



# PTA CONNECTS

CALIFORNIA STATE PTA ONLINE NEWSLETTER  
July 2007

## Are you a new PTA unit president? Are you wondering how to begin?

Here are **three steps** you can take right now, before the school year begins:

1. **Meet with the executive board and set PTA goals for the coming year.**  
Remember that PTA's purpose is to speak on behalf of children, assist parents in raising their children, and encourage parent involvement in public schools.
2. **Meet with the budget committee to develop a budget that is based on your PTA goals.**  
Decide how you will raise the money to support the programs you plan to present.
3. **Prepare for your first meeting by reviewing procedures and developing an agenda.**

### Need help?

We've put together all the information you need to get started on the California State PTA web site.

**Elements of a Written Goal**  
<http://tinyurl.com/367t94>

**Budget Planning**  
<http://tinyurl.com/3yul7s>

**Sample Budget**  
<http://tinyurl.com/3b5uuj>

**Sample Meeting Agenda**  
<http://tinyurl.com/3dhky4>

### Quick Reference Guides

You can also find more information through the National PTA Quick Reference Guides. <http://tinyurl.com/2gqg6o>

You can find more help on California State PTA web site

[www.capta.org](http://www.capta.org)  
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