

This checklist will help your PTA succeed this year and help you, as a leader, shape your legacy. No task is too small, and nothing is inconsequential. A successful PTA year is a culmination of hard work in partnership with your campus and school district.

Safeguard

- ☐ Register with Texas PTA as an [Executive Board Member](#) to stay informed
- ☐ Connect with your support team - [Council &/or Field Service Representative](#)
- ☐ Verify your [990 was filed](#) with the IRS immediately after your PTA's Fiscal Year End date
- ☐ Take Essentials and Basics [training](#)
- ☐ Plan to [update your Bylaws](#) (& Standing Rules)- must be updated every 3 years or less
- ☐ Budget for [LAUNCH](#) 2025

Grow

- ☐ Set up a membership table at every event, and take pictures!
- ☐ Set a goal to earn the Platinum Voice for Every Child [award](#)
- ☐ Earn the [President's Challenge](#): grow to 115% members

Educate

- ☐ Use Texas PTA's free [CONNECT Programs](#) to educate families at a membership meeting
- ☐ Earn the Texas PTA [Healthy Lifestyles](#) Award by sharing healthy habits
- ☐ Enroll in the [PTA School of Excellence](#) program to learn how family engagement is linked to school improvement and student success.

Engage

- ☐ [Connect with your Principal](#) to set common goals
- ☐ Host the [PTA Reflections](#) program to support Arts in Education

Advocate

- ☐ Earn the Texas PTA [Advocacy Impact](#) Badge Ribbon
- ☐ Elect or appoint an [Advocacy champion](#) or chair at your campus
- ☐ Make plans to attend [Rally Day](#)

Expand

- ☐ Encourage your Executive Board to apply for the Texas PTA [Emerging Leaders Academy](#)
- ☐ Challenge your Executive Board to complete [Full Circle Leadership](#)
- ☐ Enhance your PTA skills with [Extra Credits](#)