

Bishop's Peak Elementary School  
**VP Membership**  
Job Description/Procedures

1. Enclose a PTA membership annual renewal form in each school packet that is sent out prior to school beginning.
2. Change the contact name at the bottom of the form to fit the current PTA V.P. Membership.
3. Put a membership form in each teacher's/Principal's basket in copy room.
4. Make a spreadsheet (a graph is attached as an example of what was used in the past) to write the Member, Amount Donation, Check#/Cash, Child, and Room #.
5. You will be given the returned forms by a PTAL representative.
6. Take the forms and transfer the information to your spreadsheet.
7. Keep the blue PTA membership forms for one school year.
8. **Member:** is listed by first and last name. If parents have different last names, make sure to put down each last name.
9. **Amount:** is the money sent in for PTA membership/s. It is \$10.00 per member (not per family).
10. **Donation:** some people would rather make a donation than become a member. Write that amount down in the donation column.
11. **Check #/Cash:** write in the check # or "cash" as appropriate.
12. **Child:** name each child that parent has listed. Put in last names if different than parents.
13. **Room #:** list each room number of the child whose parent is a member.
14. A couple weeks after the initial packet goes out, give each teacher a second form for each child to take home in order to remind parents who may have forgotten to become a PTA member. Also, put something in our newsletter to remind parents. At this time, you may want to put an ending date on returning the forms—usually a month after school starts. People can become members anytime—the ending date only counts towards the membership class party.
15. In the safe room we have white verification/receipt forms. You will need to document all money that is received. These forms are self-explanatory. **MAKE SURE YOU KEEP A COPY OF THE VERIFICATION FORMS IN YOUR OWN FILE FOR LATER REFERENCE.** Deposit checks no within two weeks after due date.
16. Have someone double-check your verification form and sign it along with your own signature.
17. Put checks, cash, and form in an envelope into the school safe. Our school secretary has the key. Notify our PTA Treasurer that there is money in the safe so she/he can make deposits.
18. When the membership drive is over, count the number of PTA members per class. Ask our school secretary to give you a list of how many children are in each class. Figure the

percent of PTA members per class. The one class with the highest percentage of memberships gets an ice cream party.

19. As stated on the PTA membership form, each newly-enrolled member gets one free ticket to Legoland. The tickets are sent automatically to the home of the PTA VP membership. Each new VP membership needs to change the address to your home or school. Legoland send many extra tickets each year so you never have to change that amount.
20. Give each teacher the number of tickets per membership plus a list of which child gets them and how many. Make sure that only one sibling receives the correct number of tickets. Extra tickets are put in the copy room for teachers to hand out.
21. You can either give the ice cream party yourself or ask the Room Representative. The bill is submitted to the PTA Treasurer for reimbursement.
22. **Miscellaneous information:** Check with the Directory Coordinator/s when forms are sent without money. Parents may have sent one check to pay for both PTA membership and extra directories.
23. If parents forget to attach money to membership form, ask the office for email or phone number and call to remind. Sometimes it takes a couple of reminders. After a few attempts, toss out the membership form.
24. Have fun!