

Check List for Organizing A New PTA

DATE	ACTION
_____	Contact Delaware PTA for direction and guidance
_____	Planning/steering committee(s) formed and met Call for officer nominations Create proposed bylaws Create membership form
_____	Notice of organizational meeting sent
_____	Organizational meeting held
_____	Bylaws adopted
_____	Charter membership enrollment held
_____	Elections held
_____	Created standing committees and selected chairpersons
_____	Prepared minutes of the organizational meeting
_____	SS-4 Form completed, 8821 Form Completed
_____	Received Employers Identification Number
_____	Opened a bank account
_____	Bylaws emailed to DPTA for approval
_____	MemberHub created by DPTA -elected officers added
_____	Scheduled a leadership development training for new officers and chairpersons.