

# Distributing Membership Cards at Secondary Schools

The distribution of membership cards at middle school and high school can be a challenge. **Here are some helpful ideas:**

- ❖ **Host a PTSA membership table** during school registration, back-to-school night and all PTA functions. Members can receive their cards immediately upon joining PTA.
- ❖ **Place a request for PTA membership** in the summer registration packet. For those early responders, attach the cards to their student's schedule at orientation or the first day of school.
- ❖ **Hold a barbecue at school** with hot dogs, buns and condiments donated by local super markets. As family members and school staff fill out membership envelopes, present them with a free hotdog and a PTSA membership card.
- ❖ **Have cards available** at parent-teacher conferences where parents can pick them up along with their student's schedule or report card.
- ❖ **Provide a contact person's name** and phone number in the newsletter or on the website indicating from whom people can request/pick up their cards.
- ❖ **Place cards in addressed envelopes** and ask the school secretary if members may pick them up in the school office.
- ❖ **Attach cards** to a PTA or school newsletter (if allowed).
- ❖ **Include the cost of mailing cards** to members in the PTA budget.
- ❖ **Ensure that board members have blank cards** so when they personally extend an invitation to join PTA, they can immediately provide a membership card.
- ❖ **Consider including a "thank you" note**, welcome packet, bookmark, PTA brochure, school magnet or calendar of school events when you distribute membership cards.

***\*\*Every member needs a membership card!\*\****