High School Football games, student activities, homework and school have changed our schedules this time of year. It is an exciting time. But as a PTA leader it can also get overwhelming with all the planning and activities. Take time to set goals, and choose programs that best meet the needs of your PTA. Don’t do something just because that’s the way you have always done it, unless it makes sense. Remember your goal is to help every child reach their potential. Reach out to new families for ideas, help and support. Most schools have many people that would love to help, but they don’t help because they weren’t asked, they don’t feel welcomed, or they just don’t know what to do. Make sure you ask everyone concerned about education to have a voice by being a member of your PTA. Being a member is not limited to parents with kids in school, parents who want to volunteer, or “those parents”, it is open to anyone who wants the students of Tennessee to succeed.

One of the advantages of being part of PTA is there are programs and activities created for your PTA such as Reflections, Take Your Family to School Week, Student Citizenship Program, 100 Hours of Literacy and many more. Also, make sure you are a part of the PTA Local Leaders Facebook Group to share and get ideas. Tennessee PTA and National PTA have many opportunities for you to learn and share. Listen to the new podcast series Notes from the Backpack listed below. Tennessee PTA will be offering podcasts and webinars on topics such as leadership, student data, family engagement and membership in the near future,

Kim Henderson,. Tennessee PTA President

There are lots of exciting things happening this year so keep reading, follow us on Facebook, Twitter or Instagram.

National PTA is excited to share a new resource, Notes from the Backpack: A PTA Podcast, for busy parents who have a lot to keep up with at home and school. Each 30-minute episode features real conversations with real parents and real experts to give you the inside scoop on topics you care about. Each episode answers important questions you have, but aren’t sure who to ask, like: What strategies can I use to make homework time less stressful? How can I prepare my student for the transition to middle school? What questions should I be asking to make the most of my child’s Parent-Teacher Conference? To find out the answers to these questions and more, listen on Apple Podcasts, Google Play, Stitcher, Spotify, or TuneIn. Just search for "Notes from the Backpack" on your favorite podcast app.
Welcome to our two newest PTAs

Ridgedale Community PTA, Knoxville
Hamilton County Exceptional PTA, Chattanooga

Not involved at a local PTA school???
Join TALL (Tennessee at Large Local Unit)
at https://tall.memberhub.store/

Why join Tennessee PTA? What's the “value” in being a member?

Great questions! One of America's most beloved Presidents once said, “Ask not what my Country can do for you, but what you can do for your country”, and we aren't known as the “volunteer” state for nothing!

It is by YOU, through your paid membership in PTA, whether you volunteer time, little time or no time that helps us support the mission of making EVERY child’s (in the state of Tennessee and Nationally) potential a reality.

Your membership supports all students, teachers, schools, and families here in Tennessee and Nationally whether they are in a PTA school or not, but we can't do this without you and your membership. In other words, “you are the value” when you become a PTA member or supporter!

Your membership shows your belief in, and helps fund the mission of PTA, so that we together can work to secure PTA’s mission for today’s children, tomorrow’s children, and their families.

Help secure the future of our state, and our nation, become a member of PTA! Building a Stronger PTA Together! As what YOU can do for our Children”!

Thanks for ALL you do!
Tomorrow Leaders Today – Continuous Leadership Building

This year Tennessee PTA is presenting Tomorrow Leaders Today as a platform to present leadership ideas, training, and conversations! Look for announcements about online public meetings, blog posts, podcasts, and website updates on our social media accounts and in MemberHub emails.

Clara Lucille Cox Hill

On April 17, 2019, Mrs. Clara Lucille Cox Hill received the Tennessee PTA Lifetime Achievement Award from the orange Mound Community PTSA. This is the highest honor that can be given to a volunteer from the Tennessee PTA.

She was honored at the 100th year Tennessee PTA Convention held in Nashville in 2011.

Mrs. Hill is a lifelong Memphian from the Orange Mound community who will be 96 years old in December 2019.

She has known about PTA since she was six years of age. Her mother was active in the Congress of Colored Parents and Teachers.

When her children were in school, Mrs. Hill served in several Board of Managers positions in PTAs and the Memphis Council PTA after the Colored Congress of PTA and the Memphis Council PTA merged in the early 1970s.
What is due in November?

☑️ Annual Audit
Submit an Audit Report Form to Tennessee PTA by November 1. Sample audit forms can be found at https://tnpta.org/other-local-unit-forms.html

☑️ Annual IRS Filing
File annually to the Internal Revenue Service (IRS) the appropriate 990 form by November 15 and shall submit a copy of the appropriate 990 receipt to Tennessee PTA by November 20. Every organization regardless of income must file a 990 every year. Many PTAs can complete the 990N which takes just a few minutes. Visit https://tnpta.org/financial.html for information.

☑️ Update MemberHub
Once you have completed your audit or 990 please upload them to MemberHub.

1. Sign In
2. Go to the Admin Console
3. Choose either Financial Review/Audit Submissions or Form 990 Submissions
4. Click Add and complete the form
5. Then click on the link to upload the file.
6. The information is automatically submitted to the Tennessee PTA Office and your PTA has a permanent record.

MemberHub helps your PTA stay organized and in Good Standing
Tennessee PTA is watching with interest Rep Bo Mitchell’s call for the Tennessee Education Savings Account Pilot Program to be deleted 'in its entirety' (Tennessee House Bill 1550)

Add your voice. Sign up to receive legislative alerts and to take action at https://tnpta.org/take-action.html

October is National Farm to School Month and the PTA Healthy Lifestyles Month is in November. Did you know that Tennessee PTA has a resolution on farm to school? The resolution asks PTA units to promote Local Foods for Local Schools program.

Find out which bills in Congress National PTA supports, opposes and is monitoring.

https://www.pta.org/home/advocacy/federal-legislation/Key-legislation
Dear Local Unit Presidents and Membership Chairs/Vice Presidents, we want to THANK YOU and your Local Units for working with us in “Building a Stronger PTA Together!”.

Thanks to you we have received close to 10,000 membership payments during the months of August and September! All this with only 78 local units submitting their payments, and out of this number, 27 local units have already exceeded their last year’s numbers!

Give yourselves a hand for all your hard work to date.

PTAs Celebrating Growth!

**Silver-10% (7)**
- Crosswind Elementary PTA-110%
- Bonny Kate Elementary PTA-118%
- Battle Academy PTA-113%
- Chattanooga School for the Liberal Arts PTA- 119%
- Sale Creek Middle/High PTSA-115%
- Avoca Elementary PTA-110%
- Sequoyah High School PTA-114%

**Gold-20% (13)**:
- Frayser Community PTSA-127%
- A.L. Lotts Elementary School PTA-123%
- Gibbs Elementary PTA-198%
- South-Doyle Middle School PTSA-126%
- Emerald Academy PTSA-132%
- Indian Trail Intermediate School PTA-148%
- Apison Elementary School PTA-139%
- Fairmont Elementary School PTA-137%
- Jonesborough Elementary PTA-124%
- Soddy Daisy Middle Community PTA-136%
- Shelby Oaks Elementary PTA-123%
- Norman Hinkley PTA-154%
- John Adams Elementary PTA-246%

We encourage every unit that has not yet submitted their payments to “please” do so now, no matter how many or few memberships you have collected. We also encourage those that have met one or more of their goals to continue to seek to reach and EXCEED your next local unit membership goal!

Remember that both National and Tennessee PTA count on each of you to submit your payments on a monthly basis whenever possible for us to support you in your efforts to move PTA forward!

Thanks for ALL you do,

Charles Scott, Tennessee PTA Membership Chair
Early Bird Membership Awards

A L Lotts Elementary School PTA
A Z Kelley Elementary PTA
Amherst Elementary PTA
Anderson Elementary PTA
Arlington High School PTSA
Arlington Elementary School PTA
Avoca Elem PTA
Bailey Station Elementary PTA
Ball Camp Elem PTA
Battle Academy PTA
Bess T. Shepherd PTA
Bonny Kate Elementary PTA
Chattanooga School for Liberal Arts PTA
Cherokee Elementary PTA
Collierville Middle PTA
Collierville Elem PTA
Crosswind Elementary School PTA
Dalewood Middle School PTA
Donelson Elementary PTA
East Brainerd Elementary PTA
Emerald Academy PTSA
Fairmont Elem PTA
Fairmount Elementary PTA
Farragut Intermediate School PTA
Frayser Community PTA
Germantown Middle PTA
Gibbs Middle School PTSA
Gibbs Elementary PTA
Halls Middle School PTA
Haynesfield Elem PTA
Holston View Elementary PTA
John Adams Elementary PTA
Jonesborough Elementary PTA
Karns Elementary PTA
Knox County Schools Clothing Center Community PTA
Knox County Schools Teacher Supply Depot PTA
Liberty Bell Middle School PTSA
Lookout Mountain Elementary PTA
Lookout Valley Middle/High School PTSA
Lookout Valley Elementary PTA
Mary Hughes PTSA
McConnell Elementary School PTA
Mountain View Elementary School PTA
Mt. Juliet Montessori Academy PTA
Norman Binkley School PTA
Northside Elem School PTA
Oliver Middle School PTA
Ooltewah Elem PTA
Peabody Elementary PTA
Powell Elementary School PTSA
Powell Middle PTA
Randolph Howell Elementary School PTA
Red Bank Elem PTA
Rose Hill PTA
Sale Creek High School PTSA
Schilling Farms Elementary PTA
Sequoyah High School PTSA
Shelby Oaks Elementary PTA
Signal Mtn Middle/High School PTSA
Soddy Elementary School PTSA
Soddy Daisy Middle Community PTA
South Doyle Middle School PTA
Southside Elem PTA
Spring Hill High School PTSA
Sycamore Elementary School PTSA
Tennessee At Large Local Unit PTA
I’m the PTA Treasurer – Now what???
Charles Everett, Tennessee PTA Treasurer

Congratulations! You’ve been elected Treasurer of your council or local unit. Treasurers play a critical role in sustaining the council/local unit, maintaining essential member confidence and supporting overall mission effectiveness. But I’m a volunteer – it can’t be that serious, can it? Being a volunteer may make it easy for finances to be treated in a casual way. When money matters are treated casually, it can become too easy for money to get lost, or for some people to question how money has been spent, or even for individuals to take advantage of the informality and pilfer cash or other assets. So as treasurer, what accountability and transparency issues should you be most concerned with?

**Handle the money with high standards and set a tone of integrity.** Close treasurer oversight of cash, checks, and deposits is vital. If you can’t always be present when money is changing hands, be visible enough that others know that you’re engaged. Be especially scrupulous about keeping personal funds (yours and others’) completely separate from PTA funds.

- The Treasurer should receive and reconcile the bank statements, OR write checks, but not both.
- Incoming checks should receive immediate restrictive endorsement (preferably a bank stamp, or handwritten “For deposit only, ABC Bank, Account # 123445”) and be deposited within a week, with no cash back.
- Outgoing checks must be supported by an approved invoice, receipt, or a voucher prepared by the treasurer if a receipt or invoice isn’t available. If a fellow member asks for a reimbursement but doesn’t have a receipt, respond “I wouldn’t be doing my job as Treasurer if I didn’t insist on receipts from everyone.”
- Checks should require two signatures and never be signed in advance.

**Manage the filings and deadlines.** Keep a calendar of filing requirements and assign responsibility. Late fees and penalties can be very costly and diminish member confidence.

- November 1st - on or before, Audit Report Form in State Office
- November 15th - absolute last day to file 990-N post card with the Internal Revenue Service (IRS)
- November 20th - on or before, receipt of filing 990 in State Office

**Identify and manage risk.** Take the lead in safeguarding your PTA’s assets, data, and personal information.

**Confirm contributions.** A prompt thank you letter that includes what donors need for tax purposes is an effective way to keep your contributors up to date on the great work you’re doing. The IRS says it’s okay to send this information by email.

**Plan and evaluate with a budget.** A budget is a map that shows what you plan to do and how you plan to get there. It’s a key tool for getting everyone to agree on what your PTA will and won’t do in the coming year. An unexplained variance between a budgeted and actual line item of revenue or expense, for example, may be the first red flag signaling a more serious problem.

- Preparing an effective budget starts with asking leaders to estimate what they’ll need and to provide specific proposals for financing it.
- Reviewing last year’s budget is a key part of the process; cost and revenue estimates need to be reasonable and attainable.

**Prepare timely financial reports.** Timely and reliable financial information is the foundation of good stewardship and sound financial decision making. Without this information there’s no way to track budget performance.

**Recruit the next treasurer.** Like other volunteers, your serving as treasurer will not last indefinitely. Throughout your term of service, to be an effective treasurer, you will encourage and equip fellow volunteers to participate in financial management duties. When it’s time to pass the baton, this position will enjoy the least disruption.

**Use your resources.** Take advantage of any and all resources available to you to make your volunteer experience as treasurer as trouble-free as it can be.

Take eLearning courses. View National PTA resources “Local PTA Treasurer” and “Local PTA Budget Basics” at [https://www.pta.org/home/run-your-pta/elearning](https://www.pta.org/home/run-your-pta/elearning)

Have you ever wanted to serve with Tennessee PTA but weren't sure how. Tennessee PTA is looking for PTA members to serve at the state level.

◊ Resolutions Chair
◊ Reflections Program Chair
◊ State and Federal Legislation Chair
◊ Parliamentarian
◊ VP of Communication and Student Programs
◊ Memphis Delta Region Director

For information about each position and its requirements, visit http://tnpta.org/nldc/board_interest_form_2018.pdf

National PTA Equity Fellowship Opportunity

National PTA’s Center for Family Engagement is excited to invite PTA members who have participated in National PTA’s School of Excellence Program or a past diversity initiative to apply for the National PTA Equity Fellowship.

National Equity Fellows will engage in ongoing learning and reflection, as well as support local and national equity work. Up to four Fellows will be chosen to participate and receive $1,000 for this 12-month opportunity. The application deadline is 11:59 EDT, Monday, November 18. Visit https://www.pta.org/center-for-family-engagement/in-the-field/equity-fellows for more details.

Your Essential PTA Experience

https://www.pta.org/home/run-your-pta/elearning
Congratulations to our Tennessee PTAs

National PTA announced this week that over $300,000 in grants have been awarded to more than 200 PTAs and schools across the country for programming during this school year. The funding is part of National PTA’s PTA Connected, STEM + Families, healthy lifestyles and Take Your Family to School Week initiatives—key aspects of the association’s long-standing efforts to make a difference in the education, health, safety and well-being of every child through advocacy and family and community education.

“With the grants, these PTAs and schools will educate, engage and empower families; support student success; improve the health of students; expand knowledge about online safety; and increase access to STEM education,” said Leslie Boggs, president of National PTA. “National PTA is thrilled to provide the PTAs and schools with resources to support their work in these areas of critical importance to families and to the lives and futures of every child.”

2019 PTA Connected Be Internet Awesome Family Workshop Grant Recipients
Sponsored by Google

Loftis Middle School PTSA Hixon

2019 Healthy Hydration Grant Recipients
Sponsored by Nestlé Waters North America, Together with its National Brand Nestlé® Pure Life®

Loftis Middle School PTSA Hixon
Avoca Elementary PTA, Bristol

2020 Take Your Family to School Week Grant Recipients
Sponsored by Office Depot OfficeMax

Amherst Elementary PTA, Knoxville

— Tennessee PTA Arts Enhancement Grant

Grant Overview: The Tennessee PTA Arts Enhancement Grant Program complements PTA’s long-standing commitment to quality arts education by providing funds to local PTAs to establish or enhance activities associated with participation in the National PTA Reflections program or the Tennessee PTA Citizenship Essay program. These arts programs challenge students to think artistically by creating entries based on an annually selected theme. In the Reflections program, students participate in one or more arts categories: dance choreography, film production, music composition, photography, and visual arts. The category of literature is used in both the Reflections and Citizenship programs.
Contact Us
For more information, assistance, questions and support, contact us, we are here for you.

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Visit us on the web at www.tnpta.com

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Instagram: @tennessepta

Note: Additional board positions are vacant. Please visit www.tnpta.org for a complete list.
Dates to Remember

Officer Lists—Past Due
Reflections Registration Open Now
Audit Reports—Due Nov 1
990 Filing—Due Nov 15th to the IRS
Member Remittance—Due Dec 1st

Tennessee PTA Convention
April 24-25, 2020
Knoxville