

## **PROCEDURE BOOK**

A tool kit for you,  
continuity for your PTA/PTSA,  
a necessity for your successor.

If each council and local officer and chairman would compile a Procedure Book, the work of our associations would continue in a more efficient manner than ever before. One valid criticism that has been made of PTAs is that they close up shop every spring and the new owners come in the fall to open shop and know nothing of the stock on the shelves and very little about how to manage the store. Procedure Books help keep the store open from year to year.

### WHAT IS ONE?

A loose-leaf notebook makes a serviceable and convenient cover to which pages can be easily added. Since some of your most valuable materials don't fit in a notebook, an expandable cardboard file the size of the binder may be attached to the back of the book with staples and rubber cement. Add a healthy rubber band to hold them securely together when not in use. Remember that a Procedure Book is the property of the association, and not the person who is using it this year.

### WHAT DO YOU PUT IN IT?

Name, address, telephone number and period covered  
Your Plan of Work and calendar  
All information from State and National PTA  
Directory of board members, faculty, committee and other contacts  
Association bylaws, standing rules, current budget, newsletters and bulletins  
All correspondence pertaining to your office or chairmanship  
Copy of any reports sent to council, State Office or National PTA  
Notes from workshops, conferences, and conventions you have attended  
Any guidelines pertaining to your office or chairmanship  
If you subscribe to Our Children, keep all issues for one year together.  
Any other resource material you have found to be helpful  
Evaluation of the year's work with specific suggestions for improvements  
National PTA Handbook, National publications pertaining to your job and other valuable documents you've acquired.

A Procedure Book, one of the most important basic tools in PTA work, is often the least used. Since the majority of the new recruits have little or no experience in the job, they need a Procedure Book in identifying the work and continuity of an office or chairmanship and to chart a course of action to be followed. Association background, contributions from others, successes and failures -- such a record gives a foundation on which to build.

**IF YOU DIDN'T RECEIVE ONE, NOW IS THE TIME TO START ONE!!!!**