

M-A WEBSITE

The PTA website is hosted by DigitalStyle, David Tillson Principal and our contact.

GENERAL DIRECTIONS	
Email links to Website	<ul style="list-style-type: none"> ● July ● Obtain names of the next year's PTA Committee Chairs and Executive Board Members from the Co-PTA Presidents and/or previous year Nominating Committee. ● Send group email out to Committee Chairs and Executive Board Members asking for confirmation of all emails ● Update the PTA website email spreadsheet with the new school years Committee Chairs and Executive Board Members email contact information. ● Send updated spreadsheet to David Tillson at david@digitalstyle.com
Website Link Updates	<p>Each link on our website has specific information that will need to be updated. Use Link Update spreadsheet to update information</p> <ul style="list-style-type: none"> ● Each link needs to have the new school years committee chair name and year updated ● Update all link dates ● Send emails to the committee chairs asking for updated information and forms ● Once you receive all the updates complete the Update spreadsheet ● Send David Tillson the updated Spreadsheet an updated forms
	<p>Co-PTA Presidents</p> <ul style="list-style-type: none"> ● July ● Review, approve or revise PTA message ● Executive Board and Committee Chairs updates ● Meeting calendar
	<p>Reimbursement/Reimbursement Calendar</p> <ul style="list-style-type: none"> ● July ● Confirm Treasurer address and update form-send revised from to webhost ● Revise the reimbursement calendar
	<p>Parent Education Series</p> <ul style="list-style-type: none"> ● July/January ● Contact Charlene Margot, M.A. Director, The Parent Education Series for information on programs. Charlene works for the Sequoia Union High School District and will also post the programs on the District site ● If she doesn't have the programs for the entire school year you will have to contact her in January to add updates
	<p>Mini-Grants</p> <ul style="list-style-type: none"> ● July/January ● Committee Chair updates the application and directions documents ● Update the list of funded mini-grants from the previous semester ● Update the dates for final application submittals
	<p>Summer Reading</p> <ul style="list-style-type: none"> ● July ● Committee Chair updates the Summer Reading Form
	<p>Staff Appreciation</p> <ul style="list-style-type: none"> ● July ● Obtain dates for Staff Appreciation

	<p>PTA Reflections</p> <ul style="list-style-type: none"> • Committee Chair updates Entry Form and General Forms
	<p>CSF</p> <ul style="list-style-type: none"> • July/January • Committee Chair updates the collection dates • Committee Chair updates forms
	<p>Volunteer</p> <ul style="list-style-type: none"> • Ask Membership and Volunteer Coordinator Chairs if there are any updates need
	<p>Fashion Show</p> <ul style="list-style-type: none"> • July/January • Committee Chairs to confirm or update any text • Update the online Model Registration link • Update the Ticket link • Update the Video sales link
	<p>Grad Night</p> <ul style="list-style-type: none"> • July/January • Update the page with dates and ticket costs • Committee Chair updates the Grad Night forms • Treasurer updates PayPal link for ticket sales
	<p>Membership</p> <ul style="list-style-type: none"> • July • Committee Chairs to confirm or update any text
Website Content	<p>PTA Homepage should have the current event information.</p> <p>Monthly</p> <ul style="list-style-type: none"> • Look at the Homepage and PTA Calendar for event dates • Send David Tillson an email containing what you would like on the PTA Homepage