

Fundraising Quick Start Guide

Job Description

The fundraising chair is responsible for selecting fundraising projects that provide funds for the PTAs planned activities. These activities should be focused on promoting the PTA purposes.

Duties at a Glance

- Maintain a procedure book (traditional or electronic)
- Complete a Plan of Work and submit for approval by the Local PTA board
- Research and present fundraising ideas to the board and membership for approval
- Work with board to determine the two tax free days for the year
- Coordinate fundraisers throughout the school year as needed to assist funding PTA programs and activities
- Make sure all fundraisers comply with local, state and federal laws, along with school district rules
- Report to board and members the outcome of all fundraisers
- Review and become familiar with bylaws and standing rules of the PTA
- Attend Texas PTA Leader Orientation
- Take advantage of training from Council, Area, Texas and National PTA.
- Become familiar with the National and Texas PTA Resources

Important Dates

June	National PTA Convention
July	Summer Leadership Seminar
July	Annual Convention held in conjunction with Summer Leadership Seminar (Odd-numbered years)
October 15	Fall Membership Reporting
February	Rally Day at the Capitol (Odd-numbered years)
February	Texas PTA Family Engagement Conference and Annual Convention (Even-numbered years)
March 15	Spring Membership Reporting

Resources

Texas PTA Fundraising Resource Guide Available for purchase or free download at

www.txpta.org

Texas PTA website

www.txpta.org

National PTA website

www.pta.org

National PTA Money Matters

Available for free download at www.pta.org

Contacts

Texas PTA

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PTA[®]