. He/she receives and disburses all monies as prescribed in the local bylaws. The treasurer sees that all authorized bills are promptly paid, gives financial accounting at regular intervals, and issues receipts for all monies. The treasurer should be bonded.

It is imperative that the treasurer maintain accurate records. Standard accepted financial procedures must be used when keeping records so the proper audits can be conducted.

THE TREASURER'S DUTIES ARE AS FOLLOWS:

1. Study carefully all references to dues & finance in PTA materials.
2. Keep an accurate and detailed account of all monies received and paid out.
3. Submit a report at regular meetings of the association. *(This report should include the total balance on hand at the end of the period covered by the report & the separate amounts received to the general fund.)*
4. Deposit all monies in a bank approved by the executive committee of the local association.
5. Receive all monies for all accounts, local, state, and national dues, Founder's Day gifts.
6. Pay by check all bills as authorized. The procedure and authorizing parties should be spelled out in the association bylaws. All checks should be co-signed.
7. Keep the record of the national and state portions of membership dues and all other national and state monies separate from the record of the general funds of the local unit.
8. Forward to the State Office MONTHLY the state and national portions of membership dues, together with all other monies that belong to the state and national organizations.
9. Preserve all vouchers, receipts, bank statements, and canceled checks, and submit all of these to the auditor or auditing committee.
10. Submit sales taxes to the State Tax Commission on purchases of items for fundraising if not paid by the vendor.
11. Complete IRS Form 990 N e-post card, 990 EZ, or 990 and submit by November 15 of each year.
12. Deliver to his/her successor all books, papers, and correspondence pertaining to the office of the treasurer.
13. Keep all documents and material for five years in preparation for a possible IRS spot audit.
14. Chair the Budget Committee.
15. Present to the audit Committee all materials necessary for the review.
16. Before accepting books make sure they have been audited.
17. Submit a financial statement at all association, board of directors and executive committee meetings.
18. Make an annual report to the association.

THE BUDGET

The budget is a guide, outlining the anticipated income and the expected expenditures. It ensures planning ahead regarding the financial possibilities and responsibilities of the organization. It encourages effort by members to maintain the funds in the treasury. Council, State, and National portions of membership dues and the Founder's Day Gift are not a part of the unit's funds to be used for expenses. They are considered "pass through" funds.

The Budget Committee, appointed by the President, could include financial officers, first vice-president, principal or his representative, fund-raising chairpersons, and the president (ex-officio). **Without an approved budget funds cannot be authorized.**

The Budget Committee

The treasurer is the chair of the committee. It is usually composed of 3 members who have the responsibility of developing the proposed budget. Members might include the past president, past treasurer, of a finance officer.

THE BUDGET COMMITTEE SHOULD:

1. Meet early in the year to prepare the budget
2. Review the budgets, income, and expenditures for the past two years or more
3. Estimate probable income from all sources
4. Survey needs of the association and their probable costs
5. Invite various committees to submit suggestions as to their needs
6. Balance probable income with probable expenditures
7. Allow a miscellaneous fund to cover unbudgeted items and emergencies
8. Present proposed budget to Executive Board for approval
9. Present approved proposed budget to general membership for any further amendments and adoption

The budget should be a reflection of the unit's goals for the year. After the budget is adopted by the association, it is closely followed in all financial transactions. If adjustments are needed, the budget can be amended by vote of the association.

HOW CAN THE BUDGET BE CHANGED?

When there is an additional expense or a change in an allocated expenditure, the budget may be amended by the general membership of the unit or by the voting body of the council.

If a council needs additional funds from the units, an instructed vote is necessary (one vote per member unit, to be taken by the units and reported to council).

All expenditures not provided for in the adopted budget must be presented to the general membership (or voting body of council) for approval.

WHAT ABOUT SPECIAL PROJECTS?

A special project is a one-time event that would not included in the annual budget because it has its own source of revenue. The PTA may receive a large gift for a specific purpose, such as the purchase of library books or to underwrite a school-wide event. All special projects should fit under the mission and objectives of the PTA and should be approved by the PTA Board. Any and all special expenditures should be noted in the next Treasurer's Report and the Year End Treasurer's Report, and should not exceed revenues identified for that purpose.

ONCE THE BUDGET IS ADOPTED, BILLS WITHIN BUDGETED AMOUNTS CAN BE PAID BY THE TREASURER AS AUTHORIZED BY THE ASSOCIATION, BASED ON THE BYLAWS.

WHICH ITEMS USUALLY APPEAR IN A BUDGET?

- Administration: record books, postage, telephone, copying, and postage
- Committee Activities: speakers, films, and videos
- PTA Newsletter: Printing and mailing
- Publication and Educational Materials: subscriptions such as National PTA, Our Children, What's Happening in Washington, and the Mississippi PTA Bulletin
- Leadership Training: participation in council, region, state, and National PTA workshops, conferences, and convention by payment of delegates' expenses
- Hospitality: a time to meet members, exchange ideas, and generate a feeling of belonging and working toward the same cause.

TIPS FOR TREASURERS

1. The new PTA treasurer should be given the books at the end of the school year; an end of the year audit should be done before the books are turned over.

2. Become familiar with the treasurer's duties outlined in the by-laws.

3. Change the signature rights at the bank; you will need a copy of the minutes showing the election of new officers and their addresses.

4. The PTA's checking account must require TWO signatures on all checks; this limits the potential for honest errors, fraud or abuse by providing a system of checks and balances, and protects the treasurer. The bank can add the two signature requirement when you complete the new signature card.

5. **NEVER** sign a blank check! ALWAYS keep a paper trail to show why money is Spent. Expenditures should always be reflected in your budget.

6. Use your income and expenditures from the past year and your plans for new PTA projects and fundraisers for this year to draw up a budget in the fall. The budget should be approved by the PTA Board and the membership.

7. **THREE** board members should have signature rights, usually the president, the treasurer and one more person. For example, if PTA needs to reimburse the president, the president will not have to sign a check made payable to herself.

8. At least **TWO** people should count money. Again this is a procedure to protect against honest mistakes, fraud or abuse.

9. PTA money should NEVER be kept at an officer's home. For a small one-time fee your unit can purchase a drop bag from the bank. A drop bag lets you make a deposit at night or on weekends. (Be sure someone follows you to the bank.)

10. The PTA is separate from the school and needs its own mailing address. Jackson public Schools are required to have a P. O. Box. The units PTA/PTSA bank statements should be sent to the P O Box; PTA checks should have the post office box listed on them.

11. Every year three board members who do NOT have signature rights should audit the books. These three people must NOT be kin to people who do have signature rights. This should be done at the end of the school year before the books are given to the new treasurer. A form is available on the MS PTA website.

12. Units with current 501(C)3 status may accept tax deductible donations. Units without 501(C)3 status may have to pay income taxes. Call or e-mail the state office to learn if your unit's 501(C)3 status is current.

The treasurer's notebook should include the following:

- A copy of the approved budget
- The monthly statements with reconciliations
- Copies of the monthly reports – activity and budget comparison reports for all executive committee, board of directors and general membership meetings.
- Completed expense statements or check request forms
- Completed income summary forms
- Copies of minutes from all executive committee, board of directors and general membership meetings
- Reference materials
- A copy of the units bylaws and standing rules, if any
- Miscellaneous papers including correspondence
- Ledger system or backup computer disk
- A receipt book to acknowledge cash received
- The checkbook to authorize funds as authorized

Your 501(c)(3) Status

Most local unit PTAs are nonprofits, known to the IRS as 501(c) (3) organizations. One major advantage for PTAs that have 501(c) (3) status is that contributions to them may be deductible on donors' federal and state income taxes. In addition, PTA members who receive only minimal reimbursement for their PTA-related expenses may be able to treat the balance as a charitable gift. Examples of possible expense deductions include transportation, telephone calls, meals and lodging. Consult current IRS rulings for allowable deductions.

Requirements to Maintain Your 501(c)(3) Status

It is very important that PTAs maintain and protect their tax-exempt status. They must not violate certain restrictions that apply to their 501(c) (3) classifications:

- **Per the IRS, a PTA must file the appropriate Form 990 every year.** There are no exceptions to this requirement. Not filing the Form 990 will place the PTA's tax-exempt status in jeopardy and may result in the PTA having to pay significant fines and penalties. If you discover your PTA is currently delinquent in filing the appropriate Form 990, contact your state PTA immediately.
- A **PTA must be organized and operated exclusively for charitable, educational or scientific purposes** (the mission as defined in bylaws).
- A PTA's **resources and funds cannot be used for the private benefit of an individual**.
- **A PTA cannot engage in any political activity.** The IRS considers political activity working for or against a candidate for public office at any level. Associations that are classified as 501(c)(3) are forbidden to support or campaign against candidates for public office.
- A PTA can only engage in an **insubstantial amount of lobbying activity**. PTAs are encouraged to advocate on behalf of the needs of their PTAs and their members, so be sure to understand the limitations.
- Upon a PTA's dissolution, its assets must be distributed for one or more of those defined exempt purposes.

IRS
Website: www.irs.gov

Annual Electronic Filing Requirement for Small Exempt Organizations Form 990-N (e-Postcard)

How to file

To electronically submit Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ*, use the Form 990-N Electronic Filing System (e-Postcard).

- The Form 990-N electronic-filing system moved from Urban Institute's website to IRS.gov in February. **All filers** must register at IRS.gov prior to filing their next Form 990-N. This is a one-time registration; you won't be asked to register again when filing next year.
- Form 990-N must be completed and filed electronically. **There is no paper form**.
- Form 990-N filers may choose to file a complete Form 990 or Form 990-EZ instead.
- Use the Form 990-N Electronic Filing System (e-Postcard) User Guide while registering and filing.
- For filing system and website issues, see How to File: Frequently Asked Questions. If site issues are unresolved, call TE/GE Customer Accounts Services at 877-829-5500. A representative will file your Form 990-N information.
- Organizations should continue efforts to file, even if late.

Prior to filing your form, please review the following information:

Who must file

Most small tax-exempt organizations whose annual gross receipts are normally $50,000 or less can satisfy their annual reporting requirement by electronically submitting Form **990-N (e-post card)** if they do not to file Form 990 or Form 990-EZ instead.

Gross Receipts Normally $50,000 or Less

Gross receipts are the total amounts the organization received from all sources during its annual accounting period, without subtracting any costs or expenses.

An organization's gross receipts are considered to be **$50,000** or less if the organization:

- Has been in existence for 1 year or less and received, or donors have pledged to give, $75,000 or less during its first taxable year;
- Has been in existence between 1 and 3 years and averaged $60,000 or less in gross receipts during each of its first two tax years; and

- Is at least 3 years old and averaged $50,000 or less in gross receipts for the immediately preceding 3 tax years (including the year for which calculations are being made).

Form 990-N filing due date

Form 990-N is due every year by the 15th day of the 5th month after the close of your tax year. **You cannot file the *e-Postcard* until after your tax year ends.**

> **Example**: **MS PTA** fiscal year ends **June 30,** the *e-Postcard* is due **November 15.** year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day. However, the return can be filed after July 1.

If your 990-N is late, the IRS will send a reminder notice to the last address we received.

While there is no penalty assessment for filing Form 990-N late, organizations that fail to file required Forms 990, 990-EZ or 990-N **for three consecutive years will automatically lose their tax-exempt status**. Revocation of the organization's tax-exempt status will happen on the filing due date of the third consecutively-missed year.

Information Needed to File 990 N e-Postcard

Completing the e-Postcard requires the eight items listed below:

1. Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN).
2. Tax year
3. Legal name and mailing address
4. Any other names the organization uses
5. Name and address of a principal officer
6. Web site address if the organization has one
7. Confirmation that the organization's annual gross receipts are $50,000 or less
8. If applicable, a statement that the organization has terminated or is terminating (going out of business)

990 EZ & Schedule A

The PTA must File Form 990EZ and Schedule A if gross proceeds fall between $50,000 and $200,000.

Regardless to which form is filed, be sure to keep copies for the unit's permanent records.

STATE SALES TAX

Since PTA/PTSA units ARE NOT SALES TAX EXEMPT, sales tax must be paid on purchases made by units. If purchases are made from an Out-of-state-vendor and such

vendor does not collect and remit Mississippi sales tax, the local unit must make the remittance. Visit www.dor.ms.gov for online filing of sales tax if applicable and other information.

According to a stated policy of the MS Department of Revenue as of April 1989, PTA/PTSA's are not required to collect or remit sales tax on resale of items for fund-raising or for service projects, such as school bookstores; nor do activities such as carnivals or festivals require the collection of sales tax, thus no reporting is necessary.

All donations to PTA/PTSA's are federally tax exempt. An individual or business may donate food, clothing, supplies, money, etc., to a unit and deduct it as a charitable contribution on their Federal Income Tax Return.

INSURANCE

Operating a PTA unit is much like running a small business. Businesses have insurance

to protect their investments. Local units are encouraged to purchase insurance policies based on their needs.

Many units in Mississippi purchase insurance from Association Insurance Management (AIM), a company that offers coverage to PTAs and other non-profits. AIM policies run annually from October to October. For more information, contact the company at 1-800-876-4044.

Fidelity Bond

It is in the best interest of the PTA to have the treasurer and all other persons authorized to handle funds covered by a fidelity bond in an amount based upon the unit's annual income. This coverage protects both the treasurer and the unit.

A bond covers the losses sustained by a unit from any fraudulent or dishonest acts committed by any PTA officer, member, volunteer or employee. The bond limits are usually $10,000, $25,000 or $50,000. The amount of coverage should be determined by taking the average of the units's gross receipts for the last three years. A PTA should conduct an audit annually and have all checks signed by two people.

General Liability

General liability insurance protects local PTA members and volunteers against suits that may arise if someone is injured or someone's property is damaged at a PTA activity. General liability coverage extends to all normal activities of your local unit including carnivals, dinners, dances, meetings, after prom parties, etc.

Officers's Liability

Officer's liability insurance protects PTA officers against personal liability arising from alleged mismanagement, wrongful acts, and misrepresentations of the PTA. This insurance picks up where general liability ends.

Property

Property insurance protects that a PTA owns or has care, custody, or control of against damage or loss to theft or natural hazard. Examples of property that would be covered include tables, popcorn machines, microphones, and fundraising merchandise.

State Membership

Congratulations! The Membership Chairperson is one of the most important positions in PTA. Our major role is working on behalf of all children and youth. PTA has made many accomplishments over the years in behalf of children. There is still so much to be done and it is our job to get the message out. The key to increased membership is good communication and visibility.

By serving as membership chairman, you are helping PTA remain the strongest voice available on issues involving the welfare of children.

MEMBERSHIP OBJECTIVES:

- To invite every parent, teacher, secondary school student and other interested citizens into active PTA membership
- To extend these invitations not only during special membership periods, but throughout the year
- To keep members alerted to the fact that PTA must grow in membership if its work on behalf of children and youth is to be successful
- To work for a participating membership by gaining a thorough knowledge of PTA and by stressing the importance of the PTA Mission and Values
- To cooperate with other committees in helping to stimulate and sustain the interest of present members and to seek their cooperation in recruiting new members
- To be enthusiastic and well-informed about promoting PTA
- To be able to explain dues, to describe the purposes for which they are used, and why those who belong to more than one PTA pay dues to each unit. **Mississippi PTA gives parents a statewide voice in support of public education**
- To reach out in all directions to obtain new members
- To be able to acquaint your members and the public at large, with the advantages of belonging to the local, State, and National PTA

HOW TO GET STARTED ON AN EFFECTIVE MEMBERSHIP CAMPAIGN

- Study PTA material

- Form a committee to include your principal (all plans must meet with his/her approval), president, hospitality, and publicity chairpersons, teacher representative, room representative, student representative if PTSA, and a non-school person
- Attend State workshop in your area in July and August
- Pick a theme. The theme should be catchy and used with easily made symbols
- Set goals. Goals should be realistic and yet challenging. The goals set should aim for growth unless your school lost population or changed significantly in other ways. Check awards sheet.
- Plan a year-round membership effort. Use calendar suggestions included. It's never too early and almost never too late to make good plans.
- Contact target groups and individually ask people to join or renew their membership. Contact teachers, last year's members, parents, past presidents and officers, staff, members, interested community people, grandparents, etc.
- Report your dues to the state PTA office monthly!
- Enjoy your success, knowing you are doing something very worthwhile – bringing others into PTA.
- Share your ideas with other membership chairpersons.

WHY BELONG TO STATE AND NATIONAL PTA

As Membership Chairperson and committee you will be asked this question many times. BELONGING ENABLES US TO AMPLIFY OUR EFFORTS TO IMPROVE EDUCATION AND ADVANCE THE WELFARE OF OUR CHILDREN THROUGH OUR UNITED EFFORTS. State and National PTA insures our input being reflected in legislative and administrative decisions made at those levels. Local independent parent-teacher groups are ineffective when it counts...with school boards, in state legislatures, and in the Congress because they do not have the weight of the PTA name and the countless other PTA's across the country standing with them. We hope this answer will help you bring into focus some of your thoughts about the importance of belonging to the world's largest volunteer organization devoted to the interests and welfare of young people. This is what we mean by **"Every Child, One Voice."**

STATE LIFE MEMBERSHIPS

A State Life Membership is an honor and a living memorial to the recipient. It is given for meritorious and outstanding service to PTA. The cost of a Life Membership is small $25 and checks should be made payable to the Mississippi Congress of Parents and Teachers. The money will be used to fund Mississippi PTA projects. **State Life Memberships are not counted in membership counts for state membership awards; they are honorary only.**

Write to the State Office, PO Box 1937, Jackson, MS 39215-1937 and place your request at least ten days in advance of the date of presentation. Give the following information for the certificate:

1. Presented to: _____

2. Presented by: _____

3. For: _____
   (No more than six words)

Date of Presentation: _____

NATIONAL LIFE MEMBERSHIP

For information on National Life Memberships, see the National PTA Handbook. National Life Memberships and Pins are sold for the price of $125.00. (Please add $10 for shipping and handling.) Allow 4-6 weeks for delivery.

BYLAWS

mississippi_pta.bylaws@yahoo.com

A copy of your bylaws should be available for all members to read. They may be posted on the bulletin board, included in the yearbook, or given out at a meeting. A copy should also be filed in the principals' offices.

The bylaws of the PTA/PTSA determine PTA structure and provide specific rules for governing its affairs. Bylaws are adopted by members, as each local unit is a self-governing body. The bylaws of the local unit are based on those of the National PTA and the Mississippi Congress of Parents and Teachers (Mississippi PTA) and may not conflict with the bylaws of either organization. The unit bylaws must include verbatim the starred (*) items required by the National and State. It is the duty and responsibility of every member to be familiar with the bylaws and to abide by them.

Bylaws for all units and councils are required to be approved or amended every **(5)** five years or as needed to comply with the National or State bylaws. A template is provided for the bylaws. The bylaws template should not be typewritten. **Typewritten bylaws will not be accepted.** If additional information need to be put in the bylaws that the template does not address an addendum must be attached.

The official approved copy of the local unit bylaws bears the stamp "approved", the signature of the State Bylaws Chairperson, and the date of approval. If the bylaws are more than five years old, they are out-of-date and must be revised.

If bylaws are being revised, please contact the State Office for a template. Prepare bylaws in triplicate. The unit secretary should keep one copy and send the other two signed copies to the State Bylaws Chairperson for approval. Upon approval, the chairperson will stamp both copies "approved." One will be sent to the State Office and one will be sent to the unit President.

We have been advised by the IRS that in complying with the State Bylaws requirements, a unit is also complying with the IRS regulations governing a unit's Federal Income Tax Exempt Status. Without a current set of bylaws approved and filed in the State Office, a unit forfeits its tax-exempt status with the IRS.

To show the National PTA dues increase that went into effect in the 2002-2003 membership year, local PTA's should update their unit bylaws by deleting the words "two dollars and twenty-five cents" and inserting ($2.25) cents per annum. The increase in state dues should be reflected so that your bylaws read state dues are one dollar and twenty-five cents ($1.25) per annum.

No bylaws amendment is necessary to change these dues, as this is a required item. Local units may wish to consider this increase when setting dues. If a unit changes a given amount of its dues in this section of its bylaws, it must make an amendment approved by the membership.

REFLECTIONS

State Chairperson: Greg West
Mspta.reflections@aol.com

2017-2018 REFLECTIONS THEME: "Within Reach"

The purpose of the Cultural Arts Reflections program is to provide an opportunity for children and youth to use their creative talents by expressing themselves through their own original works. Their feelings and thoughts may be expressed through words, music, and visual arts.

Students may interpret the theme in any way they choose along the National guidelines. The theme should be publicized early in the school year as many students who will begin to work on projects or at least start thinking about them early. Teachers might want to incorporate the theme in some of their lesson plans for the year.

We are asking all local units to participate in this program. It offers a great opportunity for students to share their talents. PTA's are encouraged to give certificates or some form of recognition to all children who enter their projects. Children should be rewarded and encouraged for their efforts.

Reflections offer a wonderful opportunity to get the whole community involved in the arts. A special art show or program featuring the young artists or asking local businesses or School Partners to display art work or allow the students to perform for them can enrich not only the children, but also their audiences.

Deadline for sending the local winning entries for the state competition is **JANUARY 22, 2018.** This allows local units to have competition in the fall or after the first of the year. Whatever the date of the program, be sure the students have plenty of time to work on their projects, have complete copies of the rules for their division, and the official entry form. Information on Reflections is mailed to unit presidents each fall.

State winners will be recognized at the State Convention in the spring and will receive an award. All participants will receive certificates.

REFLECTIONS

THE NATIONAL PTA'S
2017-2018 REFLECTIONS PROGRAM

THEME: "WITHIN REACH"

The Reflections Program provides opportunities for students to express themselves through the arts. Students may make photographs, painting, drawings, or prints; write sonnets, poems, plays, or short stories; compose a symphony, write a song, or choreograph a dance.

Each student may enter any of the five arts areas:

Dance Choreography
Film Production
Literature
Music Composition
Photography
Visual Arts

Each student enters in one age category:

Primary	Preschool-Grade 2
Intermediate	Grades 3-5
Middle/Junior	Grades 6-8
Senior	Grades 9-12

Students enter the Reflections Program through the local PTA/PTSA. All first place state winners will be submitted to the National PTA for judging. At the national level, students are recognized for their participation with prizes, scholarships, and certificates.

The National PTA gives Awards of Merit, Awards of Excellence, and an Outstanding Interpretation Award in each arts area in each grade division. The Outstanding Interpretation Award winner receives a trip to the National PTA Convention along with other prizes.

COMMITTEE CHAIRPERSONS

*FIRST, ASK QUESTIONS:

1. EXACTLY WHAT IS THE COMMITTEE TO DO? Is it a planning committee or does it do the whole project from start to finish?
2. WHICH OF THE PTA OBJECTIVES IS BEING SERVED BY YOUR PROJECT?
3. ARE COMMITTEE MEMBERS APPOINTED (usually) OR ELECTED? Will the president appoint the members or do you need to find your own members?
4. HOW MUCH MONEY IS BUDGETED FOR YOUR WORK?
5. WHAT IS YOUR TIME LINE? When are results expected?
6. HAS THIS PROJECT BEEN DONE BEFORE? Is there a procedure book available?
7. DO YOU HAVE TO GET APPROVAL OF THE PRESIDENT, EXECUTIVE BOARD, OR FULL MEMBERSHIP TO PROCEED AFTER PLANNING? What kind of reports does the president expect?

NEXT, PROCEED WITH YOUR COMMITTEE WORK:

1. GET THE PROCEDURE BOOK AND REVIEW PAST PROJECTS OR MAKE A PROCEDURE BOOK. (See handbook for details)
2. CALL TOGETHER YOUR COMMITTEE. You want everyone on the committee to have a specific job. Too many on a committee are a waste of time and people. Too few is too stressful.
3. BRAINSTORM. Get input from all members.
4. SET UP A TIME LINE WITH MEETING DATES AND DEADLINES FOR EACH IMPORTANT STEP. Be sure and check with your Principal on suggested dates of the actual project to avoid conflict with the school calendar.
5. REPORT BACK TO THE PRESIDENT AND CONSULT WITH THE PRINCIPAL AS NEEDED.
6. UPDATE YOUR PROCEDURE BOOK AND KEEP GOOD RECORDS OF ALL ACTIONS. Don’t just put in the good stuff. Record your failures and mistakes. Help the next committee avoid the same pitfalls.
7. MONIES SHOULD BE HANDLED VERY CAREFULLY. Receipts should be turned in ASAP to the Treasurer for payment or reimbursement. If you are collecting

money, make sure two (2) people count money, sign off a deposit sheet, and turn the money over to the Treasurer for daily deposits.

8. LET YOUR COMMITTEE MEMBERS DO THEIR JOBS. Call to check and encourage. Ask for reports on progress so work gets done on time, be tactful, but don't let one person hold up the project. Reassign duties if a member doesn't seem to have time to do their assignment. Be flexible and let members swap duties or share responsibilities, but make sure you know who is doing what.

WHEN THE PROJECT IS OVER

1. UPDATE YOUR PROCEDURE BOOK AND TURN IT IN TO THE PRESIDENT. Make sure you have given a good evaluation of the project---whether it is worth doing again, what you would do differently, and who you suggest to lead the project next time.
2. MAKE YOUR SHORT REPORT TO THE FULL MEMBERSHIP OR EXECUTIVE BOARD. Make at least three (3) copies of your report, which should not be longer than one (1) page. One copy should go to the President, one to the Secretary for the minutes, and one for your own file or the procedure book.
3. BE SURE TO THANK ALL THOSE WHO HELPED. Written thank you notes are most welcomed by all and are great self-esteem boosters. They also help when you are recruiting for next year's chairman!!!
4. BE READY TO RECOMMEND TO THE PRESIDENT THOSE MEMBERS OF THE COMMITTEE WHO SHOW LEADERSHIP AND COULD TAKE ON ADDITIONAL ROLES IN PTA IN THE FUTURE. The true test of a leader is to be able to develop leaders. Recognize skills in those with whom you work and help them to develop these skills.

Most importantly, the purpose of your fundraising project should be to raise money for projects that will benefit the school children and the school.

It is easier to raise money if you know how you plan to spend it. Choose a project or projects that will excite and motivate parents, students, and teachers.

Be careful with the money! Assign at least two people to count and deposit the money. It is best to require at least two PTA officers to sign each PTA check.

Try for one big project if possible, or two well-spaced smaller fundraisers. You run out of manpower and community goodwill if you are always trying to raise money. Time your project carefully. Remember that all PTAs need funds at the beginning of the year. It is smart to plan ahead and put money aside for next year's budget to help start off the school year.

Coordinate with the other schools in your community so you are not all fundraising at the same time nor have competing fundraisers. Working with your PTA Council is one way to plan and schedule non-competing fundraisers.

Read your National PTA handbook concerning fundraising activities. Encourage educational activities for children like Book Fairs, Family Fun Night, or other family activities that combine the goals of parent involvement with fundraising.

Listen to what other PTA parents say about their experience with vendors and learn from their experience. Tailor your project to the age of the students, what has worked in the past, and the capacity of your volunteers. Never put the burden of fundraising on elementary students; even middle school students need lots of guidance and help.

According to National PTA policy – KIDS DON'T SELL PRODUCTS; PTA parents do!

Check with vendors on profit percentages. You should keep profits at no less than 50% including the cost of the product. Check on how take-backs or overages are handled. Ask about broken or damaged goods.
If you send home products with children, be sure you have signed permission slips before the products go home to insure parent responsibility. Make sure parents, not teachers, collect the money and handle the product.

Vendor representatives should take care of sales tax collection and reporting. If you use a fundraising company or vendor, remember it is their representative's job to make money for your PTA.

RESOLUTIONS

Resolutions are the way to bring concerns to the attention of the entire body of an organization. Any unit or council may submit resolutions for possible consideration by the delegates at the annual convention, providing the following requirements are met:

1. Must be adopted by a majority vote of Executive Board or general membership of a unit or council.
2. Must be received by the State Office no later than March 31.
3. Must be typewritten, on one side of page only. Include date on which action was taken. Submit 15 copies.
4. Must be in harmony with PTA policies, noncommercial, nonsectarian, and nonpartisan, concern a matter that is not merely local in scope but statewide, and present a stand or action to be taken.
5. Must be signed by the President and Secretary of the submitting group.
6. Must include the name, address, and phone number of a person who may be contacted for further information on the issue(s) referred to in the resolution.
7. Should include supporting information and documentation for statements and facts given in the "Whereas" portion.
8. Must be submitted in the traditional form of a resolution as follows:

A RESOLUTION ILLUSTRATING PROPER FORM

WHEREAS, That portion of a resolution comprising the phrases starting with the word "whereas" is known as the preamble of the resolution; and

WHEREAS, The preamble includes only statements of fact or background comprising reasons for the action proposed in the resolving clauses, that are not common.

COUNCIL MEETINGS

- Should provide information, inspiration, and instruction for local PTA leaders.
- Should be open to all members of PTAs and /or PTAs composing council, while limiting the privileges of introducing motions and voting to the voting body defined in the council bylaws.

COUNCIL BYLAWS

Each council should review its bylaws annually. They must be updated and approved in the State Office every 5 years or as needed to comply with State and National bylaws the same as for local units.

SUGGESTED COUNCIL STRUCTURE

OFFICERS
- President
- Vice-President
- Secretary
- Treasurer
- Parliamentarian (appointed)

STANDING COMMITTEE CHAIRPERSONS
- One for each community-wide project

MEMBERS
- Officers
- Superintendent
- Local Unit Presidents
- Teachers from each school
- Principals from each school
- Standing Committee Chairpersons

PROGRAMS
RESOURCES

Mississippi PTA®

*every*child.*one*voice.®

Revised by Mississippi PTA 8/2017

WHO AM I?

I am composed of inspiration, information, and instruction.

I am built on a theme that was chosen after careful study of the needs and interest of my community.

I am present from month to month, in continuity with the theme, subtopics, which interpret the ideals and activities of the parent-teacher movement.

I want to create thinking, form public opinion, and promote action to improve conditions in home, school, and community.

I give you speakers experienced in special fields of work and activities, also visual presentations, which help you to understand your responsibility as parents, teachers, and citizens.

I offer you an opportunity to share your opinions, knowledge and experience through member participation in panels, symposiums, interviews, discussions, and forums.

I offer you help through information contained in the publication of the National and Mississippi Congress of Parents and Teachers.

I represent your originality and sense of order to the community. I am just as good as you make me.

I covet the interest and action of the people to whom I am presented.

I want to promote the ideas of the parent-teacher movement, to encourage and uphold the good teacher and good parent, and to understand children and youth. I want to help all people regardless of color, race, or creed.

I want to convey something of real importance and value to the people who come to listen to me.

Who am I? ***I am your PROGRAM!***

In PTA, the term "program" means (1) the total planned activity of the association and (2) the presentation or special events scheduled for each meeting.

Program planning should be an adventure in community involvement. A good PTA program will (1) recognize a situation(s) that affect the lives of children and youth in the community, the school or the home; (2) present reliable information pertinent to that situation; (3) provide for the participation of PTA members as well as of specialists; (4) stimulate community-wide interest; and (5) stimulate action.

A good program committee will assume the responsibility of interpreting the purposes and philosophy of the PTA organization to PTA members and to the community. It will tackle the difficult task of seeing that members are informed about programs and in education and social welfare. By finding ways to combine community resources, it will help to make the PTA a practice force for providing wider opportunities for children and youth.

Maximum participation followed by appropriate action is the goal of every good program.

PROGRAM OBJECTIVES

1. To demonstrate the objectives of the National PTA

2. To develop programs that will
    a. awaken awareness and concern of all adults for improved community
    b. influences for youth
    c. stimulate a home and school partnership
    d. provide education in areas that affect the welfare and education of children
    e. provide opportunity to understand the PTA organization and its objectives
    f. give opportunities for all members (including students) to participate in
    g. sharing ideas, talents, and goal
    h. meet specific needs of the school and community.

SUGGESTED METHODS FOR PROGRAMS

Lecture – The speaker should know the time allowed, be entertaining, and have a topic of interest to your PTA audience. Allow time for questions. Do not overuse this method.

Group Discussion – Everyone takes part and help to bring about action.

Buzz Sessions – Divide audience (of 20-60 persons) into groups of six. Each group selects a chairman and a recorder. Give each group six minutes to generate ideas for school improvement or to address an identified problem. The chairperson of each small group announces the result to the whole group.

Panel – At least four persons represent various points of view on a topic. Choose a moderator who can keep each speaker brief and to the point.

Forum – Lecture and discussion combined.

Candidates' forum – Candidates answer questions read by a moderator and posed by PTA Board and membership. Moderator keeps speakers on topic and time limited.

Question Box – PTA officers and the principal answer questions from prior submissions and PTA audience.

Demonstration – Teachers demonstrate new teaching methods for parents.

Film – These may be borrowed from PTA or State Department of Education. Preview these if possible. Introduce a film carefully. Discussion should follow.

Entertainment – Students (best) or guests present a short musical or dramatic program.

PUBLICITY AND YOUR PROGRAM

PUBLICITY is a must in ensuring the success of any PTA program. Work closely with the Public Relations Chairman, and if possible, your newsletter should be received by your membership approximately five to seven days prior to your meeting date. Write an article and encourage attendance. Give interesting facts pertaining to the subject matter.

Other suggestions for PUBLICITY are to:

- Place a notice in your newspaper.
- Place a notice in your community newsletter.
- Prepare colorful, attractive bulletin boards and posters for display in advantageous locations.
- Use personal contacts and telephone calls.
- Cooperate with the school, public library, or local churches in preparing a display of reference material on the topic.
- Use the school and other community signs to announce the date and topic.

DETAILS, DETAIL, DETAILS

Planning the program may seem like the hardest part of the job, but don't forget to follow through on your planning.

- Prior to each meeting, check to see that everything is moving along smoothly. Remind the program participants at least a week in advance. Confirm the date, time and place.

- Check arrangements for chairs, music A/V equipment, childcare, and hospitality.

- Check with Hospitality Committee about nametags.

- Reserve parking near the door for program guests.

- Meet and stay with the guests.

- Be sure the PA system is working.

- Provide water and glasses for all speakers.

- Begin the program on time even if business session must be rescheduled.

- Send a note of appreciation to all participants after the meeting.

PTA PLANNING CALENDAR

SUMMER

- Look back on what you accomplished in the past year.
- Audit your financial records.
- Meet with your principal to identify goals for the year.

AUGUST

- Greet the principal, teachers, staff and fellow parents on the first day of school.
- MAKE IT A TRADITION AT YOUR SCHOOL FOR PARENTS TO JOIN PTA.
- Have membership tables during school registration.
- Ask permission to attend a faculty meeting prior to school. Promote full faculty membership by introducing PTA board and offer service to the school and faculty. Express support and appreciation.
- Schedule and have first full PTA Board Meeting
    a) Set Board meeting dates for year.
    b) Identify PTA goals for the year.
    c) Select PTA fundraiser, or begin process of selection.
    d) Adopt the PTA Budget (this may be delayed till September if necessary).
    e) Identify plan for recruiting members and membership goals.
    f) With the principal, complete plans for Back to School Night.

Issue a membership card for each member promptly. Deliver all dues collected to your unit Treasurer immediately and get a receipt for amount turned in. The treasurer should be reminded to send the State portion ($1.25) and the National portion ($2.25) of the dues to the State office MONTHLY, along with the remittance slip for that month. Send dues to: Mississippi PTA, P.O. Box 1937 Jackson, MS 39215-1937. The check must equal to $3.50 times the number of members you have enrolled. If your unit needs more cards, have the Treasurer ask for them when he/she sends the dues to the State Office.

BACK TO SCHOOL NIGHT

- Set up a membership table.
- Solicit volunteers for PTA activities.
- Present PTA goals and fundraiser.
- Give parents an opportunity for feedback.
- KEEP THE PTA PRESENTATIONS SHORT AND SWEET!

SEPTEMBER

- Make membership appeals.
- Salute grandparents and solicit their memberships.
- Set up a membership table at every PTA meeting.

OCTOBER

- Have you reached your membership goal? Don't be discouraged. Now is the time for another push. By the end of October you should have reached at least 90% of your goal.
- Invite parents to have lunch at school for National School Lunch Week.
- Set up a membership table at any PTA meeting. Are you being inclusive? Make sure your membership and your Board reflects the students who attend the school.
- Plan for student participation in the PTA Cultural Arts Program.
- Think about special groups you may have missed in your membership drive, such as bus drivers, custodians, community leaders, business people, baby-sitters, School board members, cafeteria workers, grandparents, preschool parents, new students, or parents
- Be sure to send your membership dues into the State PTA Office.

NOVEMBER

- Be sure a membership table is on hand for all PTA meetings, fund-raising activities, school open houses, etc.
- Keep membership posted on PTA activities.
- Celebrate National Education Week.
- Send in PTA dues to State PTA.

DECEMBER

- Invite your state legislators to visit your school. Your voice counts when it comes to PTA's clout at the State Legislature.
- Begin making plans to attend the Legislative conference in January in Jackson so you can be a citizen lobbyist for PTA on legislative issues. Consider purchasing small gifts for children in your school whose families are strapped at Christmas.
- Check out the National PTA website for membership ideas you can use.

JANUARY

- Attend the MSPTA Legislative Conference.
- Check the list of Membership Awards in your Handbook. Have you reached at least one?
- Wrap up your Grandparents membership drive. Be sure you make your report on or before March 31.
- Consider giving a PTA Life Membership at your February Founder's Day meeting to one of your biggest and most faithful PTA Boosters. Be sure to choose someone worthy of this special honor.
- Be sure to send your membership dues into the State PTA Office.

FEBRUARY

- Celebrate PTA Founder's Day FEBRUARY 19.
- Select your Cultural Arts winners; celebrate your children's talents.
- .Look around. Find successful PTA units and copy them. PTA people like to share their "secrets of success" since all PTA's are working for a common goal.
- Give a copy of your membership list to your nominating committee.
- Help the President with the information needed on membership on the Outstanding Local PTA Unit Score sheet. This report is a must and will be used as the basis for Convention Awards and Recognition! It must be mailed on or before March 1.

MARCH

- Membership for awards for this school year closes on March 1. All members must be reported to the State Office by this date to count toward an award.
- Start looking for leaders who will make good PTA officers for the next year. Consult your by-laws and prepare your nominating committee.

APRIL

- Make plans to attend State PTA Convention.
- If your President did not fill out an Outstanding Local Unit Scoresheet, you need to send a list of the membership awards that your PTA has qualified for, such as 100% Faculty and Staff.

MAY

- Be sure you thank all the teachers and parents who joined PTA this year.
- Thank your principal for the help he/she gave. It is hard to say "Thank You" too many times for the many things principal do to help the PTA be successful.
- Sum up your PTA's accomplishments, those of the State PTA, and those of the National PTA, for all your members. It will be important for the success of next year's membership drive that they realize how much PTA has done and how much still needs to be done by all people concerned about the welfare of children and the quality of education they receive.
- Have a good summer and thanks for all your work this year on behalf of PTA and children. The time and energy you have invested in children this year have indeed been worthwhile.

FOUNDER'S DAY

FOUNDER'S DAY CELEBRATION

Founders' Day (February 17) is when we celebrate the legacy and work of our founders—**Alice McLellan Birney**, **Phoebe Apperson Hearst** and **Selena Sloan Butler**—to better the lives of every child in education, health and safety. It is a time to reflect and take pride in our achievements, and renew our commitment to be a:

- powerful voice for all children;
- relevant resource for parents; and
- strong advocate for public education.

Our founders represented women of imagination and courage. They had a simple idea—to improve the lives and future of all children. They understood the power of individual action, worked beyond the accepted barriers of their day, and took action to change the world for all children.

Because of the dual school system that existed in the nineteen southern states and the District of Columbia, the National Congress of Colored Parents and Teachers was organized in the 1926 in Atlanta, Georgia, with Selena Sloan Butler as founder. The National PTA helped set up the organization and worked closely with the group, whose objects and child welfare goals were the same as its own.

The National Congress of Parents and Teachers and the National congress of Colored Parents and Teachers were united on June 11, 1970. The unified organization, continuing as the National Congress of Parents and Teachers, serves all children with equal concern. The archives of National Congress of Colored Parents and Teachers have been given an honored place alongside and as a part of the corresponding records of the founding organization.

In February of each year, local PTA's, as well as councils and state organizations, celebrate the founding of our organization with special Birthday parties and remembrances. The histories of all our units have contributed to the well-being of children everywhere. It is customary to make a symbolic gesture during this month in honor of our leaders and founders. Oak trees have been planted on campuses, scholarships founded, and Life Memberships given in honor of and to past presidents or other loyal supporters. In 1990, February was declared "PTA Month" by President Bush and similar resolutions were made throughout the country by local governments. This recognition helps instill the importance of PTA in our communities.

GRANDPARENTS INVOLVEMENT

SUGGESTIONS FOR A SUCCESSFUL GRANDPARENTS PROGRAM

1) Invite grandparents to have lunch with their grandchildren at school. Send an invitation home by the students to give to the grandparents who plan to attend; the grandparent has to return the invitation to make reservation for the program.

2) Adopt grandparents from a local nursing home. You may wish to adopt one grandparent per class. The nursing home may be willing to bring the adopted grandparents to your school for a visit with the students. Let the students write letters and send birthday cards to their adopted grandparents.

3) Take a group of students to a local nursing home to visit adopted grandparents and perhaps present a short program.

4) Have students write an essay on “Why We Need Grandparents” or any special theme dealing with grandparents. Ask your local newspaper to publish some of the essays along with an article about your grandparents Program.

5) Send a letter home to grandparents asking for volunteers to share a craft, story, or anything special with the students.

6) Send an invitation home to grandparents to attend your PTA meeting. Plan a reception in honor of the grandparents after the meeting.

7) Encourage active grandparents to be a part of your PTA Board. Let them choose a committee that they would like to work with.

8) Ask grandparents to help with your First-Aid Program, where daily volunteers are needed.

9) Ask grandparents to serve on PTA Board and school site council.

SUGGESTIONS FOR COMMITTEES & PROJECTS

- Reflections
- Grandparents' involvement
- PTA History/Publicity/Scrapbook
- PTA/School Handbook
- Meet Your Legislators
- Child Safety, School Bus Safety
- Bicycle Safety/Rodeo
- Reading Project/Accelerated Reader
- Alcohol/Drug Awareness
- HIV/Aids Awareness
- Hospitality
- National Education & Teacher Appreciation Week
- Cultural Diversity
- Mississippi Heritage
- Parent Information, Orientation, Open House Night
- Room Mothers
- Fund Raising
- Family Fitness Night
- Donuts with Dad/Muffins with Mom
- Science Fair
- Storytelling Night
- Teacher/Student Talent Show
- Parents Talent Show
- Parenting Skills Classes
- Make and Take Night
- Meet the School Board Night
- Nominating Committee
- Bingo for [Children's] Books
- Library Volunteers
- Classroom Tutors, & Mentoring Program
- Telephone or Contact Committee
- P.O.P. ---Parents on Patrol
- Membership
- PTA Founders Day
- PTA Earth Day/Recycling Project
- Adopt-A-School/Partners In Progress
- Senior Breakfast/Prom Support
- Academic Booster Program
- Student Health and Fitness
- Newsletter
- Clean Up Day
- Arbor Day Celebration/Beautify School Grounds
- Career Day/Week, College Day/Night
- Cultural Fair
- School of Excellence
- Watch Dads of Great Students
- Legislative Committee
- Diversity & Inclusion
- Voter Registration Committee

“Health is Academic”

The Mississippi PTA supports the work of the Office of Healthy Schools at the state Department of Education and its efforts to improve the health of Mississippi students. State law requires all schools to appoint a school health council as part of this effort. The school health councils’ responsibilities have been expanded to plan for new state requirements for physical exercise and healthier school meals.

Research shows a strong relationship between student health and academic achievement. The goals of a coordinated approach to school health are to keep students healthy over time, reinforce positive healthy behaviors throughout the school day, and make clear that *good health and learning go hand in hand*.

A healthy school is a vital part of a healthy community, and successful collaboration is required from school administrators, staff, students, parents and the community. The Office of Healthy Schools is committed and prepared to offer technical assistance and services to enable schools and communities to create effective school health Programs based on the **Whole School, Whole Community, Whole Child Health and Learning Model** developed by the Centers for Disease Control and Prevention (CDC) to encourage life-long healthful behaviors that contribute to healthy and productive citizens.

Exercise and physical activity are important for all children because they help build a healthy weight and lessen the chance of obesity, strengthen bones, and increase self-confidence; while reducing the risk for diabetes, high blood pressure, and some kinds of cancer. Parents can encourage their children to be more physically active by limiting TV and computer time, and encouraging activities like bike riding, walking, dancing, and sports. Parents can encourage high quality PE programs at school by getting involved with school health councils and by choosing a PE related goal for the PTA year, such as purchasing pedometers, heart monitors, or the FITNESSGRAM program for their school.

The American Heart Association recommends that all children age 2 and older get at least 30 minutes of varied and enjoyable physical exercise each day.

For more information on the grant opportunities and the requirements for school health councils, activity based instruction, health education, vending regulations, and nutrition standards please visit the Office of Healthy Schools website at www.healthyschoolsms.org

AWARDS AND CONTESTS

Mississippi PTA®

every child. *one* voice.®

WILLIE MAE MITCHELL GRANDPARENTS AWARDS

PURPOSE: To recognize PTA/PTSA units who include grandparents and other senior citizens in programs/projects throughout the school year.

In today's society with the complexity of single parents and latchkey children, grandparents and senior citizens provide an invaluable resource to fill in the gaps. There are many grandparents who have experience, enthusiasm, and time that should be channeled into PTA. What better way to show how much we care for them than by having a special activity in their honor. Each unit is encouraged to undertake projects/activities during the school year utilizing the untapped and often overlooked resources of our senior citizens.

A separate list of grandparent members should be kept for submitting to the State Office no later than **March 24** along with a written report on your Grandparent Involvement activities. The format of this involvement is left up to the individual PTA unit. These special activities should be held as early in the school year as possible and perhaps could even be an on-going year long involvement. If the children don't have grandparents that can participate in this activity, why not have them adopt grandparents?

At Convention the **"Willie Mae Mitchell Trophy"** will be awarded to the local unit with the most outstanding Grandparents Projects. Entries will be judged on the following criteria:

- Report on your Grandparent Involvement activities
- Number of Grandparents joining your PTA

TO QUALIFY YOU MUST:

1. Prepare a cover sheet containing the PTA/PTSA's name, who prepared the report, how many people were involved and signature of the president of the local unit.
2. Prepare a Grandparents' report no longer than two double-spaced typed pages. (This report should be narrative of your GRANDPARENT PROJECT (what happened) and an evaluation of the results.)
3. List Grandparents who joined your local unit.
4. Send Two (2) copies of both the cover sheet and the Grandparents Report to the State Office no later than **March 24.**

PTA Membership Awards

Deadline: March 31st

Copy this page & check the awards for which you believe your unit is eligible.

Mail to: **MS PTA, P.O. Box 1937, Jackson, MS 39215-1937**

PTA Unit Name: _____

Your name: _____ Phone: ( ) _____

- ☐ A PTA/PTSA member for every child in school.*
- ☐ A PTA/PTSA member for every family represented by the children attending the school.*
- ☐ 100% Faculty and staff members (units only).
- ☐ Help to organize a new PTA/PTSA unit.
  New Unit's Name: _____
- ☐ President's Award for a 50-member increase over previous year (unit or council).
- ☐ Increase of 100 or more members over previous year.
- ☐ Increase of 100% over the previous (doubling your membership).
- ☐ The PTA/PTSA (with a minimum prior-year membership of 25) with the highest percentage increase in membership over previous membership total.
- ☐ A new or reinstated unit with 100 or more members.
- ☐ Largest membership in the state (elementary, junior high/middle, senior high, attendance center).
- ☐ 1000 member club (units only).
- ☐ A council with a 10% increase over the previous year.
- ☐ By March: PTA/PTSA's achieving 400, 500, 600, 700, 800, 900 or 1,000 members will be recognized in a very special way at our State PTA Convention, as will the largest unit in the state.

*Requires principal's verification below

I certify our school has _____ (number of) students and _____ (number of) families.

Principal's Name: _____ Date: _____

School's Name: _____ Phone: ( ) _____

OPAL WORTHY TROPHY

Opal Worthy Applications are due **March 24.** Opal Worthy Award applications will be mailed upon request by the MS State PTA office. Recipients of this Award are the Outstanding Local Units in the State. Past recipients of the Award and the location of the National PTA Convention that year are as follows:

1976 – Key Elementary PTA, Jackson
Mrs. C.A. Patterson, Jr., Louisville, KY
1977 – Otken Elementary PTA, McComb
Mrs. Larry Fields, Anaheim, CA
1978 – Arlington Elementary PTA, Pascagoula
Mrs. Diane Williams, Atlanta, GA
1979 – Poplar Springs Elementary PTA, Meridian
Mrs. Betty Farrar, Milwaukee, WS
1980 – Oak Forest Elementary PTA, Jackson
Mrs. Wanda Parker, Honolulu, HI
1981 – Matty Akin Elementary PTA, Greenville
Mrs. Linda Smith, Orlando, FL
1982 – Byram AC PTA, Byram
Mrs. Mary Lee Schaefer, Nashville,TN
1983 – Arlington Elementary PTA, Pascagoula
Mrs. Brenda Versiga, Albuquerque, NM
1984 – Singing River Elementary PTA, Gautier
Mrs. Mary Lea Scott, Las Vegas, NV
1985 – Gautier elementary PTA, Gautier
Mr. Leonard Fuller, Washington DC
1986 – Poplarville PTA, Poplarville
Mrs. Larine Kirkland, Little Rock, Arkansa
1987 – Southside Elementary PTA, Picayune
Velva Effler, Dallas TX
1988 – College Park Elementary PTA, Gautier
Camilla Edmonds, Salt Lake City, UT
1989 – Oak Forest Elementary PTA Jackson
Pam Creason, Atlanta, GA
1990 – Poplar Springs Elem PTA, Meridian
Susie Broadhed, Indianapolis, IN
1991 – Timberlawn Elementary PTA, Jackson
Kathy Dossett, New Orleans, LA
1992 – Gary Road elementary PTA, Jackson
Debbie Hartzog, San Diego, CA
1993 – Peeples Middle School PTA, Jackson
Pam Powell, Cincinnati, OH
1994 – Oak Forest Elementary PTA, Jackson
Cindy Sephton, Las Vegas, NV
1995 – Olive Branch Elem. PTA, Olive Branch
Jean Hathorn, Orlando, FL
1996 – Poplarville PTA, Poplarville
Ken Rhodes, Washington, DC
1997 – Olive Branch Int. PTA, Olive Branch
Yvonne Steadman, Kansas City, MO
1998 – Singing River Elem. PTA, Gautier
Jean Henwood, Nashville, TN
1999 – Chickasaw Elem. PTA, Olive Branch
Michelle Davis, Portland, OR
2000 – Mendenhall PTA, Mendenhall
Meschal Chambers, Chicago, IL
2001 – Thomas Street PTA, Tupelo
Fran Strafford, Baltimore, Maryland
2002 – Poplarville PTA, Poplarville
Carolyn Tedford, San Antonio, TX
2003 – Poplarville PTA, Poplarville
Carolyn Tedford, San Antonio, TX

OUTSTANDING
EDUCATOR AWARD

The Mississippi PTA would like to recognize those educators (superintendents, principals, teachers, counselors, etc.) who have shown exemplary service through their association with their local/council unit PTA. We will make the announcement of the winner at the State Convention at the Awards Banquet. You are required to use no more space than is allowed on this form. Nominations must be submitted no later than **March 24.**

NOMINEE: _____

LOCAL UNIT PTA EMBERSHIP_____

LOCAL UNIT PRESIDENT_____

What outstanding thing has this person done through PTA that impacted children?

What is the most outstanding thing this person has done to support your local/council unit?

List other specific ways this person has supported your local/council unit:

NOMINATOR_____

BOB JONES OAK LEAF AWARD

The Oak Leaf Award is given to an outstanding VOLUNTEER. Nominations from local units are sent to the State PTA. A special committee will review all nominations, make a selection, and the winner will be announced at the State Convention. Nominees will be judged on the basis of their contributions to children. The contributions must be of a volunteer type, not related to the nominee's job or profession. State PTA Board members are not eligible to receive this award.

Use the form below and return Two (2) copies to the Mississippi State PTA office no later than **March 24.**

NAME: _____

ADDRESS: _____

PHONE: _____

MEMBER OF PTA/PTSA_____

He/She has made significant contributions to the welfare of the children of his/her community or the State by: (Give some examples of such service. Use additional paper if needed. Entry must be limited to two typewritten pages.)

NOMINATED BY: _____

ADDRESS: _____

PHONE: _____

CITIZENSHIP AWARD

The Citizenship Award is presented each year at State Convention to honor PTA/PTSA's for outstanding effort in promoting an awareness of citizenship among their memberships and the students of their schools. The number of awards presented will vary based on the number of units that submit reports.

For a project to be counted and reported in this competition, it must be planned, promoted and completed by the PTA unit. This means it is a project approved by the PTA membership at a general meeting. The teachers at most schools work to incorporate the teaching of citizenship with their other lessons. We are pleased with the teachers' efforts, but reporting of their efforts is not what we are looking for on this report.

We are looking for information on the "extra" efforts done by the PTA unit. In the judging of these reports, both the number and quality of the projects will be evaluated. Originality and innovation are also major factors. An example of an extra effort might be a special PTA program with a citizenship as the theme for the program, a special Arbor Day program, or an assembly stressing patriotism. Special projects might include beautification efforts of the school grounds or another area where the whole community benefits from the efforts. Repeat-type activities such as Student of the Month or presentations of colors at each PTA meeting only count as one activity.

REQUIREMENTS FOR REPORTING

1. Mail five (5) copies of your report to the State Office:
   Mississippi PTA
   P.O. Box 1937
   Jackson, MS 39215-1937
2. Report must be POSTMARKED by **March 24** or earlier.
3. The report must be in narrative form and should include who was involved (the whole school, the 3rd grade class, parents only, etc.) and an evaluation of the projects.
4. The report must be no longer than two (2) typewritten pages. It must be double-spaced.
5. On a separate cover sheet of paper, the following information must be provided:
   a. PTA/PTSA's name
   b. Name of person preparing report
   c. Total number of students in that school
   d. Number of people involved in the projects
   e. Signature of PTA Unit President

SCRAPBOOK

Scrapbooks should reflect a comprehensive record of PTA from convention of one year to convention of the following year. They provide avenues for PTA to share programs, projects, and activities with fellow volunteers statewide. The scrapbook exhibition has always been one of the most favored during our State Conventions.

Scrapbooks are to be sent to the Mississippi PTA Office by UPS no later than **MARCH 24.** They will be rated and put on display for Convention. They must be picked up on the last day of Convention.

GUIDANCE FOR PREPARING YOUR SCRAPBOOK

Information that should be included:

- Table of Contents
- Name of School or Council PTA
- Address
- Year
- Name of President
- Name of Publicity Chairman
- Name of Scrapbook Chairman or Historian
- Art Work
- List of Officers or Chairmen
- One or two brief page narrative of PTA activities as the last item in the scrapbook

Physical Appearance:

- Pages should be spaced properly (equal borders, etc.)
- Articles trimmed neatly (including datelines and names underlined)
- Labeling of pictures, etc.
- Maintain consistent structure (such as using both fronts and backs of pages, or just fronts)
- Durable cover to prevent damage to contents

Historical Information:

- Budget
- Bylaws
- State PTA events attended (verified by name tags, delegate cards, and meeting programs)
- Conventions
- Leadership and/or Legislative Workshops
- Founder's Day
- Meetings and Speakers (pictures, programs, etc.)

YEARBOOK

The purpose of your yearbook is to inform your PTA membership of ongoing activities and information about your local unit. Your yearbook should be a brief booklet distributed during the first month of school with specific information for every parent in the school. The yearbook should be a brief, concise outline of your PTA activities for the year.

This year's yearbooks will be rated and displayed at a special session of Convention, so that other units might have the opportunity to review them and get ideas from your efforts.

Yearbooks will vary from school to school. Information that may be helpful to parents might include:

- Names and phone numbers of all officers and chairpersons
- Dates, times, and location of PTA meetings (program topics would also be helpful)
- Names of the faculty, school administrators, etc.
- Names and phone numbers of homeroom representatives

Since yearbooks should be prepared at the first of the year, please submit five copies of your yearbook to the State Office no later than **March 24** for rating and display at State Convention.

NEWSLETTER

NEWSLETTER CONTEST RULES

- PTA newsletters, not school newsletters, should be entered.
- It makes no difference what your newsletter is called (newsletter, bulletin, monitor, press, etc.), it should be identified as published by your PTA.
- Copies of all newsletters published between the beginning of the school year and the deadline date must be included.
- All newsletter entries should be bound in some type of folder for easy reading by the judges.
- All newsletters must have the official entry form attached.
- Send three (3) *identical* copies to the State PTA Office for Judging.
- Entries sent must be postmarked by **MARCH 24** and mailed to:

  Mississippi PTA
  P.O. Box 1937
  Jackson, MS 39215-1937

NEWSLETTER ENTRY FORM

Name of PTA_____

Address_____

City _____Zip _____Phone_____

District_____

Category: ____Elementary School ____ Junior High

____Middle School ____High School

President's Name_____

Editors Name_____

SCORE SHEET

General Design:

Simple, Interesting, Accurate, Timely, Easy to Read, Clear Copy	10 points
Well Spaced	

Regular Articles:

President's Message	30 points
District, State & National PTA News	
Calendar of Events	
Message from the Principal	
Officer/Committee Chair Responsibilities/Reports	

Special/Feature Articles:

Classroom/Schoolwide Projects	40 points
Educational Workshops for Parents/Students	
Fundraising News	
Parent Education Articles	
Special Events/Workshops	
Student/Teacher Recognition	
State or National PTA Convention	
Message from Superintendent, School Board, Counselors	

Extra Credit:

Positive features not covered in above mentioned areas	20 points

TOTAL: _____

SANDRA McCALL EDUCATION SCHOLARSHIP

The Sandra McCall Education Scholarship of the Mississippi PTA was established for the purpose of promoting teacher recruitment for the schools of Mississippi.

The following factors will be taken into consideration in granting the scholarships:

- APTITUDE FOR TEACHING
- LEADERSHIP ABILITY
- SCHOLASTIC RECORD

Recipient must be a full-time student enrolled in a teacher education program in a Mississippi institution of higher learning.

Application must be signed by a school administrator and counselor/advisor.

Application consideration shall be confined to graduating seniors from Mississippi High Schools with active PTA/PTSA units. Recipients may apply for renewal annually which may be awarded at the discretion of the Mississippi PTA Board of Directors.

Each scholarship check will be made payable to the college or university and will apply to enrollment fees, books, and other tuition expenses.

Contributions to the Scholarship Fund may be made at any time by sending a check to the State Office.

Many units honor Outstanding Volunteers by making contributions in their names.

Contact the Mississippi PTA Office for an application at **601-352-7383** or **1-800-795-6123.**

DELORIS EVANS IRVING

PARENT OF THE YEAR AWARD

2018

Purpose: To yearly recognize and honor an outstanding parent for their commitment to and active involvement in a local PTA/PTSA unit.

Mrs. Deloris Evans Irving has been and continues to be an advocate for children and education. Her children, Candi, Carmetha and Ashleigh, have always been her silent inspiration and now her grandchildren, Briannica, Trinity and Destinee, are the source that fuels her passion and tireless devotion. Mrs. Irving has spent countless volunteer hours and resources to further the goal of PTA to make every child's potential a reality. Mrs. Irving's advocacy efforts were recognized nationally by the White House (President Obama's administration) when she was named a "Champion for Change" and statewide by the Magnolia Bar Association, Inc. with the Harriet Tubman Award – to name a few.

National PTA and Mississippi PTA strongly encourage family and parental engagement. Research has proven that family and parental engagement result in improved student performance (family/parents + teachers = student success).

The application is a one page typewritten narrative explaining the nominee's contributions to the local unit, a photo of the nominee (for publicity purposes) and a brief statement of support by the local unit president. Applications will be evaluated by a three member selection committee composed of state PTA board member(s) and/or a National PTA representative(s) and Mrs. Irving (or a designee). A local unit in good standing may submit one application per school year. The nominee must be a member of the local unit.

The deadline for receipt of applications in the state office is 5:00 p.m. April 6, 2018; electronic submissions should be sent to delorisirving@yahoo.com on or before 5:00 p.m. April 6, 2018. Notification of a winner will be the following week. The award will be presented at the Annual MS PTA State Convention.

Mississippi PTA®

everychild.onevoice.®

Attach Photo

DELORIS EVANS IRVING

PARENT OF THE YEAR AWARD

2018 Application

Name Address

Phone Number(s)

PTA Unit Name/No

President

President's statement of support

Attach a one page typewritten narrative for the nominee

AWARDS DEADLINES

Membership Awards	**March 31**
Opal Worthy	**March 24**
Outstanding Educator	**March 24**
Bob Jones Oak Leaf	**March 24**
Citizenship	**March 24**
Scrapbook	**March 24**
Yearbook	**March 24**
Newsletter	**March 24**
Sandra McCall Education Scholarship	**See Scholarship Application**
Cultural Arts Reflections	**See Reflections Packet**
Deloris Evans Irving Parent of the Year Award	**April 6**

SAMPLE BUDGET

(Fiscal Year)

RECEIPTS		
Balance carried forward	$	450.00
Membership Dues (700 members at local part)		700.00
Fall Festival		400.00
Fish Fry (any other fund-raiser)		300.00
Total income	$	**1,850.00**
EXPENDITURES		
Council Dues		45.00
President's Pin/Engraving		8.00
Magazines		5.50
Bulletins		150.00
Postage		125.00
Mailing Permit		30.00
Corresponding Secretary expenses		25.00
Health film		50.00
Decorations		8.00
Leadership Expense for Officers/Chairpersons		50.00
Hospitality		50.00
Membership Expense		15.00
Office Supplies		35.00
President's and Convention Expense		125.00
Legislative Workshop Registration		35.00
Teacher Appreciation Lunch		150.00
Parent's Bookshelf		30.00
Life Memberships		25.00
Miscellaneous		100.00
Books for Library		200.00
Cultural Arts Certificates		100.00
Total Expenditures		1,361.50
Balance for next year		488.50
Total	**$**	**1,850.00**

MS PTA REMITTANCE FORM FOR STATE AND NATIONAL MEMBERSHIP DUES

Unit Name _____ PTA ID # _____

Local PTA President _____

Address _____

City _____ State _____ Zip _____

Best Phone __(____)_____ ☐ Cell ☐ Work ☐ Home

E-mail address **(required)** _____

Treasurer _____

Best Phone __(____)_____ ☐ Cell ☐ Work ☐ Home

E-mail address **(required)** _____

Check One: ☐ **Elementary School** ☐ **Middle School** ☐ **High School** ☐ **Other**
Specify Other_____

_____ **x $3.50 (State ($ 1.25) and National ($2.25) PTA Dues) = $** _____
(Number of Members)

The enclosed dues, covering the period from _____to_____,

remitted on _____ by check number _____.
(date)

Membership dues should be remitted each month someone joins. Do not wait to send dues. Membership dues should be paid by a PTA check. No cash or personal checks please. Fill out this form completely, write one check to MS PTA for the combined total of state and national dues, then mail this completed form and check to:

MS PTA
P. O. Box 1937
Jackson, MS 39215-1937

☐ **Send Unit approximately _____more cards**
(*Cards will be mailed to President's address)*

☐ **Don't need more cards at this time**

Mississippi PTA®
everychild.onevoice.®

DATE: _____

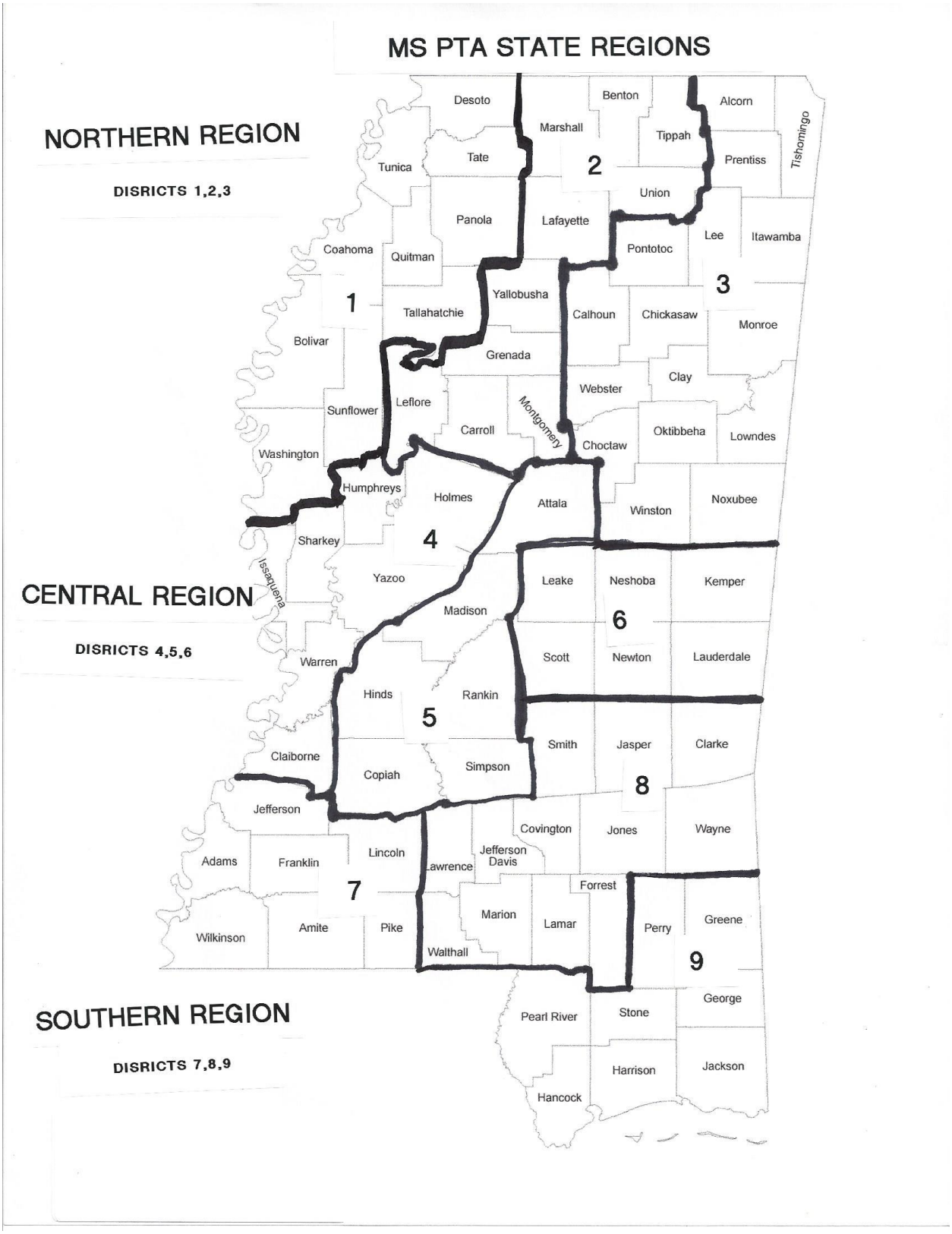
Funds Reconciliation Form

Currency	how much	counter's initials	how much	counter's initials	how much	counter's initials	Total Amts.	Comments
$100 bills								
$20 bills								
$10 bills								
$5 bills								
$1 bills								
coins								
other								
					TOTAL CASH			
checks								
					TOTAL			

PRINT FULL NAME	SIGNATURE	INITIALS

Deposit Slip:

P. O. Box 1937, Jackson MS 39215-1937
Telephone: 601.352.7383
Homepage: www.MissPTA.org • E-mail: MissPTA@ymail.com


MS PTA STATE REGIONS
NORTHERN REGION
DISRICTS 1,2,3
CENTRAL REGION
DISRICTS 4,5,6
SOUTHERN REGION
DISRICTS 7,8,9
1
2
3
4
5
6
7
8
9
Desoto
Benton
Alcorn
Marshall
Tippah
Tishomingo
Tate
Prentiss
Tunica
Union
Panola
Lafayette
Lee
Itawamba
Coahoma
Quitman
Pontotoc
Yallobusha
Tallahatchie
Calhoun
Chickasaw
Monroe
Bolivar
Grenada
Clay
Webster
Sunflower
Leflore
Montgomery
Carroll
Oktibbeha
Lowndes
Washington
Choctaw
Humphreys
Holmes
Attala
Winston
Noxubee
Sharkey
Issaquena
Yazoo
Leake
Neshoba
Kemper
Madison
Warren
Scott
Newton
Lauderdale
Hinds
Rankin
Smith
Jasper
Clarke
Claiborne
Copiah
Simpson
Jefferson
Covington
Jones
Wayne
Adams
Franklin
Lincoln
Lawrence
Jefferson Davis
Forrest
Marion
Lamar
Perry
Greene
Wilkinson
Amite
Pike
Walthall
George
Pearl River
Stone
Harrison
Jackson
Hancock