

## BEST PRACTICES CHECKLIST

- Our PTA is child-focused and responsive to our members.**
  - Clearly defined goals have been established by our PTA and approved by the board of directors and/or membership.
  - Programs and activities were developed to address those goals.
  - Regular communication was provided to members concerning PTA issues and activities.
  - Our PTA determined our members' needs.
  - Our membership campaign is ongoing and welcomes all who seek to join and participate.
  - Meetings are held to address the needs of the membership and conduct the business of the association.
  - Our volunteers are recognized.
  - Our PTA identifies an outstanding volunteer in our community and honors him/her with a Golden Acorn Award annually.
  - Our PTA annually identifies an outstanding school staff member and honors him/her with an Outstanding Educator Award.
  - Our PTA annually identifies an outstanding child advocate in our community and honors him/her with an Outstanding Advocate award.
  - Our PTA annually identifies an outstanding student advocate in our community and honors him/her with an Outstanding Student Advocate award.
  
- Our PTA practices fiscal and fiduciary responsibility.**
  - Our PTA's budget was approved by the membership.
  - A financial review was conducted of last year's books and records.
  - Monthly financial reports are made to the board of directors and general membership.
  - Our PTA's standing rules were updated and approved by the membership.
  - The nominating committee was elected by the membership.
  - Our PTA's officers were elected by the membership.
  - Our PTA purchased insurance.
  - Our PTA's board of directors held regular meetings.
  
- Our PTA leaders are knowledgeable, involved and well-trained.**
  - Our PTA leaders attended region conference or received "other WSPTA approved training" from a service delivery team member.
  - Our PTA leaders attended *PTA and the Law*.
  - Our PTA leaders attended legislative assembly.
  - Our PTA members attended a WSPTA Outreach Summit.
  - Our PTA leaders attended the last state PTA convention.
  - Our PTA leaders will attend the next state PTA convention.
  - Our PTA has a process to evaluate the current year's goals, programs, and activities.
  - Our PTA shares information received from state and National PTA with our members.
  - Our PTA has a process to pass materials and records on to next year's officers and committee chairs.
  - Our PTA networks with others:
    - Council PTAs: by regular attendance and participation at council meetings and events.
    - Non-Council PTAs: by working with other PTAs and similar volunteer and service organizations.