**Checklist for Principals and Presidents**

| **Principal, do you…**   * Attend all meetings? * Schedule time to plan with your PTA President to go over goals and events calendar for the year? * Inform your PTA president about school plans and needs? * Know and understand PTA and how it must operate? * Encourage your teachers to participate in meetings, programs, and activities? * Take care not to “dominate” the PTA? * Make your PTA feel welcome and an integral part of the school? * Invite your PTA president to attend some faculty meetings? * Cooperate with PTA in the use of school facilities and provide clear expectations? * Refrain from asking your PTA to buy equipment and supplies that should be purchased by the school district with their M&O budget? * Guide your PTA away from activities that should be reserved for administration?7887[p—----- * On common causes, educate parents and bring issues to their attention? * Work well with others and give credit where credit is due? | **PTA President, do you…**   * Invite the principal to all meetings and activities? * Consult the principal early in the year on all goals, plans, and events? * Build some of the PTA programs around school programs? * Seek opportunities to understand your school better? * Take care not to make demands, interrupt or interfere with school programs? * Work to be inclusive of all board members? * Train your volunteers on school policies and procedures? * Display a friendly and respectful attitude with everyone (staff and PTA members)? * Respect facilities and their use not making demands? We are guests on the campus. * Remember the PTA Mission and Purpose and spend wisely? Implementing th 3 to 1 Rule for 3 programs per each fundraiser? * Fulfill the fiduciary duties with membership and IRS? * Leave administrative problems and procedures to the board of trustees and the administrators they employ? * Provide advocacy for common causes? * Work well with others and give credit where credit is due? |
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