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 __________________________________

Name ___________________________ Position ___________________________

Phone ___________________________ Email __________________________________
**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)
Meeting / Project Planning Assignment Sheet

This page is provided as a guide for setting up a plan of work for projects.

Officers in charge: (assignments)

Committee:

Business to be conducted:

1.
2.
3.
4.

Presentations:

Publicity:

- Fliers
- Community Newspaper (press release)
- Posters
- Websites
- Other (PTA newsletter, local radio or television stations)

Physical Facilities:

Handouts:

1.
2.
3.
4.
Other:

Costs:

Evaluation:

Subject:

Letters:

School Papers:

Calls:
Introduction to Membership

The strength of your PTA lies in its membership – the parents, teachers, school administrators, business leaders, and community members who devote themselves to making a positive difference in the lives of children. Members are the lifeblood of Utah PTA and provide the passion, leadership, and hard work needed to fulfill Utah PTAs Mission.

Every individual who joins PTA is giving something not only to his or her child but to every child. Imagine how much stronger your community could be if every parent, every community member, and every business leader who could be involved in PTA did get involved.

Attracting new members and retaining current ones are among the most important duties of a PTA. A strong membership is essential for PTA to be a force in decisions involving the welfare and education of children. But a thriving membership doesn’t just happen; it requires good planning and year-round attention from leaders like you.

Form a membership committee. Meet monthly to make a plan to retain and recruit members. Involve the board of directors and other members in these efforts. Membership is everyone’s job!

Your PTA should plan and hold a kickoff membership campaign during Back-to-School and then continue membership recruitment efforts throughout the year. Every PTA event is an opportunity to recruit new members, and every participant is a potential PTA member or supporter! Successful membership recruitment drives are essential to bringing new volunteers and excitement to your PTA.

As a membership committee, choose a fun campaign theme. Your campaign will build excitement and enthusiasm for children going back to school and encourage parents to get involved in their children’s lives. Display your theme in a high-traffic area of the school. Chart your membership goal and growth.

Consider having an additional membership campaign in January. This is another important back-to-school period and a great time to recruit new members. Parents are resolved to be more involved, and new families may have moved into the community. A new campaign reminds parents that it’s not too late to join PTA and make a real difference for their children and schools in the current school year.

Many PTAs run only one membership campaign a year – in the fall. The PTAs that run more than one campaign a year have, on average, 20 percent more members. That is because potential members have more opportunities to say “yes” to becoming a member. Nationwide, approximately 18 percent of PTA members join in January and February, second only to the traditional, fall back-to-school campaign period.

As part of the effort to increase parent involvement, Utah PTA has put together membership campaign ideas and customizable marketing tools to help each PTA reach out to new members. These materials are available at [www.pta.org](http://www.pta.org). Additional tools and resources to help you develop programs and increase participation in your local PTA are available in the PTA Back-to-School Kit, on the National PTA website, [www.pta.org](http://www.pta.org).
Responsibilities of the Membership Chair

The membership chair is responsible for facilitating the work of the membership committee and ensuring timely, accurate communication with other PTA committees and officers. The membership chair and committee should develop a membership growth plan that will direct the activities of the committee. This plan will create membership recruitment and retention strategies that will lead to overall membership growth. Other responsibilities of the chair include:

- Attend scheduled meetings as determined by the local President, including leadership and membership training at the Utah PTA Leadership Convention for training and information.
- Know your council, region, and state membership representatives.
- Create and lead the membership committee in development efforts to reach membership recruitment and retention goals.
- Follow state membership calendar and timeline.
- Conduct a membership drive with an effective membership campaign. An effective campaign can strengthen current members’ perception of the value of belonging to the PTA. Your members will find out what your PTA/PTSA is all about, and they will see firsthand that PTA/PTSA can effectively accomplish its goals. Incorporating their ideas also demonstrates the PTA’s interest in members’ opinions, skills, and knowledge, and shows individual members how they can be advocates and be a voice for all children.
- Collect and process dues, sending dues and remittance forms to Council and Utah PTA on a monthly basis on the 25th of each month.
- Distribute membership cards to local members (You will receive these from your council president or region director).
- Maintain accurate membership records and relevant information on the Membership Committee work.
- Maintain Membership procedure book which includes:
  1. Local Bylaws
  2. Local PTA Calendar
  3. Committee List
  4. Membership Roster
  5. Campaign
  6. All Membership Information
- Work with the council, region, and Utah PTA membership chairs to ensure membership goals are being met.
- Check Utah PTA website: www.utahpta.org for membership updates.
- Adjust local dues according to Utah and National PTA dues increases, by following the appropriate procedure.
- Apply for Utah PTA membership awards.

Develop a Membership Committee

- The goal of the membership committee is to build an informed, active membership that supports the mission, purposes, policies, and programs of the PTA. Under the direction of the membership chair, the committee should develop a membership recruitment and retention plan that emphasizes a year-round effort to involve new members. Well thought-out committee plans made early and carried out with enthusiasm and imagination throughout the year will contribute to the success of membership development.
Committee Size

- The size of the committee will vary, depending on the needs of the local PTA.
- Most membership committees will include from 3 to 10 members.

Committee Composition

- Local PTA membership committees should include parents, teachers, and principal.
- Local PTSA committees should have at least one student on their Board.
- Local membership committees should include a representative from all areas of the local school community.

The Membership Committee May Include:

- Principal—to provide administration assistance.
- Treasurer—to coordinate collection and remittance of dues.
- Publicity Chair—PTA PR.
- Program Chair—to coordinate school events and membership opportunities.
- Hospitality Chair—to welcome and greet everyone at meetings and all school functions.
- Teacher VP—to promote faculty involvement.
- Student Representative—to promote student membership in PTSA.
- Community Representative—to reach out to supportive business/partnerships.
- Parent—to assist with friendly personal invitations and phone call follow-up.
- Engaging Minority Leaders (EML) Representative to reach out to all parents.
Accurate Records
It is very important for the Membership Chair to keep up-to-date and accurate records of their PTA members. Keep the list updated as new members join PTA. Include the member’s name, address, email address, phone number, and child/children’s name(s). The date the member joins PTA is also important for accurate record keeping.

The Membership Chair:
- Keeps an up-to-date list of all PTA members.
- Provides copies of the most current membership list to the local president, secretary, and treasurer.
- Provides a copy of the most current membership list to the council president or region director, if requested.
- Provides a copy of the most current membership list to the nominating committee for considering members to be nominated for PTA offices.

Membership Dues
Local membership dues vary according to local PTA bylaws. Council dues vary according to council bylaws. Utah PTA and National dues are established by vote of the delegates at Utah PTA Business and Resolutions Meeting at the Leadership Convention and National PTA Convention.

Membership Dues:
- Cover costs of printing, mailing, leadership training, developing programs, and maintaining Utah PTA and National PTA offices.
- Are NOT fund raisers.
- Sustain the function and purposes of PTA.
- Must be submitted through MemberHub by the 25th of every month.
- Must be submitted through MemberHub by February 1st of the current year to be a PTA in good standing on Utah PTA records and to be eligible for membership awards.

Year-Round Schools
A year-round school may designate its enrollment month and “membership year” according to its calendar, as long as Utah PTA remittance dates are met.

Year-round schools may contact their region director to receive membership cards as early as possible.

If the school has several tracks (for example, there are four tracks in the 45-15 plan), the annual membership drive should be extended to allow sufficient time for parents from all tracks to join. If annual enrollment is conducted in the summer, date the membership cards with the appropriate month.

New Local PTA Packet
A new local PTA packet is available at the Utah PTA office. To receive a copy call the Utah PTA office at 801-261-3100.

Back-to-School Kit
Each local president should receive this kit of resources in the fall from National PTA. Be sure Utah PTA has the new local president’s information (name, address, phone number, and E-mail) in May, after which he or she must go on the National PTA website, www.pta.org, to register to receive this valuable box of resources.

Membership Envelopes are available at the Utah PTA office or the Utah PTA Leadership Convention. They are $15 per box of 500.
Membership Calendar, Time Line and Ideas

Membership is a year-round activity. Continually invite individuals to join and become involved. One membership represents one more parent involved in a child’s life. The more members you have, the larger your local PTA voice. You can send one delegate for every 25 members to vote at Utah PTA Leadership Convention.

MAY–AUGUST
■ Attend the Utah PTA Leadership Convention for membership training and information.
■ Purchase membership envelopes at the Utah PTA Leadership Convention or from the Utah PTA office ($15 per box of 500).
■ Study the actions of previous year’s membership committee in procedure book.
■ Form a membership Committee.
■ As a membership committee, meet to review the results of the previous year’s membership campaign and to determine new goals. Present your campaign and goals to your local PTA Board.
■ Contact your PTA Council President or Region Director for current membership information and PTA materials.
■ Receive your membership cards from your region or council.
■ As a membership committee, adopt Utah PTA’s membership theme or develop your own.
■ Create a membership calendar with Utah PTA deadlines for remittance of membership dues and application for membership awards. Also include a directory of school and PTA/PTSA events and activities.
■ Be aware of information available in Spanish and English from National and Utah PTA.
■ Present a year-round membership plan and budget to the executive committee for approval.
■ Establish any membership benefits specific to your local PTA.
■ Attend the first faculty meeting at your school with your PTA President. Ask for five minutes to introduce yourself and talk with the staff about PTA/PTSA. Ask for input on what the faculty would like to see happen in the coming school year. Before you leave remind them that the “T” in PTA stands for “Teachers,” and ask them to join. Leave membership envelopes and brochures with them.
■ Plan a membership promotion campaign for your Back-to-School Night/Open House. Announce your theme for the year.

SEPTEMBER–OCTOBER
■ Submit membership dues through MemberHub by the 25th of every month.
■ Ask your Mayor to proclaim September as “PTA Membership Month.” Make a copy of the proclamation and give to council to send on to Utah PTA.
■ Kick off your membership campaign by providing information about PTA’s mission, purposes, and activities to all parents and the local media. Include information in the PTA/PTSA or school newsletter, local newspaper, public service announcements, and public bulletin boards. Translate articles into other languages as needed.
■ Work with your school administration to build a classroom incentive program that rewards all classes that achieve a pre-determined goal. Publicize this program as an assembly, with upbeat classroom visits, or by sending a letter home.
■ Send a letter or invitation (along with a membership envelope) home with all students for family members to join PTA/PTSA. Emphasize past PTA accomplishments and future goals. Translate invitations accurately as needed.
Encourage the return of all membership envelopes whether they choose to join or not. Recognize all students for their efforts. You may honor the classes that have 100 percent envelopes returned.

Send an invitation to join PTA to past PTA presidents, former PTA board members, the Superintendent, school board members, and other community leaders. PTA is for everyone!

Use your campaign opportunity to welcome everyone, encourage involvement, and provide information about PTA/PTSA programs, events, positions, and advocacy efforts. Discuss the benefits and the value of belonging to PTA/PTSA. Continue building and demonstrating the partnership between the school and community with PTA/PTSA.

**NOVEMBER–DECEMBER**

- Submit membership dues through MemberHub by the 25th of every month.
- Reach out to former PTA members and those who have not yet joined PTA/PTSA by making a personal contact.
- Check school calendar for upcoming events and programs where you can set up a membership table.
- Update your membership growth display.
- Request additional membership cards from your region or council if needed.
- Keep your members informed through social media, E-mails, newsletters, fliers, and notes. Let them know they are valued as a member of your PTA.
- Submit membership dues through MemberHub by December 1st to be eligible for Reflections, Awards, and sales tax refund.
- Update the membership roster and provide a copy to the president, secretary, treasurer, council, and region.
- Provide a membership roster for the nominating committee.

**JANUARY–FEBRUARY**

- Submit membership dues through MemberHub by the 25th of every month.
- Update the membership display board.

Remember, retaining members is important. Contact and inform members regarding PTA and the value of belonging.

Check with the principal to verify if registration for next Fall will be by mail or on-line, and that PTA membership will be included.

Consider having an additional membership campaign to increase membership.

**MARCH–APRIL**

- Submit membership dues through MemberHub by the 25th of every month.
- Review and update the records of membership activities.
- March 1st - deadline for Membership awards.

**MAY–JUNE**

- Submit membership dues through MemberHub by the 25th of every month.
- Celebrate PTA/PTSA accomplishments. Organize a special event or coordinate it with another event to recognize your membership and those that participated.
- Organize an appreciation event for all PTA volunteers.
- Encourage new membership chair to attend pre-Convention orientation, Utah PTA Leadership Convention, and post-convention training to network and gather all new membership information.
- Prepare procedure book to be passed on to incoming membership chair.
- Orient next year’s membership chair prior to convention and turn over all records and the procedure book.
- Thank all those who helped with this year’s membership campaign.

**KICKOFF AND MEMBERSHIP IDEAS**

- Send PTA/PTSA mailings home in the spring from the school, including PTA/PTSA information.
- Give the faculty members who join a survival kit (full of goodies) to get them through the first day of school.
- Contact the local Headstart school about PTA.
- Help with a Kindergarten Round-Up in your school. Send out PTA information to the parents and new students.
- Check with your school to see if they have a mailing going out. Ask if you can include the PTA membership envelope, brochure, and sign-up sheet for PTA. Secondary PTSAs may consider collecting membership dues with registration.

- Ask your ELL (English Language Learners) teacher or EML Representative to help facilitate a special membership night for Spanish-speaking parents.

- Reach out to your school and community by sending letters of invitation to inform or give presentations to teachers, administrators, school board members, community members, chamber members, Lion’s Club, Kiwanis, senior citizens, etc. Encourage businesses to join a PTA/PTSA of their choice.

- Create and display membership posters and bulletin boards in the school to promote the PTA membership theme, programs, and activities throughout the year.

- Sponsor a PTSA dance. The ticket into the dance automatically signs them up as PTSA members.

- For more ideas please see the Utah PTA Membership Handbook, www.utahpta.org, or www.pta.org.
What PTA Can Do For You

Utah PTA is a strong voice for children. It is the largest volunteer child advocacy organization in Utah. Children cannot speak for themselves, but we can be advocates for them. We advocate by participating in the legislative process and by having commissioners serve on statewide committees that make decisions affecting children. Visit our website at www.utahpta.org.

National PTA is the largest volunteer child advocacy organization in the United States. It is a nonprofit association for parents, educators, students, and other citizens active in their schools and communities. PTA is a powerful voice for all children and a relevant resource for parents in the education, health, and welfare of children and youth. Visit the Website at www.pta.org.

In order to appreciate its value and to make PTA an even more influential force, members should be informed about how their dues are used, as well as the benefits which come from belonging to Utah and National PTA.

What Your Utah PTA Dues Are Used For:

- Maintain the state office at 5192 S. Greenpine Drive, Salt Lake City, Utah 84123-4606.
- Distribute training materials to locals, councils, and regions.
- Maintain a nonprofit status with the IRS for participating PTAs/PTSAs.
- Provide leadership training from the state level to regions, councils, and locals.
- Provide commissioners’ and officers’ handbooks for Utah PTA.
- Defray expenses of Executive Committee, Commissioners and Region Directors while representing Utah PTA at various meetings on the State and National levels as well as meetings and conferences with cooperating agencies.
- Honor Utah PTA Reflections winners at Reflections honors night.
- Honor Utah PTA Award winners.
- Maintain Family Education Plan (FEP) on Utah PTA website: www.utahpta.org

Why Members Join

**Parents**
- To be involved in a child’s education
- Parent involvement training
- Parenting skills
- Understand school policies
- Networking/technology
- Friendship/socializing
- Leadership skills
- To have a voice
- To partner with school administration, staff
- To be part of the solution
- To understand the school system
- Interaction with other parents
- Opportunity to share their culture and a positive community experience
- To support the school

**Students**
- Friendship/socializing
- Citizenship
- Scholarships
- Community service
- Sharing issues

**Teacher/School Staff/School Board**
- A voice on issues
- Support parents
- Support students
- Share common issues
- Networking
Utah PTA Membership Advantages

**Local**

1. The nominal yearly dues support the local, council, state and national PTA and are not a fund raiser.
2. Membership that extends locals’ influence beyond their community, helping to secure state and national action for the benefit of all children.
3. A proven organization of volunteers that unite to provide help, resources, and support for students, parents, teachers, administrators, and schools.
4. A local organization that provides information, resources, and a variety of programs and activities to enhance the education of children and youth.
5. Local leadership training: Leadership Convention, Local Leader Handbooks, local PTAs field service, Emerging Minority Leaders, financial training and oversight, newsletter, etc.
6. Advocacy: A united voice for all children in local communities. Member-to-member Network, Advocacy Conference, PTA Day at the Capitol, etc.
7. Local and state award recognition opportunities, etc.

**State**

1. Operating dues from local PTAs set at $1.75 per member to support Utah PTA functions, resources, programs, and activities.
2. State-wide leadership training: child advocacy; Local, Council and Region leadership, Leadership Convention, website: www.utahpta.org, etc.
3. Advocacy: a united voice for all children at state legislative and executive levels of government. Member-to-member network, Advocacy Conference, oversight of school Trust Lands, PTA Day at the Capitol, etc.
4. State-sponsored programs that enrich the lives, talents, and interests of students; Reflections, Battle of the Bands, Gold Medal Schools, Hope for Tomorrow, Red Ribbon Week, Teen Dating Violence Awareness, etc.
5. State and National award recognition opportunities: Outstanding Volunteers, Educators, Administrators, PTA members, etc.
6. Scholarships for students; grants to locals to assist in arts education.
7. Representation at National PTA Conventions concerning Utah PTA members’ concerns and issues.
8. Representation on boards and committees with cooperating partners and agencies for children.

**National**

1. Operating dues from local PTAs are set at $2.25 per member to support National PTA functions, resources, programs, and activities.
2. Advocacy: a united voice for all children at national legislative and executive levels of government.
3. Nation-wide training sessions & workshops for local & state leaders and members.
4. National resources for all PTA leaders, members, and parents.
5. National member-to-member network for information & input on child advocacy issues.
6. Member benefits: discounts on goods and services from member benefit providers.
7. E-Newsletters: PTA Parent, Local Leader News, Partners in Leadership, This Week In Washington, PTA Benefits, etc.
8. Website: www.pta.org: parent resources, e-learning courses, webinars, etc.
9. National Programs: Take Your Family to School Week, Reflections, 3 for Me, etc
10. National Awards: Unit Award, $1897 Awards, Excellence in Education Partnership Award, membership awards, etc.
Utah PTA Is...

Utah’s voice for children. Since 1925, Utah PTA has put volunteer strength behind programs and projects aimed at creating a better life for every child. Utah PTA speaks on behalf of children and youth in school, in the community, and before governmental bodies and other organizations that make decisions affecting children.

Utah PTA is the largest statewide volunteer organization working exclusively to improve the education, health, safety, and well-being of all children and youth.

Utah PTA is affiliated with the National PTA (organized in 1897) and unites the efforts of members, local PTAs and state PTAs on child-centered issues. PTA has played an important role in many areas, including the following:

• After-school programs
• Arts Education Grant Fund
• Battle of the Bands
• Bullying and Cyberbullying Prevention
• Early childhood development & education
• Golden Apple Teacher Recognition
• High Standards for Family School Partnerships
• “Hope for Tomorrow” Suicide Prevention Program
• Internet safety
• Involvement programs
• Nutritious hot lunch programs in schools
• Reflections Art Competition
• Trust Lands

Because of the size of our organization, PTA is able to partner with businesses and negotiate special discounts, fundraising opportunities, and other valuable benefits exclusively for PTA members. To see National PTA member benefits, visit their website at: www.pta.org.

AARP · Hertz · MetLife · Schwan’s Cares
Sylvan · Staples

Come Play with PTA!

Come Play With PTA is a partnership with businesses for Utah PTA members. Utah PTA members receive discounts to local activities. See the website for current information.

You can visit us at:
www.UtahPTA.org

as well as follow us on social media!

Utah PTA
5192 S. Greenpine Drive, Salt Lake City, UT 84123
Tele: 801-261-3100 • Fax: 801-261-3110
www.utahpta.org • kids@utahpta.org
What Can PTA Do For YOU?

- Provide a rich association of caring adults working for the welfare of all children.
- Provide resources and education on child and family-related issues.
- Provide a recognized and valuable link with schools, community groups, and government.
- Provide personal growth opportunities through leadership and training sessions.
- Provide opportunity to participate in the Reflections cultural arts program.

How Can YOU Make A Difference?

- Provide a caring home environment.
- Get involved. Volunteer.
- Support school activities (whether at school, home, or your workplace) that strengthen the family-school-community partnership.
- Join with community organizations and businesses to address the needs of children.
- Learn about important issues affecting children in your community.
- Be a voice for children by communicating with local and state decision-makers.

What Can YOU Do For PTA?

- Join!
- Contribute to the strength of members statewide advocating for the welfare of Utah’s children.
- Share your time and talents. Serve on committees.
- Communicate with educators.
- Attend PTA meetings.
- Become a mentor to a child.
El PTA de Utah es...

La voz de los niños de Utah. Desde 1925 el PTA de Utah ha puesto la fuerza de los voluntarios detrás de los proyectos y programas dirigidos a crear una mejor vida para cada niño. El PTA de Utah habla a favor de los niños y la juventud en la escuela, en la comunidad y en frente de las diferentes ramas del gobierno y de otras organizaciones que toman decisiones que afectan a los niños.

El PTA de Utah es la organización de voluntarios más grande del estado, trabajando exclusivamente para mejorar la educación, la salud, la seguridad, y el bienestar de todos los niños y los jóvenes.

El PTA de Utah está afiliada a el PTA nacional (organizada en 1897) y une sus esfuerzos de los miembros a nivel estatal y local en asuntos de importancia sobre los niños. El PTA ha jugado un papel muy importante en muchas áreas incluyendo las siguientes:

- Programas después de la escuela
- Donación de fondos de formación artística
- Battle of the Bands (Batalla de las bandas de música)
- Bullying y Internet Bullying
- Desarrollo y educación de la primera infancia
- Golden Apple Reconocimiento al Maestro
- Estandares para cooperacion entre la Familia y la Escuela
- Hope for Tomorrow prevención del suicidio
- Seguridad en el internet
- Programas de nutrición y almuerzo en las escuelas
- Reflections (competencia de arte)
- Tierras de fideicomiso

Bienvendido a la PTA

Bienvenido a la PTA

UTAH

El PTA de Utah es...

Debido al tamaño de nuestra organización, el PTA puede asociarse con negocios y conseguir descuentos especiales, oportunidades para recaudación de fondos, y otros valiosos beneficios exclusivamente para los miembros del PTA. Para ver los beneficios de el PTA nacional, visite su página de internet al www.pta.org

AARP · Hertz · Schwan's Cares · MetLife
Sylvan · Staples

Ven a jugar con la PTA

Come Play With PTA o Ven a jugar con el PTA, es un esfuerzo en conjunto con los negocios que provee descuentos para los miembros de el PTA de Utah. Visite nuestra pagina de internet para mas informacion.

Utah PTA
5192 S. Greenpine Drive, Salt Lake City, UT  84123
Tele: 801-261-3100 • Fax: 801-261-3110
www.utahpta.org • kids@utahpta.org

Invitamos a todas las escuelas - Publicas y Privadas - a unirse a la familia del PTA

Beneficios de los Meimbros Utah PTA

Por favor visite www.utahpta.org y síganos en las redes sociales

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Mision de el PTA (Asociacion de Padres y Maestros) de Utah

• Defender: Apoyar y hablar a favor de los niños y la juventud
• Involver: fomentar un envolvimiento positivo en todos los aspectos de la vida de los niños y los jóvenes.
• Desarrollar: Asistir en desarrollar habilidades para criar y proteger a los niños y a la juventud.

Propósitos de el PTA

Promover el bienestar de los niños y los jóvenes, en el hogar, en la escuela, la comunidad e iglesia.

Elevar los estándares de la vida en el hogar.

Asegurar leyes adecuadas para el cuidado y la protección de los niños y los jóvenes.

Acercar la relación entre el hogar y la escuela, para que los padres y maestros puedan cooperar más inteligentemente en la educación de los niños y los jóvenes.

Desarrollar esfuerzos unidos entre maestros y el público en general, de tal manera que aseguren ventajas físicas, sociales y espirituales para los niños y los jóvenes.

Comites donde el PTA sirve o ha servido

Comités que Involucran a la Comunidad
• Cámaras de Comercio
• Junta Ejecutiva de Directores de Uplift Families
• Equipo de Liderazgo de Strengthening Families
• United Way

Comités de Educación
• Comité Asesor de Políticas USBE
• Comité de Alfabetización del Gobernador
• Coalición de la Educación Pública

Comités de Vida Familiar
• Parents Empowered
• Early Childhood Utah
• Child Welfare Improvement Council

Comités de Salud
• Action for Healthy Kids
• USBE Core Writing Committee
• Utah Coalition Against Pormography
• Prevention Dimensions
• SMART Coalition
• Utah State Suicide Coalition

Comités de Desarrollo Individual
• Utah Division of Arts & Museums
• ArtWorks for Kids!

Comités de Seguridad
• Consejo de Utah para la prevención del crimen (UCCP)
• Coalición y Consejo Asesor de Seguridad para los niños
• Red de Educación en el Internet de Utah

Comités de Participación Estudiantil
• Fuerza Especial de Realaciones Saludables de Utah
• Fiesta del Super Lector KUED
• Fuerza Especial para Adolescentes que manejan

Comités de Tierras de Fideicomiso
• Comité Consultivo del Fondo
• Administración de tierras de fideicomiso de escuelas e instituciones

¿Qué puedo el PTA hacer por usted?

• Proporcione una asociación de adultos que trabajan por el bienestar de los niños.
• Proporcione recursos y educación en asuntos relacionados con los niños y la familia.
• Proporcione un lazo valioso entre la escuela, grupos de la comunidad y el gobierno.
• Proporcione oportunidades de crecimiento personal a través de sesiones de entrenamiento de liderazgo.
• Proporcione la oportunidad de participar en el programa de arte cultural Reflections.

¿Que puedo hacer yo por el PTA?

• Proporcione un ambiente del hogar.
• Involúcrase. Sea voluntaria/o, sepá que usted puede hacer la diferencia para todos los niños.
• Apoye las actividades escolares (en la escuela, en casa, o en su lugar de trabajo) que fortalezcan la relación entre la escuela y el hogar.
• Únase a las organizaciones y negocios de la comunidad que dirigen su atención hacia las necesidades de los niños.
• Comparta su tiempo y sus talentos. Sirva en un comité.
• Comuníquese con los educadores.
• Atienda las reuniones de la PTA.
• Convíétase en el mentor de un niño.

Cómo puedo hacer la diferencia?

• Contribuya al fortalecimiento de los miembros a lo largo del estado abogando por el bienestar de los niños de Utah.
• Aprenda acerca de los asuntos importantes que afectan a los niños y a su comunidad.
• Sea la voz de los niños comunicándose con quienes hacen las decisiones a nivel local y estatal.
Utah PTA Membership Enrollment Form

Name of Local PTA:________________________ Council:______________ Region:_______

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Membership Awards
**Awards Calendar**

**SEPTEMBER:** “Back to School Award” (No Application necessary)
Any PTA submitting 25% of the previous year’s membership postmarked by September 25th will be eligible to win! PTAs who have met the criteria will be entered into a drawing.

**OCTOBER:** “Membership Magic Award” (No Application necessary)
Any PTA submitting 50% of the previous year’s membership postmarked by October 25th will be eligible to win! PTAs who have met the criteria will be entered into a drawing.

**NOVEMBER:** “Grateful for Membership Award” (No application necessary)
Any PTA submitting 75% of the previous year’s membership postmarked by November 25th will be eligible to win! PTAs who have met the criteria will be entered into a drawing.

**DECEMBER:** “Spirit Award” (No application necessary)
Any PTA submitting 100% of the previous year’s membership postmarked by December 25th will be eligible to win! PTAs who have met the criteria will be entered into a drawing.

**JANUARY:** “What is Your PTA Story?”
Open to all PTA members. Submit your own personal story about how you became involved in PTA and why you think it is important for all parents! Deadline January 25th. Stories will be featured on Utah PTA Social Media. One winner will be chosen to receive a PTA Tote Bag.

**FEBRUARY:** “We {Heart} PTA Award” (No application necessary)
Given to PTAs that share the love of PTA with 14 new members! February is a great time to launch a “We {heart} PTA” or a “Be a Sweetheart and Buy a PTA Membership” Campaign. Any PTA submitting 14 or more new memberships postmarked by February 25th will be eligible to win! PTAs who have met the criteria will be entered into a drawing.

**MARCH:** “STARS (Staff and Teachers are Really Super) Award”
Awarded to any local PTA that has 100% membership of their full-time faculty, administration, and staff. PTAs who have met the criteria will be entered into a drawing.

**APRIL:** “MARS (Men are Really Super) Award”
Awarded to local PTAs whose PTA membership has at least 50 male members including fathers, grandfathers, and male community members. PTAs who have met the criteria will be entered into a drawing.

**MAY:** End of year awards:
- Award of Excellence Membership Promotion
- Double Your Membership
- One Voice for Every Child
- Super PTSA
**MEMBERSHIP AWARDS AT-A-GLANCE**

*PTAs may apply for as many awards as they would like. Many awards have similar criteria.*

**BACK-TO-SCHOOL AWARD:** *No Application Needed*
- **PURPOSE:** To encourage PTAs to send in membership dues
- **CRITERIA:** All PTAs submitting 25% of previous of year’s membership postmarked by September 25th will be eligible to win!
- **INCENTIVE:** PTAs who have met the criteria will be entered into a monthly drawing.

**SUPER PTSA AWARD:**
- **PURPOSE:** PTSA membership reflects student population
- **CRITERIA:** An application must be submitted to Utah PTA postmarked by March 1st. Awarded to the PTSA with the highest percentage of student membership based on student enrollment.
- **INCENTIVE:** The PTSA with the highest percentage of student members based on the student enrollment will receive a traveling trophy to display at their school for the following school year.

**MARS (Men Are Really Super) AWARD:**
- **PURPOSE:** To encourage male PTA membership (including fathers, grandfathers, and male community members)
- **CRITERIA:** An application must be submitted to Utah PTA postmarked by March 1st. Awarded to local PTAs whose PTA membership has at least 50 male members including fathers, grandfathers, and male community members.
- **INCENTIVE:** PTAs who have met the criteria will be entered into a drawing for one of three $50 Amazon gift cards to help with membership efforts.

**AWARD OF EXCELLENCE IN MEMBERSHIP PROMOTION:**
- **PURPOSE:** To recognize one local PTA that exhibits excellence in promoting PTA membership through an innovative, comprehensive, and successful membership recruitment campaign.
- **CRITERIA:** An application must be submitted to Utah PTA postmarked by March 1st.
- **INCENTIVE:** PTAs who have met the criteria will be awarded a plaque.

**DOUBLE YOUR MEMBERSHIP AWARD:**
- **PURPOSE:** To increase PTA membership through retaining and recruiting new members. Awarded to local PTAs whose PTA membership is at least 100% over last year’s total membership. PTA must have been organized for a minimum of two years before application date to be considered for the award.
- **CRITERIA:** An application must be submitted to Utah PTA postmarked by March 1st.
- **INCENTIVE:** PTAs who have met the criteria will be entered into a drawing for one of three $25 gift certificates to the PTA Store.

**ONE VOICE FOR EVERY CHILD AWARD:**
- **PURPOSE:** To increase PTA membership and have every student represented.
- **CRITERIA:** An application must be submitted to Utah PTA postmarked by March 1st.
- **INCENTIVE:** PTAs who have met the criteria will be awarded a plaque.
What's Your PTA Story? Award

We want to hear your WHY! Often times we are so busy doing the work of PTA that we never stop to share with others why we PTA. Every PTA member has a story to tell. It's more than a fund raiser. It's about our children. PTA members help make a difference for their school and communities through their involvement in the PTA. Our WHY can help motivate a new member to join, cause a member to become actively engaged, and/or have a member bring a friend of public education to the table.

Share with us your PTA story to help raise awareness of the significance of PTA involvement in the health, safety, and well-being of all children. Making every child’s potential a reality — This is the power of PTA.

- Open to all members
- Submit your entry to Utah PTA (melanie@UtahPTA.org) by March 1
- Stories may be featured on the Utah PTA website and/or other Utah PTA social media platforms
- One winner will be chosen to receive a PTA tote bag
- Videos, photos, or written entries are all welcome
- By submitting your story, you are giving Utah PTA permission to share your entry on the Utah PTA website and/or other Utah PTA social media platforms.

Your Name: ____________________________________________

School Name: __________________________________________

School Address: _________________________________________
STARS Award
(Staff and Teachers Are Really Super!)

STARS (Staff and Teachers Are Really Super) Award: Awarded to any local PTA that has 100% membership of their full-time faculty, administration, and staff.

The local PTA membership representative must submit an application postmarked by March 1st to be considered for the award.
Must include a copy of your membership list, highlighting all full-time faculty, administration, and staff.

School Name: ____________________________________________________________
School Address: __________________________________________________________
Local PTA Name: __________________________________________________________
Region: __________  Council: ________________________________________________
PTA President: ____________________________________________________________
President’s Phone Number: ________________________________________________
President’s Email: _________________________________________________________

Membership Chair: _______________________________________________________
Membership Chair’s Phone Number: _________________________________________
Membership Chair’s Email: _________________________________________________

Membership Campaign Theme: _____________________________________________

Number of Full-Time Teachers: ___________________________ Number Joined: __________
Number of Full-Time Administration: __________________________ Number Joined: __________
Number of Full-Time Staff: _____________________________________________ Number Joined: __________
Combined Full-Time Total: ___________________________ Number Joined: __________
AWARD DEADLINE:
Postmarked on or before March 1st

Region #: _____

MARS Award
(Men Are Really Super!)

MARS (Men Are Really Super) Award: Awarded to local PTAs whose PTA membership has at least 50 male members including fathers, grandfathers, and male community members.

The local PTA membership representative must submit an application postmarked by March 1st to be considered for the award.

Include a copy of your membership list, highlighting male members.

School Name: ___________________________________________________________
School Address: _________________________________________________________
Local PTA Name: _________________________________________________________
Region: __________  Council: _____________________________________________
PTA President: __________________________________________________________
President’s Phone Number: ______________________________________________
President’s Email: _______________________________________________________

Membership Chair: ______________________________________________________
Membership Chair’s Phone Number: _______________________________________
Membership Chair’s Email: ______________________________________________

Membership Campaign Theme: ___________________________________________
Number of Male Members: ________________________________________________
Total Number of Memberships: ____________________________________________
Award of Excellence in Membership Promotion

Award of Excellence in Membership Promotion: Awarded to one local PTA for their outstanding membership campaign that exhibits excellence in promoting PTA membership through an innovative, comprehensive, and successful membership recruitment campaign.

The local PTA membership representative must submit an application postmarked by March 1st to be considered for the award. On another sheet of paper, describe your campaign and how you promoted the campaign. List the steps you used to plan, coordinate, and conduct the campaign. Must include copies of promotional materials used in campaign (photos, fliers, letters, articles, incentive ideas, &/or other materials). No materials will be returned to you.

School Name: ____________________________________________
School Address: __________________________________________
Local PTA Name: __________________________________________
Region: _________ Council: _________________________________
PTA President: ___________________________________________
President’s Phone Number: _________________________________
President’s Email: _________________________________________

Membership Chair: _______________________________________
Membership Chair’s Phone Number: __________________________
Membership Chair’s Email: __________________________________

Membership Campaign Theme: ______________________________

Total Number of Memberships for Last Year (July 1 - June 30): ________________________________
Total Number of Memberships for This Year (July 1 - Current): ________________________________
Percentage of Increase from Last Year (last year’s number divided by this year’s number): ______
If this is a decrease, please explain on other sheet.
Double Your Membership Award

**Double Your Membership Award**: Awarded to local PTAs whose PTA membership is at least 100% over last year’s total membership. PTA must have been organized for a minimum of two years before application date to be considered for the award.

The local PTA membership representative must submit an application postmarked by March 1st to be considered for the award.

School Name: ____________________________________________________________

School Address: __________________________________________________________

Local PTA Name: _________________________________________________________

Region: ___________ Council: _____________________________________________

PTA President: __________________________________________________________

President’s Phone Number: ______________________________________________

President’s Email: _______________________________________________________

Membership Chair: ______________________________________________________

Membership Chair’s Phone Number: ______________________________________

Membership Chair’s Email: ______________________________________________

Membership Campaign Theme: ____________________________________________

School Enrollment: ______________________________________________________

Total Number of Memberships for Last Year (July 1 - June 30): ______________

Total Number of Memberships for This Year (July 1 - Current): ______________

This is an Increase of ____________________ Members over Last Year.
One Voice for Every Child Award

One Voice for Every Child Award: Awarded to local PTAs whose PTA membership is equal to or greater than the number of students enrolled in the school.

The local PTA membership representative must submit an application postmarked by **March 1st** to be considered for the award.

Describe your campaign and how you promoted the campaign. List the steps you used to plan, coordinate, and conduct the campaign.

Include copies of promotional materials used in campaign (photos, fliers, letters, articles, incentive ideas, &/or other materials). No materials will be returned to you.

---

School Name: ____________________________

School Address: __________________________

Local PTA Name: __________________________

Region: ___________ Council: ________________

PTA President: ____________________________

President’s Phone Number: __________________

President’s Email: _________________________

Membership Chair: ________________________

Membership Chair’s Phone Number: ____________

Membership Chair’s Email: __________________

Membership Campaign Theme: __________________

Total Number of Students Enrolled in Your School: ________________

Total Number of PTA Membership: __________________
AWARD DEADLINE: Postmarked on or before March 1st

Region #: _____

SUPER PTSA Award

**SUPER PTSA Award:** Awarded to the PTSA with the highest percentage of student membership based on student enrollment. They will receive a traveling trophy to display at their school for the following school year.

- The local PTSA membership representative must submit an application postmarked by March 1st to be considered for the award.
- On another sheet of paper, describe how you promoted the campaign. List the steps you used to plan, coordinate, and conduct the campaign.
- Include copies of promotional materials used in campaign (photos, fliers, letters, articles, incentive ideas, and/or other materials). No materials will be returned to you.
- Include a copy of your membership list, highlighting student names.

| School Name: | ____________________________ |
| School Address: | ____________________________ |
| Local PTA Name: | ____________________________ |
| Region: | ________ Council: | ____________________________ |
| PTA President: | ____________________________ |
| President’s Phone Number: | ____________________________ |
| President’s Email: | ____________________________ |

| Membership Chair: | ____________________________ |
| Membership Chair’s Phone Number: | ____________________________ |
| Membership Chair’s Email: | ____________________________ |

| Membership Campaign Theme: | ____________________________ |
| Number of Students Members: | _______________ Total Number of Memberships: | _______________ |
| Student enrollment in your school: | ____________________________ |
| Percentage of Students: | ____________________________ |
Male Involvement

Coalition Members

WATCH D.O.G.S. (Dads of Great Students)  
fathers.com  
Shawnee Mission, Kansas

WATCH D.O.G.S. is a program of the National Center for Fathering focusing on prevention of violence in schools by using the positive influence of fathers and father-figures to provide an unobtrusive presence in the schools, and to be a positive role-model for students.

Through WATCH D.O.G.S. participation:

- Schools get an enhanced sense of security at their buildings, creating an environment conducive to learning.
- Students gain positive male role models, including students without such role models.
- Fathers learn about the complex challenges facing today’s youth.
- Fathers gain awareness of the positive impact they can have on a student’s academic performance, self esteem, and social behavior.
- WATCH D.O.G.S. is for fathers and father-figures who volunteer at least one day each year at an official WATCH D.O.G.S. school. During the day, WATCH D.O.G.S may read with students, eat lunch with them, watch school entrances and hallways, mentor students, and any other assigned activities.

All Pro Dad  
allprodad.com  
Tampa, Florida

All Pro Dad, founded by Tony Dungy, is a program of Family First, an organization dedicated to strengthening the family. All Pro Dad programs include:

- All Pro Dad’s Day—A one-hour monthly breakfast held before school where fathers/male role models and their kids can meet, have fun and discuss family topics.
- NFL Father and Kids Experience—Held in conjunction with an NFL team, these events include workshops on father and child relationships, motivational talks, and interactive sports and games.
- Play of the Day—A concise daily e-mail of fatherhood advice.
Strong Fathers-Strong Families

strongfathers.com
Fort Worth, Texas

Strong Fathers-Strong Families is a training, technical assistance, and facilitation organization that is focused on strengthening children by strengthening fathers and families. Through staff training, consultation, and event facilitation, Strong Fathers-Strong Families works with Head Starts, public schools, and churches as well as other organizations. The goal is to improve the educational environment in order that men may become more involved in the lives of their children.

Additional Resources - all available at www.pta.org

PTA MORE® Event Calendar
Calendar of events centered on male involvement and fathering

ABC’s of Male Involvement
Step-by-step method for encouraging men to get more involved in school activities.

10 Ways to Get Men More Involved in PTAs
Checklist of methods for increasing male involvement.

Watch D.O.G.S. brochure
Brochure for National Center for Fathering’s Watch D.O.G.S. program

All Pro Dad / iMom brochure
PDF brochure for All Pro Dad and iMom Morning programs

Father Involvement How-To Guide
A guide for PTAs to promote male involvement.

Our Children—Male Involvement Issue
Download the February/March 2008 issue of Our Children (2.16 MB pdf) for additional articles on Male Involvement.
What are the National Standards?

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.

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.
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 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.

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

**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.

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**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 Fund Grant

**Special PTA State Committees**
- Special Needs

**Positions included in Commissions**
- Diversity & Inclusivity
- Male Involvement
- Military Families
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.

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.
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- 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 justice
- 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