Utah PTA

every child. one voice.

Individual Development Handbook

2019 - 2020
To promote the welfare of children and youth in home, school, places of worship, and throughout the community.

To raise the standards of home life.

To advocate for laws that further the education physical and mental health, welfare, and safety of children and youth.

To promote the collaboration and engagement of families and educators in the education of children and youth.

To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and

To advocate for fiscal responsibility regarding public tax dollars in public education funding.

Utah PTA will help every child realize his full potential and will:

Advocate:
Support and speak on behalf of children and youth, and

Involve:
Encourage positive involvement in all facets of a child's life, and

Develop:
Assist in developing skills to raise and protect children and youth.

The Mission of PTA is three-fold:

To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;

To assist parents in developing the skills they need to raise and protect their children; and

To encourage parent and public involvement in the public schools of this nation.
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My Critical Information At-A-Glance

Local President ___________________________ Phone __________________________

Email ____________________________________

Region # _________________________________ Council ________________________

Council President _________________________ Phone _________________________

Email ____________________________________

Region Director __________________________ Phone _________________________

Email ____________________________________

Principal _________________________________

School Address ____________________________

Phone ____________________________________ Fax ________________

Email ____________________________________

My Board:

Name __________________________ Position __________________________

Phone __________________________ Email __________________________

Name __________________________ Position __________________________

Phone __________________________ Email __________________________

Name __________________________ Position __________________________

Phone __________________________ Email __________________________

Name __________________________ Position __________________________

Phone __________________________ Email __________________________

Name __________________________ Position __________________________

Phone __________________________ Email __________________________
**What is a Commission?**

A Commission is a specific group that develops and implements programs and projects within related areas of concern.

**Q** What is the purpose of a PTA Commission?

**A** It is to resolve critical school and community issues and concerns identified by the PTA membership through a needs assessment.

**Q** What is the role of a Commissioner?

**A** It is to act as the presiding officer and facilitator of a commission and to report commission plans to the executive committee.

**Q** Who selects a Commissioner?

**A** Bylaws will indicate whether the commissioner is elected or appointed with board approval.

**Q** Who selects Commission members?

**A** Commissioners and/or officers appoint commission members as needed.

**Q** When does a Commission meet?

**A** The commissioner may determine a meeting schedule. These meetings are generally held outside of regular board meetings.
How to Get Started

- Attend training at state, region and council levels.
- Become familiar with national, state and local commission-related issues.
- Gather resources from past commissioners.
- Organize your commission.
- Identify local needs or concerns:
  - Include current issues on needs assessments
  - Determine areas where teachers or school programs need assistance
- From the needs assessment:
  - Prioritize
  - Set goals
  - Develop a plan of action

Responsibilities of a Local PTA Commissioner

- Become knowledgeable about PTA policies and current issues.
- Know the key people and organizations that relate to your commission.
- Act as a resource on commission issues. Disseminate information and material pertaining to commission concerns to parents, teachers and community.
- Serve on council commission if one is organized.
- Be an active, participating member of the local PTA board of directors.
- Serve on PTA and community committees as assigned by the PTA president or board.
- Organize your commission with teachers, students, parents, and community members.
- Develop and implement programs that relate to commission concerns.
- Keep a record of number of hours spent in PTA work.
- Keep a procedure book to be passed on.
- Advocate for children on commission-related issues.
- Attend appropriate meetings, including:
  - Local PTA Board of Directors
  - Training sessions conducted by Utah PTA, Region PTA and Council PTA
  - All local PTA general membership meetings
  - Utah PTA Leadership Convention
  - Advocacy Conference
  - PTA Day at the Capitol

Responsibilities of a Council PTA Commissioner

- Provide training and leadership for local commission counterparts.
- Act as a resource and provide new ideas and approaches for commission concerns.
- Provide information to local PTA units on policies, goals and objectives.
- Organize council projects, conferences and workshops as needed.
- Conduct council commission meetings.
- Keep a record of number of hours spent in PTA work.
- Attend appropriate meetings.
- Maintain a resource file/procedure book to be passed on.
- Advocate for children on commission-related issues.
Responsibilities of a Region PTA Commissioner

- Provide training and leadership for council commission counterparts.
- Act as a resource and provide new ideas and approaches for commission concerns.
- Provide information to region PTA units on policies, goals and objectives.
- Organize region projects, conferences and workshops as needed.
- Conduct region commission meetings.
- Keep a record of number of hours spent in PTA work.
- Attend appropriate meetings including Utah PTA Commission meetings.
- Maintain a resource file/procedure book to be passed on.
- Advocate for children on commission-related issues.

Who can Serve on a Commission Committee?

Local
- Elected or appointed Commissioner
- Teachers
- School Nurse
- Appointees as needed
- Specialists
- Local Officers
- Students (PTSA)
- Community Members

Council
- Elected or appointed Commissioner
- Local commissioners
- Council Officers
- Appointees as needed
- Specialists
- Local Presidents
- Student Members
- Community Members

Region
- Elected or appointed Commissioner
- Council Commissioners
- Region Officers
- Appointees as needed
- Specialists
- Council Presidents
- Student Members
- Community Members

State
- Elected Commissioner
- Region Directors
- Associate Region Directors
- State Officers (as appointed)
- Specialists
- Council Presidents
- Student Members
- Community Members
Individual Development Guidelines
The mission of the Utah PTA Individual Development Commission is:

1. To assist parents, teachers and PTA leaders in building future leaders, through art and music education, character development and programs that build self-esteem for all children.

2. To take positive action to further the purpose of PTA in promoting the welfare of children and youth at home and at school.

3. To promote programs which benefit and strengthen arts and cultural education through parental involvement.

More importantly, our mission and purpose of this handbook is to help you be successful as the Individual Development Commissioner in your school’s PTA!

What is My Job?

Oversee the Reflection Program
- Develop a committee
- Determine how to promote it
- Delegate Assignments

Coordinate Character Development Programs
- Use the Utah PTA and National PTA resources
- Improve the programs you already are doing
- Put together a team

Get an Arts Grant Committee
- Get the Art Grants forms and instructions from the Utah PTA Handbook

Work with Your Local PTA/PTSA Board
- Schedule events and get volunteers
- Set a budget
- Work on needs assessments for your school

Attend All Board Meetings
- Report on needs and status of events

Create a Procedure Book. Include:
- A copy of your Local PTA Bylaws
- A Copy of your current membership sent to Utah PTA
- A place for your budget and receipts
- A contact section for:
  - Awards Recognition sources
  - Committee members
  - Board Members
How to Get Started

- Gather materials; for example, the Individual Development Handbook, the reflections handbook, the Arts Grant Awards Section from the Utah PTA Handbook and records (procedure book) from the prior Individual Development Commissioner.

- Become familiar with National PTA resources at www.pta.org

- Attend leadership training at the annual Utah PTA Leadership Convention. Reflection E-learning courses are also valuable help with training. They can be found at www.pta.org

- Organize your commission or committee. (You don’t need to work alone. Working with friends and neighbors makes your work easier and more fun.) Discuss with your commission members the information for this handbook and especially the steps on this page.

- Develop a survey/needs assessment to determine the needs of your PTA membership, parents, teachers and students (this could be part of your school’s Annual PTA Needs Assessment).

- From the survey/needs assessment data, identify subjects that are high-ranking concerns to your PTA boards, parents, teachers and students.

- Choose two or three area of focus for your Individual Development Commission.

- Based on these areas of focus, clearly define reasonable goals and objectives you would like to establish for your commission.

- Include school administrators in your planning (They can help you check for school policies or laws governing each area of focus on the local, district and state level).

- Decide what programs and activities in addition to reflections that will help meet your goals and objectives.

- Develop an action plan for your programs and activities and make sure to delegate, delegate, and delegate!

- Budget for these activities and submit your budget to the budget committee for inclusion in the overall budget.

- Keep records of the programs and activities so that you can evaluate their effectiveness and move forward with the goals and objectives. Update or create (does it need comas) the procedure book. These records will be valuable to the Individual Development Commissioner who follows you.

- Express gratitude frequently to those who assist you!
Organizing Your Commission / Committee

This page is to help you identify the plan for your Commissioners and the people on your commission/committee.

Commission/Committee:

Commissioner/Chairman:

Areas of Concern:

Commission/Committee Members:

Teachers:

Students:

Parents:

Community:

Specialists:

Consultants: (Resource people)
Suggested Time Line of Arts Events

These are suggestions of things your local PTA can do during the year.

June
- Attend Utah PTA Leadership Convention
- Meet with your committee

July
- Get your budget completed and ready to hand in

August
- Decide if you will be celebrating students birthdays and figure out when to celebrate summer birthdays
- Back to school night- be ready to hand out fliers to promote your upcoming events
- Have a Reflections Kick Off (assembly, video, flyers, etc).

September
- If doing an art program (Meet the Masters, Art Start, etc.) work with administers and start to plan, train volunteer(s) and organize the artist(s) and set up times to teach the class.
- Enroll for the spelling bee; by enrolling early you save money. Early bird enrollment time is Mid-August to Mid-October. (www.spellingbee.com)

October
- Celebrate National Arts and Humanities Month (NAHM). Encourage participation of students, families and the community in art and humanity programs at school, home and in the community. Events could include a behind the scenes tour of reflections after all the entries has been collected, a concert or simply reading a book to the students about arts.
- Have a Reflections awards night or assembly.

November
- Have a school wide essay contest on, “What I am thankful for”. Kids can compete for fun prizes and crafts.

December
- Help the school promote a Winter Festival concert, for the students

January
- Plan a multi-cultural event for the students in your schools.
- Plan to attend your Region Reflections awards night. Pick up any art that will not be moving on and return to students.
- Hold School wide spelling bee and submit winner for regional spelling bee
- Submit suggestions to nominating committee for replacement (if you are not planning to do it yourself)
February
- Update Procedure Notebook for incoming Commissioner. Also give summary of your commission events, thus far to Executive Committee.
- Have a Chinese New Year Celebration. Have art supplies available during lunch and recess to make paper dragons, etc.

March
- Music in Our Schools month - consider hosting a talent show or composer or music artist during parent teacher meetings.
- Have a school wide essay or poster contest on, “I’m lucky to be me because…” Kids can compete for fun prizes and crafts.
- Registration for Utah PTA Leadership Convention will open soon. Plan to attend.
- Celebrate Dr Seuss’ Birthday. Have a Reading night, dress up day, author’s day or a create-a-book contest.
- World Poetry Day is March 21st. Celebrate, have a poetry contest or reading, etc.

April
- Artist Leonardo da Vinci’s Birthday, April 15, 1452 – Have an Invention Convention (http://www.kinderart.com/arthistory/inventionconvention.shtml)
- Pick Classes to attend at Utah PTA Convention in May/June.
- Sponsor and Hold an Art Walk to display art projects throughout the year
- Host a Spring Musical Concert

May
- Have a Cinco de Mayo Celebration
- May 18th is International Museum day. Work with a local museum to have a discount for students and families to go or create a museum in your school and have families and communities attend. (Example: Art Walk).
- Do a Needs Assessment
- This is transition time for PTA. Make sure if there is a new commissioner for next year, you are sitting down with them and going over the ins and outs of your commission. See which commission committee members are returning next year. Update procedure book. Be ready to turn everything over by June 30th.
Arts Enhancing Education

- By supporting arts education, you help foster young imaginations and facilitate children’s success in school. Arts education also provides the critical thinking, communications and creativity skills essential to 21st century success.
- The arts reach students who are not otherwise being reached
- Students’ benefit in other areas of learning
- Arts change the learning experience
- Proficiency in the arts affects the skills and overall individual ability to do well in our knowledge-based economy.

Arts Programs and Resources
More Art + Education = Student Success

Start the Arts- and keep it going!

- Great Artist Program [www.greatartistprogram.org](http://www.greatartistprogram.org)
- Meet the Masters [www.meetthemasters.com](http://www.meetthemasters.com)
- Artworks for Kids [www.artworksforkids.org](http://www.artworksforkids.org)
- Opera By Children [https://operabychildren.org](https://operabychildren.org)
- Music in Our Month (MIOSM) [http://www.nafme.org/programs/miosm](http://www.nafme.org/programs/miosm)
Character Education

What is It About?

The social, emotional and ethical development of young people is just as important as their academic development. It is, in fact, the precursor to academic achievement.

As Theodore Roosevelt stated, “To educate a man in mind and not in morals is to educate a menace to society.”

- Character Education not only cultivates minds, it nurtures hearts.
- Character Education gets to the heart of the matter.
- Character is defined but what you do, NOT what you say and believe.

Character Education Program and Resources

- Battle of the Books www.battleofthebooks.org
- Spelling Bee www.spellingbee.com
- Jr. Achievement www.juniorachievement.org
- Robotics www.roboticsutah.com
- Culinary www.thefinishingschoolslc.com
What is the Utah PTA Arts Education Fund Grant?

The Utah PTA Arts Education Grant supports local PTA’s in their efforts to promote arts education and art activities within the school. Utah PTA believes that encouragement of the arts is important to Utah’s children! Introducing and using art in a child’s life can make a notable difference in their abilities, talents, learning abilities, and self-esteem. With these thoughts in mind, Utah PTA has developed a grant to inspire local schools to develop, promote, and provide quality art programs. This grant is offered to schools on an annual basis to assist in this effort. Funds are granted one dollar for each dollar (1:1) contributed by the local PTA unit. The amount granted to any one school can be up to $500 from the Utah PTA. Funds are available for the next fiscal year to be used at the school. A grant may be requested for the improvement of an existing art program or for the creation of a new art program. It may also be used for supplies, musical scores, theatre rights, costuming, theatrical props, etc. The BEST thing about the Utah PTA Arts Education Grant is it is only limited by your own creativity!

How Do I Get One?

- Research various art programs (see Utah PTA Resources and National PTA Resources)
- Develop a project time table
- Determine what program your PTA will do
- Determine where you will get the matching funds
- Complete the Utah PTA Arts Grant Application completely and correctly
  - Application can be found in the President Handbook or at utahpta.org/arts-education-grant
- Applications due annually by February 1st
- Payout schedule is explained online.
Reflections

What is Reflections?

- Reflections is a nationwide contest meant to give students the opportunity to explore and learn about various art forms.
- There are 7 categories a student can enter. Dance, Photography, Film, Music, Literature and Visual Arts-2D and visual Arts-3D.
- Reflections deadlines are set by each school, council, region
- Every Student can participate

More information can be found in the Utah PTA Reflection handbook: Reflections Local Leaders Guide, or at www.utahpta.org/reflections
Utah PTA and National PTA Art Resources

Americans for The Arts

Americans for the Arts is a nonprofit organization dedicated to advancing the arts in America through advocacy of public policies that support and promote the arts. It’s YouthARTS program (www.americansforthearts.org/youtharts) is designed to give arts agencies, juvenile justice agencies, social service organizations, and other community-based organizations detailed information about how to plan, run, provide training for and evaluate arts programs for at risk youth. www.americansforarts.org

Arts Education Partnership

The Arts Education Partnership (AEP) is a national coalition of arts, education, business, philanthropic and government organizations that demonstrate and promote the essential role of the arts in the learning and development of every child and in the improvement of America’s schools. The partnership includes more than 140 national organizations, as well as local partnerships. www.aep-arts.org

National Assembly of State Arts Agencies

The National Assembly of the State Arts Agencies (NASAA) is the membership organization that unites, represents, and serves the nation’s 56 state and jurisdictional arts agencies, which support excellence in and access to the arts. The NASAA website contains a directory of state arts agencies, a list of publications and advocacy tools. www.nasaa-arts.org

National Endowment for The Arts

The National Endowment for the Arts (NEA) is a public agency dedicated to supporting excellence in the arts, bringing the arts to all Americans and providing leadership in arts education. Established in Congress in 1965 as an independent agency of the federal government, the NEA is the nation’s largest funder of the arts. www.nea.gov

Learning for Life

Learning for Life features grade-specific, theme-oriented lesson plans to be used in the classroom to enhance and support the core curriculum. Lessons are designed to be conducted by the classroom teacher in conjunction with the core curriculum. The Learning for Life curriculum is research based and our content team has uniquely embedded character development traits into lessons that are aligned to core curriculum standards in all 50 states. This provides authentic practice of core curriculum topics and skills embedded in critical character development and life skills lessons. www.learningforlife.org
Good Character.com

GoodCharacter.com was born in 1987. It started out to be a one-hour TV special for teens about making good choices. It is now a great resource for character development, with books, videos and teachers guides. www.goodcharacter.com

Character Education Partnership

Character education is an educational movement that supports the social, emotional and ethical development of students. It is the proactive effort by schools, districts, communities and states to help students develop important core ethical (recognizing what’s right) and performance (doing what’s right) values such as caring, honesty, diligence, fairness, fortitude, responsibility, grit, creativity, critical thinking, and respect for self and others. Character education provides long-term solutions to moral, ethical, and academic issues that are of growing concern in our society and our schools. Through character education, students learn how to be their best selves and how to do their best work while making school a place where students and educators feel comfortable and able to work. Character education has always been an essential part of our schools’ mission. In fact, since the founding of our nation’s public schools, character development was always an integral part of schooling along with academics. Today’s character education movement is a re-emergence of that important mission. www.character.org

Artworks for Kids

Art Works for Kids took root in 1995, when Beverley Taylor Sorenson established the foundation alongside her integrated arts teaching model that emphasizes collaborative teaching and planning between classroom teachers and arts teachers. In the years since, thousands of classroom and arts teachers have received professional development in arts integration through the workshops sponsored by Art Works for Kids. www.artworksforkids.org

Utah Division of Arts & Museums

Utah Arts & Museums seeks to advance the quality of life for all through arts experiences and cultural opportunities. The Division provides more than 500 outreach services, including arts education, professional development, exhibitions, community outreach, and direct matching grants to schools, local arts agencies, organizations, community centers, performing groups, museums, and individuals across Utah. In addition, the Division acts as a state coordinator and advisor on topics of importance to arts and museums communities. The Division also manages the state’s art assets for fine art, folk art, public art, and traveling exhibitions, reaching every county in the state. www.artsandmuseums.utah.gov

Opera by Children

Utah Festival Opera & Musical Theatre hires and trains professional artist to work side by side with teachers in the classroom as the students write original stories; create dialogue for the characters; compose music for the entire work; create visual works for scenery, sets, and costumes: audition; rehearse; and preform their own original opera. www.operabychildren.org
The National Standards for Family-School Partnerships are voluntary guidelines to strengthen parent and family involvement on behalf of children in schools and other programs. The six standards and their quality indicators provide PTAs, schools, and communities with the components that are needed for highly effective family-school involvement programs.

PTA leaders and all those interested in more effective family/school/community connections will find the National Standards for Family-School Partnerships to be a valuable resource and catalyst for action.

What are the National Standards?

1. Welcoming All Families Into The School Community
   Families are active participants in the life of the school and feel welcomed, valued and connected to each other, to school staff and to what students are learning and doing in class.

2. Communicating Effectively
   Families and school staff engage in regular, two-way and meaningful communication about student learning.

3. Supporting Student Success
   Families and school staff continuously collaborate to support students’ learning and healthy development, both at home and at school and have regular opportunities that will support their success.

4. Speaking Up For Every Child
   Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

5. Sharing Power
   Families and school staff are equal partners in decisions that affect children and families and together inform, influence and create policies, practices and programs.

6. Collaborating With Community
   Families and school staff collaborate with community members to connect students, families and staff to expand learning opportunities, community services and civic participation.

Background

Our nation acknowledged the important role of parent involvement through its enactment of the 8th National Education Goal:

Every school will promote partnerships that will increase parental involvement and participation in promoting the social, emotional and academic growth of children.

Utah PTA supports this goal. The standards were designed to raise the level of expectation about how family-school involvement programs can improve student achievement and life success by engaging families in true partnership with educators and community leaders.

How Were the Standards Developed?

The standards were developed by the National PTA in collaboration with parent involvement researchers and other national leaders. They are endorsed by more than 30 professional education and family-school
involvement organizations. The standards clearly delineate those practices that have been shown to lead to success and high-quality parent involvement programs. The standards were developed to be a practical tool for meeting the threefold purpose of the national standards which is:

1. To promote meaningful parent and family participation
2. To raise awareness regarding the components of effective programs
3. To provide guidelines for schools that wish to improve their programs

How Can My PTA Use These Standards?
Before you begin to develop new or improve on existing family-school involvement programs, form a committee or action team including all of the stakeholders—parents, teachers, administrators, support staff and community leaders. Be sure everyone involved understands the group’s purpose: to recognize the importance of parent and family involvement, review the standards, look broadly at current programs or practices at your school and make recommendations about what steps are needed to initiate positive change.

Developing genuine collaboration is critical. The views of all stakeholders should be considered and valued and no one group should control the outcomes. Establishing trust and a true partnership will take time, but the extra effort is well worth the lasting benefits that can be gained. Meaningful change requires thoughtful, incremental steps. Laying a solid foundation can make all the difference in the final outcomes and success of your programs.

Creating an Action Plan
When parents, educators and community leaders make parent involvement a mutual goal, they can begin to work together as a team to create an action plan for reaching and maintaining the standards. Give each step adequate attention to ensure the overall effectiveness of your plan. Set realistic and achievable goals. Remember: Success Breeds Success. Accomplishing obtainable goals and then setting additional ones works better than reaching too high and trying to achieve too much in the beginning.

When implementing your action plan, consider local needs, priorities and the demographics of your school and community. Involve those who will be instrumental in carrying out the plan to help develop the steps or procedures to implement it. This uses a bottom-up rather than top-down team approach which allows for greater support and cooperation from everyone involved.

Family involvement should not be seen as an “add-on” program feature, but rather as an essential component in the ongoing goal of improved student success. In order to be most effective, the family-school involvement plan should be fully integrated into the overall school or program improvement process.

Making Progress
Once the groundwork is laid and all stakeholders understand the value of the partnership, then redefining, reshaping and “scaling up” planned activities and goals maintains the momentum of program change. As noted, family involvement is a process, not merely a series of “one shot” activities or plans carried out and then retired. It is crucial that the standards be implemented in an ongoing pattern of planning, action and evaluation on a consistent basis. Each measurable success fosters a pattern of continual, meaningful partnership.
Key Points To Remember

**Positive Approach**
Take a positive approach and build on the commendable practices that already exist in your school or programs. Accommodate diverse populations. Consider the needs of all families and plan meetings and structure activities to best involve everyone.

**Involve All**
Involve all the stakeholders—parents, teachers, administrators, support staff and community members. Enlist the full participation of those who will implement the program or activity to help design the action plan prior to launching the program.

**Provide Training**
Involve school or program support staff, as well as educators and administrators, in the process. Provide program training for parents, staff and administrators as needed to implement the action plan.

**Offer Assistance**
Offer PTA assistance. Encourage your PTA members to work closely with the school or program administrators to be an effective team model for implementing the action plan and facilitating family-school involvement.

**Reinforce**
Reinforce the truth that family and community involvement is more than fundraising or collecting donations for projects and activities.
Why be a PTA School?

Utah PTA:

Is the largest volunteer child advocacy organization in Utah with over 685 local units and councils. Utah PTA is a partnership between parents, educators, students, and individuals who want to make a difference in the life of a child. Members of Utah PTA are also affiliated with millions of members of National PTA, an association that is actively involved in promoting activities and legislation that support the nation’s public school children.

Supports many of the National PTA programs and legislative efforts as they relate to the welfare of Utah’s public school children.

Participates in numerous committees, coalitions, conferences, summits, and programs for children and youth.

Holds an annual Leadership Convention to train PTA leaders across the state as well as an annual PTA Day at the Capitol and Advocacy Conference to bring important grassroots issues to the membership.

Provides valuable parent information through leadership trainings, various handbooks and emails. Utah PTA has programs for children and youth, including Reflections, Hope for Tomorrow, Battle of the Bands, PTA Take Your Family to School Week, Teen Dating Violence Awareness and Prevention Week and more.

The backbone is the organization of diverse volunteer members who donated millions of hours to benefit the children in local public schools.

Advocates for all children in schools and districts, and by following bills that are supported by Utah PTA resolutions that originate from the grass roots—their members.

Is the watchdog for Trust Lands money, making sure the monies keep flowing to the local schools and that all uses of the land benefit the children of Utah.

Supports all public schools, including public charter schools.

When a school forms a PTA, it becomes a member of the largest child advocacy group in Utah and the United States, and will:

- Be under the umbrella of the Utah PTA’s 501(c)(3). They will be issued an EIN for banking purposes and IRS filings and a PTA Unit ID Number from National PTA.
- Have bylaws that govern them.
- Have only one agenda—the children.
- Have the support of Utah PTA and National PTA.
- Have researched resources and handbooks from Utah PTA.
- Have the opportunity for their children to participate in the Reflections program.
- Have the opportunity to participate in PTA Awards and any PTA programs.
- Have leadership trainings.
- Receive regular communication from council, region, and Utah PTA.
- Have a member-to-member parent information base with National PTA.
- Have a larger voice on issues that face their school—every child.one voice.
- Have regular information about upcoming events, conferences, and legislative issues, education, health, and safety issues through emails, and Utah PTA website: www.utahpta.org.

A Local PTA organization is a viable, involved association within every community that seeks to benefit the education, safety, and welfare of children and youth. Local businesses, organizations, school community, and community leaders work together with PTA to develop common bonds that further local values and goals that strengthen family, school, and community.
Utah PTA Facts

History: Utah PTA joined National PTA in 1925. Utah PTA is the largest child advocacy and volunteer association in the state. National PTA was established more than 100 years ago to address children’s issues.

Membership: Being the largest advocacy association in Utah, more than 80,000 individuals volunteer and participate in 628 Local and Council PTAs within the state.

Organization: Utah is divided into 21 geographic PTA regions, each served by a Region Director. In large districts, the Region Director works with area Councils. The Council President then works with the local school PTA President. In rural areas, two or more school districts are under one Region Director. Local PTA Presidents meet on a regular basis throughout the school year with Council Presidents/Region Directors. Presidents-elect and Principals may also be included in these meetings. Local PTAs also meet on a regular basis throughout the year in Executive Committee and Board meetings and work with administrators, teachers, staff, parents, and students.

Affiliation: Utah PTA is an affiliate of the National PTA. National PTA is composed of 54 state congresses and more than 20,000 local units in all 50 states, the District of Columbia, U.S. Virgin Islands, Puerto Rico and the Department of Defense Schools in Europe. State PTAs are the liaison between the local PTA and National PTA, helping each to function effectively and to support and sustain the other. PTAs at the local level are valuable assets to their school communities by providing educational and parent involvement information, resources, events, and activities.

Parental Involvement: In 2018, Utah PTA volunteers reported 1,329,786 hours of service to Utah’s children in their local public schools. If this volunteer service were translated into monetary value, it would be worth $37,951,307.13!

Important Information

Utah PTA also has an exemption from sales tax from the Utah State Tax Commission. State law requires every PTA to pay sales tax on purchases under $1,000 and then request a refund. Utah PTA has established a procedure for applying for the refund. See the Financial section. Contact the Utah PTA Treasurer for more information.

National and Utah PTA Programs
- Reflections
- Healthy Lifestyles
- School of Excellence
- Take Your Family to School Week
- Teacher Appreciation

Utah PTA Programs
- Battle of the Bands (PTSA)
- Ribbon Week
- Hope for Tomorrow, with NAMI Utah
- Healthy Relationships (PTSA)

Conferences and Trainings
- Advocacy Conference (October)
- PTA Day at the Capitol (February)
- Leadership Convention (May)
- PTSA Student Leadership Conference (May)

Utah PTA Awards and Grants
- Utah PTA Awards
- LEAP Award
- Membership Awards
- Arts Education Grant

Special PTA State Committees
- Special Needs

Positions included in Commissions
- Diversity & Inclusivity
- Male Involvement
- Military Families
Bylaws must be renewed every three years. Check the red stamp at the top right of the first page of your bylaws. This date will show if your bylaws are current or need to be renewed.

Found on the front page of your local PTA bylaws:
- Your PTA Unit ID Number needs to go on your membership remittance form and cards and Reflections entries. It is your PTA identification number, as assigned by National PTA.
- Your EIN (Employer Identification Number) is needed for all IRS filings and the PTA’s bank account. It is your IRS identification number.

Be A PTA Professional

According to the PTA bylaws, all meetings shall be governed by Robert’s Rules of Order Newly Revised. In addition, all Board members shall:
- Abide by all PTA rules and meet all PTA deadlines.
- Ensure that the PTA database information (names, addresses, etc.) be for use of PTA Board members only. The confidentiality of hard copies and electronic copies shall be protected.
- Attend all Board meetings and applicable Executive Committee meetings.
- Notify the President as soon as possible if an emergency occurs and they are unable to attend a scheduled PTA meeting.
- Arrive on time and remain to the conclusion of the meeting except in cases of individual emergencies.
- Begin all meetings on time.
- Be allowed a 10-minute break every two hours, returning promptly.
- Remain in a meeting while in session.
- Hold all but emergency calls. Leave the room to answer a call.
- Turn all cell phones to off or vibrate.
- Complete preparation before or after meetings, not during meetings.
- Refrain from holding side conversations.
- Direct all comments and questions through the chair.
- Maintain professional courtesy at all times, including being supportive rather than judgmental, respecting differences of opinion, and listening to others’ ideas without prejudice.
- Give feedback directly and openly in a timely fashion.
- Acknowledge problems and deal with them as they arise.
- Be prepared to present agenda items in a concise manner and focus on tasks and the process and not on personalities or hidden agendas.
- Obtain missed information during breaks out of consideration of others.
- Adjourn at the scheduled time, as per the printed agenda.
- Dress to match the dress of those also attending a meeting when representing PTA.
- Wear name badges when representing PTA.
- Notify President of address, phone number, and email changes as soon as possible.
- Stay at home out of consideration for the health of others if ill and possibly contagious.
Children Learn What They Live

If children live with ...

...Tolerance
they learn to be patient

...Encouragement
they learn confidence

...Praise
they learn to appreciate

...Fairness
they learn to appreciate

...Security
they learn to have faith

...Approval
they learn to like themselves

...Acceptance and Friendship
they learn to find love in the world

...criticism
they learn to condemn

...hostility
they learn to fight

...ridicule
they learn to be shy

...shame
they learn to feel guilty
Utah PTA

Resources

5192 S. Greenpine Drive, Salt Lake City, UT  84123
Telephone: (801) 261-3100 • Fax: (801) 261-3110
kids@utahpta.org

www.UtahPTA.org

Monday - Thursday
9:00 to 3:00
Closed Friday
Closed holidays - Please call before you come to ensure office is open.

Follow Utah PTA

Facebook

Facebook Groups that you can join:
Utah PTA
Utah PTA Super Secondary
Utah PTA Excellent Elementary
Treasurers
Reflections
Community Council

Pinterest
Utah PTA - www.utahpta.org

YouTube
Utah PTA One Voice

Twitter
@UtahPTAOneVoice

Instagram
Utahpta

National PTA Headquarters
1250 N. Pitt Street, Alexandria, VA  22314
Telephone: (703) 518-1200
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