

## **Membership Responsibilities**

Recruit members at events and answer questions:

1. Set up a PTA table with tablecloth, Wheel of Wow, prizes, membership box.  
(The membership box will have membership forms, pens, paper clips and the square reader)
2. Fully charge your phone for using the square reader and check the app to make sure you're still logged in.
3. Request a money box from the treasurer or else have an envelope of money handy to make change (10s, 5s, and ones).
4. Review the "What is the WES PTA" form (in the box) and make sure you have plenty of membership forms available in English and Spanish.

Collect/Process Membership Forms

1. Document payment amount, type and date on the bottom of the membership form.  
(FOR PTA USE ONLY)
2. Prepare deposit for treasurer (Bank Deposit Form).
3. Add information to Memberhub (wakefieldelemntarypta.memberhub.com; admin console; members; enter members).
4. Add information to Memberhub Spreadsheet(Dropbox; WES PTA; 2019-2020; WES 2019-2020\_PTA\_Membership)
5. Add information to Sign-UpGenius that is used to send out to volunteers who have joined PTA.  
Username:[wesptavolunteers@gmail.com](mailto:wesptavolunteers@gmail.com) Password:Eagles2018!  
Under "Groups", edit the group "All PTA Members" and "Add Member". This list is ongoing every year.
6. Once a month, send a list of the newest members (name and email) to VP of Communications.([wescomms@gmail.com](mailto:wescomms@gmail.com))
7. If applicable (faculty and staff only), prepare and print a membership certificate, there is one on hand at: Dropbox; WES PTA; 2018-2019;Miscellaneous;Team Player Award)

Provide Chairpersons with a list of volunteers (filter the volunteer spreadsheet by category and either "print" or "save as" and send via email.

Remind the volunteers to complete the volunteer registration at school ASAP. Needs to be renewed each year.

Prepare Dues REmittance Form for treasurer with a check request form-must be received at NCPTA by 15th of each month.

## Miscellaneous Notes

Membership budget was \$250 for the year.

VP's, charis and committee members MUST be members of the PTA according to our bylaws. For this reason, membership forms should be available at the first big meeting (usually the planning meeting over the summer).

Great times for accepting memberships are: Kindergarten Playdate in August, Welcome Breakfast for teachers, Dinner on the Lawn, Open House Events, Curriculum nights, Kindergarten Orientation and Spring Carnival/Event.

Save forms as PDF before sending to PRINT. )Check for updates, change year, update events or volunteer opportunities, etc).

Print forms over the summer so that they are ready to go in the Monday folders EARLY with all of the other important papers (send request to VP of Communications ;use yellow paper, double sided if needed). Have translated to make a Spanish version.

Right before the beginning of the school year, send an email to current members who joined early. Thank them and remind them that they have already joined.

Also, send an email through Memberhub to ALL PAST MEMBERS, thanking them for their support and asking them to join again (provide link to the online store). You may want to wait until after class assignments go out since that information is requested in Memberhub.

Place a half sheet for membership in teacher/staff mailboxes the week of Teacher Workdays.

Send a request to the VP of communications to add info on how to join PTA in the newsletter (include link) and on all of our social media outlets/website.

Decide on incentives to increase teacher/staff membership and parent membership. Examples include: popsicle party for winning class, teacher gift cards, reminder stickers, etc.

When doing the class incentives, remember to go back and include those who joined early and teacher's kids, and figure out which kindergartener's belong to which class.

Check black (locked) PTA mailbox in the workroom twice a week at the beginning of the school year for membership forms. Key is in the drawer at the front desk (Ask Angie).

Drawings are done once a month. 1)Parent Member 2)Teacher/Staff Member 3)Volunteer  
Announce winners at the Board Meetings. Prepare thank you cards for winners with a Chick-Fil-A card.  
Email VP of Communications to add winners to social media and the newsletter.

Give Angie, or whomever our school secretary is , a few extra membership forms (English and Spanish) to give to families as they enroll throughout the year.