

ORGANIZING A PTA OR PTSA IN OREGON

Anyone may take the first step toward organizing a PTA. When parents and other citizens take the initiative in organizing a PTA, they should enlist the support of the school principal or superintendent and several teachers, if the PTA will be affiliated with the school.

1. Form an organizing committee

The responsibility of this group is to make plans for the organizational meeting. The committee:

- Selects its own chairman and secretary, and may appoint temporary committees to facilitate the process (program, publicity, hospitality).
- Contacts the State Office, (503) 234-3928, to arrange for a representative to aid in the organizational steps and provide informational materials.
- Sets the date, time and location for the presentation by a State PTA representative and distributes the notice to all who may be affected.

2. Review PTA Information

- The Oregon PTA office will mail you an Introduction Packet that should be reviewed by the group of people who are interested in forming a PTA.
- A representative from Oregon PTA will contact you to set up an informational meeting (“New Unit Presentation”).

3. Set a date with a representative from Oregon PTA to conduct a New Unit Presentation

This informational meeting will serve as a great forum for interested parents and staff members.

- A representative from Oregon PTA will assist you with the plans for this meeting.
- Secure a date, time, and location for the meeting.
- Invite as many parents and community members as possible; include the school principal, active volunteers, staff members, etc.
 - Notice of the meeting should be distributed to parents of all children in the school, to all teachers, and to all others in the community who might be interested.
 - Notice should state the exact date, hour, place and purpose of the meeting.

- Set up temporary committees for specific duties. Committees should include Publicity, Hospitality, Membership, and Nominating.

4. Set a date with a representative from Oregon PTA to conduct an Organizational Meeting

Sample Agenda for Organizational Meeting will be included in the New Unit Presentation.

- Motion to organize a Local PTA/PTSA Unit.
- Review and complete PTA and non-profit documents (provided by your representative from Oregon PTA).
- Elect officers for your local unit.
- Set date for first General Membership Meeting. Please see *First Steps After Organization* document.
- Adjourn.

5. Submit New Unit Application

- The Oregon PTA office will provide you with an application and checklist to be completed at the Organizational Meeting.
- A representative from Oregon PTA will be assigned to your New Unit as a mentor and will assist you in the first few months of becoming established.

6. You're off to a great start!

- Oregon PTA will provide a number of opportunities for your new PTA leaders to be trained in the operations of PTA and non-profit organizations.
- Your local unit will be invited to participate in Oregon PTA's annual convention as well as opportunities to advocate for the children your unit represents.

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