

Jefferson Middle School PTA

# Final Report

**School Year:** 2016-2017

**Committee/Activity:** Membership

**Chairperson:** Jodi Kubit

**Job Description:** Run the PTA membership and donation drive.

**What we did/ accomplished:** Advertised the need for parents to join the PTA and make donations to the PTA.

PTA President will work with Principal to have emails sent to all parents/guardians about joining PTA. The school has all email addresses and PTA does not, so we must rely on the Principal to help get the word out. The email that the Principal sends should include a link to our software, MySchoolAnywhere (MSA). Parents can join through this system and can also pay online through PayPal. If they don't want to pay by credit card, MSA allows them to pay with a check or cash by indicating so on their registration. Checks and cash need to be reconciled in the MSA system. You must accept memberships into the system and give each new member access to the online directory. We did not offer access to the directory until I confirmed that payment was received for their membership. You have to check often for memberships.

Donations are also made through MSA and you should report the total to the PTA board. They can also be made via PayPal or by check or cash.

You must prepare paperwork for PA PTA and Council PTA so that the Treasurer can prepare checks for our membership dues. Follow the submission guidelines from each organization.

**When the job started:** Two weeks before school starts, ask President to contact Principal to begin email campaign.

**When the job finished:** Memberships is open year-round, but you will be busiest in the Fall with the membership drive. You must check MSA occasionally after fall to see if anyone else joins and then process the dues with PA PTA and Council PTA.

**Monies used/needed /Profit:** Refer to the approved PTA budget to see what your target is for memberships and donations each year.

**Suggestions for next year:** -

**Other comments (committees, number of people needed, etc**

**Miscellaneous Notes:** Box

**Signed:** *Jodi L. Kubit* **Date:** 2/16/2017. **E-mail:** kubits@verizon.net