**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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