

Fairfax County Council

PTA[®]

everychild one voice[®]

Office Hours

PTA Leaders

Debbie Kilpatrick

FCCPTA President

president@fccpta.org

New Term Tasks

Check lists:

- **Financial Review & Bank Updates**
- **Budget planning – Programs offered**
- **Building your Board**
- **Forming Committees**
- **Meeting with Principal**
- **Planning Meetings & Events**
- **Scheduling your Calendar**
- **Communications & Social Media**



August 1 Tasks

Reminders
Submit SOA items into
Givebacks



Organizational Structure Form Adapting Uniform Bylaws

Date Approved by Membership: OCTOBER 12, 2021

TAX ID NUMBER XX-XXXXXX

PTA INFORMATION			
Name of PTA Unit: Sample High School PTA			
Mailing Address: 1441 Big Campus Blvd City, VA 220XX			
PTA Type (Check One)		Virginia PTA Region: Sample	
<input type="checkbox"/> PTA <input checked="" type="checkbox"/> PTSA <input type="checkbox"/> SEPTA <input type="checkbox"/> Council			
School District: Sample City Public Schools		Virginia PTA Council: Sample Council PTA	
Annual Membership Dues charged to your Members (Includes both \$1.50 to Virginia PTA and National PTA dues)			
Individuals: \$10	Students: \$5	Teachers: \$5	Other:
ELECTED OFFICERS			
President, Treasurer, Secretary, ----- Number of Vice Presidents: 3	List Vice President Position Titles: (Add positions as applicable. Please do not list the names of individuals.)		
	1 st VP of Family Engagement	4 th VP of _____	
	2 nd VP of Fundraising	5 th VP of _____	
	3 rd VP of Student Engagement	6 th VP of _____	
Additional Positions:			
Officer Term Length (Check one):			
<input checked="" type="checkbox"/> 1 year term with 2 consecutive terms <input type="checkbox"/> 1 year term with 4 consecutive terms			
<input type="checkbox"/> 1 year term with 3 consecutive terms <input type="checkbox"/> 2 year term with 2 consecutive terms			
EXECUTIVE COMMITTEE MEETINGS (Elected Officers. Meets at the call of the President)			
Meetings per year: (Minimum)	5	Days Notice: (Standard Meeting)	5 Days Notice: (Emergency Meeting) 3
EXECUTIVE BOARD MEETINGS (This includes Elected Officers, Principal, and Standing Committee Chairs)			
Meetings per year: (Minimum)	7	Days Notice: (Standard Meeting)	5 Days Notice: (Emergency Meeting) 3
GENERAL MEMBERSHIP MEETINGS (Quorum is 10 members: Recommended 5-7 meetings per year)			
Meetings per year: (Minimum)	8	Days Notice: (Standard Meeting)	14 Days Notice: (Emergency Meeting) 3
NOMINATIONS & ELECTIONS			
Nominations Committee should be elected 2 months before election. Must have odd number and no less than 3 people.			
Month Membership Elects Officers: (Check one)		Officer Transition: (Check one)	
<input checked="" type="checkbox"/> May _____ June		<input checked="" type="checkbox"/> Last day of the school year _____ Last day of the fiscal year (June 30)	

* Officer Transition must be completed by July 1st. It is the fiduciary responsibility of outgoing officers to facilitate a transition that ensures events scheduled for the year are completed as planned and an orderly transition of documents and accounts occurs, until there is a transfer of fiduciary duty to incoming officers. Outgoing officers should complete the financial review and tax filing for the year they oversaw.

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PREPARE FOR THE SCHOOL YEAR! ANNUAL GOOD STANDING CHECKLIST

--- UPLOAD ANNUALLY TO YOUR PTA'S GIVEBACKS ACCOUNT ---

EXEC BOARD CONTACTS



Due
Jun 15th

BYLAWS
ORGANIZATIONAL
STRUCTURE FORM



Due
Aug 1st

MEMBER LISTS & DUES



1st of
each
month

FINANCIAL REVIEW



Due
Aug 1st

990 FILING



Due
Aug 1st

INSURANCE
POLICY



Due
Aug 1st

Must be submitted annually to maintain Standards of Affiliation.
Learn more at <https://vapta.org/standards-affiliation/>

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Awards & Grants

- FCCPTA Shining Stars Scholarships
- Virginia PTA Awards & Membership
- National PTA Grants
- FCCPTA Grants Session [Register Here](#)

Need Info? Contact:
vp.programs@fccpta.org

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National PTA
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Apply for
National
PTA Grants!



Fairfax County Spelling Bee

2024-25 Fairfax County Spelling Bee

- Local School
- County Bee
- National Bee

- School Enrollment Opens August 20 – [Register Here](#)

Need Info? Contact:
spellingbeechair@fccpta.org

The graphic features a red background with a pattern of white hexagons. At the top left, there is a yellow banner with the 'bee' logo (a bee with the word 'bee' in lowercase) and the text 'Scripps National Spelling Bee' and 'GOLD PARTNER'. To the right of this banner is the Fairfax County Council PTA logo, which includes the text 'Fairfax County Council', 'PTA' in a large, bold, blue font, and 'everychild one voice' in a smaller, lowercase font. Further right, the text 'Merrifield, Virginia' is displayed. Below the banner, two participants are featured in circular frames. The first participant, Ankita Balaji, is shown in a circular frame with a yellow hexagon containing the number '235' to her left. Below her photo, her name 'Ankita Balaji' is written in yellow, followed by 'Rachel Carson Middle School' and 'Grade 7 | Age 13' in white. The second participant, Nargiza Muzhapaer, is shown in a circular frame with a yellow hexagon containing the number '236' to her left. Below her photo, her name 'Nargiza Muzhapaer' is written in yellow, followed by 'Pinnacle Academy' and 'Grade 7 | Age 13' in white.

Reflections

Local PTA Program
FCCPTA Program
VA PTA Program
National PTA Program

FCCPTA Reflections
Training - [Register Here](#)

Need Info? Contact:
Reflections@fccpta.org



The graphic features a central arched window with a blue and green abstract background. Inside the arch, the text reads: "NATIONAL PTA REFLECTIONS 2024-2025 CALL FOR ENTRIES!" followed by "Accepting Imperfection" in a large, stylized script font. Below the arch, the text "Explore the arts and express yourself!" is displayed. Underneath this text are six icons representing different art forms: Dance/Choreography, Film Production, Literature, Music Composition, Photography, and Visual Arts. At the bottom, the text "Get involved! PTA.org/Reflections" is shown.

Explore the arts and express yourself!

DANCE CHOREOGRAPHY FILM PRODUCTION LITERATURE MUSIC COMPOSITION PHOTOGRAPHY VISUAL ARTS

Get involved! [PTA.org/Reflections](https://pta.org/Reflections)

FCCPTA Leadership Expo

**Saturday, September 28
9 AM – 1 PM
Lake Braddock SS
Entrance 15**

[Register Here](#)

**Need Info? Contact;
training@fccpta.org**

FCCPTA Leadership Expo



September 28, 2024, 9 AM-1 PM

PTA Membership Campaigns

VA PTA Membership Challenge Awards - Learn more at: [Membership Challenge – Virginia PTA \(vapta.org\)](https://vapta.org)

National PTA Membership Resources - [Membership Tools - Run Your PTA | National PTA](#)

2024-2025

MEMBERSHIP CHALLENGES

We challenge every unit to increase their membership by 10% over last year!



August: Say "Yes!" To New Adventures!

Enter your destination into the GPS! Share your online join link, theme, & goal with us.



September: Journey Together!

Submit at least 75 members this month!



October: Shift Into High Gear!

Submit at least 75% of last year's membership total.



November: Behind The Wheel: Teachers

Submit 100% faculty membership.



December: Behind the Wheel: Community Members

Register at least 25 community members (not parents, staff, or students).



January: Behind the Wheel: Students

Register 100 student members or the equivalent to 25% of your total PTA membership.



February Fuel Up: Founders' Day Challenge

Register 17 new members between Feb. 1-28th.



March: Check your GPS!

Submit a total membership number greater than your largest year-end total since 2019-2020.



April: Trailblazer Award

Submit 120% of last year's total membership to earn the President's Trailblazer Award & be honored at Virginia PTA's Annual Meeting in May 2025.

Complete Challenges to be recognized by Virginia PTA and earn entries for prize drawings throughout the year!

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FCCPTA Executive Board Openings

Join Us:

- [Online Interest Form](#)



GET ENGAGED CHECKLIST

LOCAL PTA OFFICERS:

___ 1. I receive (& open & read!) the FCCPTA monthly newsletters "5 on the 5th" and "Advocacy in Action". If you are in Givebacks you should get it (check your spam too)! If not, you need to update GB. If you still don't get the emails, contact: vp.communications@fccpta.org

___ 2. [Join the Facebook group for local leaders](#)

___ 3. Follow & share, comment, like FCCPTA on social:

[Facebook @ FairfaxCountyCouncilPTA](#)

[Twitter @fccpta](#)

[Instagram @ fccpta](#)

PASS ON TO YOUR MEMBERS:

1. [Sign up for emails](#)
2. Follow & share, comment, like FCCPTA on social:

[Facebook @ FairfaxCountyCouncilPTA](#)

[Twitter @fccpta](#)

[Instagram @ fccpta](#)

Learn More at:

www.fccpta.org

www.vapta.org

www.pta.org

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Thanks for joining us!

Council: fccpta.org

State: vapta.org

National: pta.org