

# Fundraising Quick Start Guide

## Job Description

The fundraising chair is responsible for selecting fundraising projects that provide funds for the PTAs planned activities. These activities should be focused on promoting the PTA purposes.

## Duties at a Glance

- Maintain a procedure book (traditional or electronic)
- Complete a Plan of Work and submit for approval by the Local PTA board
- Research and present fundraising ideas to the board and membership for approval
- Work with board to determine the two tax free days for the year
- Coordinate fundraisers throughout the school year as needed to assist funding PTA programs and activities
- Make sure all fundraisers comply with local, state and federal laws, along with school district rules
- Report to board and members the outcome of all fundraisers
- Review and become familiar with bylaws and standing rules of the PTA
- Attend Texas PTA Leader Orientation
- Take advantage of training from Council, Area, Texas and National PTA.
- Become familiar with the National and Texas PTA Resources

## Important Dates

June	National PTA Convention
July	Summer Leadership Seminar
July	Annual Convention held in conjunction with Summer Leadership Seminar (Odd-numbered years)
October 15	Fall Membership Reporting
February	Rally Day at the Capitol (Odd-numbered years)
February	Texas PTA Family Engagement Conference and Annual Convention (Even-numbered years)
March 15	Spring Membership Reporting

## Resources

Texas PTA Fundraising Resource Guide	Available for purchase or free download at <a href="http://www.txpta.org">www.txpta.org</a>
Texas PTA website	<a href="http://www.txpta.org">www.txpta.org</a>
National PTA website	<a href="http://www.pta.org">www.pta.org</a>
National PTA Money Matters	Available for free download at <a href="http://www.pta.org">www.pta.org</a>

## Contacts

Texas PTA	1-800-TALK-PTA
Texas PTA Finance Department	<a href="mailto:accounting@txpta.org">accounting@txpta.org</a>
Texas PTA Treasurer	<a href="mailto:treasurer@txpta.org">treasurer@txpta.org</a>



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