



Volusia County Council of PTAs

Local Unit Monthly Checklist

2021-2022

June 2021

- ___ New and Returning Board Members registered online with Florida PTA (floridapta.org: <https://floridapta.org/new-or-returning-officers-form/>). Any changes to officers or Principals throughout the year must be reported to Florida PTA as well.

July 2021

- ___ Complete Annual Audit & send copy to FL PTA (audit@floridapta.org) by August 31st
- ___ Attend **Leadership Training** with VCCPTA:
Dates attended & whom: _____

August 2021

- ___ PTA/PTSA Unit Board Meeting (Approval of Budget by General Membership)
- ___ Turn in Membership to Florida PTA (through MemberHub or mail-in form)
- ___ Attend **Leadership Training** with VCCPTA (if not completed in July)
Dates attended & whom: _____

September 2021

- ___ PTA/PTSA Unit Board Meeting (Approval of Budget, if not done in August)
- ___ Turn in Membership to Florida PTA (through MemberHub or mail-in form)
- ___ **Turn in Bylaws, Budget, Calendar of Events & Dues to Volusia County Council PTA* (send to Area Coordinator)**
- ___ **Turn in County Council Dues (send to Council Treasurer)**
- ___ Attend VCCPTA Welcome Back Breakfast & **General Meeting***
- ___ Attend **Leadership Training** with VCCPTA (if not completed in July or August)

October 2021

- ___ PTA/PTSA Unit Board Meeting
- ___ Turn in Membership to Florida PTA (through MemberHub or mail-in form)
- ___ Work with Reflections Chair to begin program (if applicable)

November 2021

- ___ PTA/PTSA Unit Board Meeting
- ___ Turn in Membership to Florida PTA (through MemberHub or mail-in form)
- ___ File E-Post Card with IRS and Submit Acceptance Document to FL PTA (990@floridapta.org) - due no later than Nov. 30th
- ___ Turn in Reflections entries to Volusia County Council PTA (Patti Edwards, Reflections Chair, location and date – TBD)

December 2021

- ___ PTA/PTSA Unit Board Meeting
- ___ Turn in Membership to Florida PTA (through MemberHub or mail-in form)

January 2022

- ___ PTA/PTSA Unit Board Meeting
- ___ Turn in Membership to Florida PTA (through MemberHub or mail-in form)
- ___ Attend Volusia County Council PTA Reflections Reception

February 2022

- ___ PTA/PTSA Unit Board Meeting
- ___ Turn in Membership to Florida PTA (through MemberHub or mail-in form)
- ___ Attend VCCPTA Founder's Day Celebration & **General Meeting***

March 2022

- ___ PTA/PTSA Unit Board Meeting
- ___ Turn in Membership to Florida PTA (through MemberHub or mail-in form)
- ___ Apply for Volusia County Council PTA Awards
([Volusia County Council of PTA's \(VCCPTA\)](https://www.vcsedu.org/vccpta) | [Volusia County Schools \(vcsedu.org\)](https://www.vcsedu.org))
- ___ Apply for FLPTA Awards ([Awards – Florida PTA](#))

April 2022

- ___ PTA/PTSA Unit Board Meeting (Elect Nominating Committee)
- ___ Turn in Membership to Florida PTA (through MemberHub or mail-in form)
- ___ Turn in Scholarship Entries to Volusia County Council PTA
- ___ Apply for Volusia County Council PTA Awards
([Volusia County Council of PTA's \(VCCPTA\)](https://www.vcsedu.org/vccpta) | [Volusia County Schools \(vcsedu.org\)](https://www.vcsedu.org))
- ___ Apply for FLPTA Awards ([Awards – Florida PTA](#))

May 2022

- ___ PTA/PTSA Unit Board Meeting (Elections for New Board Members for 2021-2022 School Year)
- ___ Turn in Membership to Florida PTA (through MemberHub or mail-in form)
- ___ Attend VCCPTA End of Year Banquet & **General Meeting***

June 2021

- ___ New and Returning Board Members registered online with Florida PTA
- ___ New Board Members Take Over

Important:

- **General meetings are required for each local president or designee.**
- **Audits, Bylaws, Insurance, Council Dues, and FLPTA Membership Dues are required to remain in compliance.**
- **Unit Leadership training is mandatory for all local presidents and treasurers. Additional board members or designees are welcome to attend as well.**

Visit our Website:

<https://www.vcsedu.org/community-information-services/volusia-county-council-ptas-vccpta>