

M-A WEBSITE

The PTA website is hosted by DigitalStyle, David Tillson Principal and our contact. PTA website is maintained through WordPress.

GENERAL DIRECTIONS	
Email links to website domains	<ul style="list-style-type: none"> ● July ● Co-PTA Presidents will give you the Executive Board Members and Committee Chairs emails for the school year ● Update the PTA website email spreadsheet with new emails ● Send updated spreadsheet to David Tillson at david@digitalstyle.com
Website Link Updates	<p>Each link on our website has specific information that will need to be updated. Use Link Update spreadsheet to update information</p> <ul style="list-style-type: none"> ● Each link needs to have the new school years committee chair name and year updated ● Update all link dates ● Send emails to the committee chairs asking for updated information and forms ● Once you receive all the updates complete the update spreadsheet ● Send David Tillson the updated Spreadsheet and updated forms
	<p>Co-PTA Presidents</p> <ul style="list-style-type: none"> ● July ● Review, approve or revise PTA message ● Executive Board and Committee Chairs list updates ● Meeting calendar
	<p>Reimbursement/Reimbursement Calendar</p> <ul style="list-style-type: none"> ● July ● Confirm Treasurer address and update form-update on website
	<p>Parent Education Series</p> <ul style="list-style-type: none"> ● July/January ● Contact Charlene Margot, M.A. Director, The Parent Education Series ● If she doesn't have the programs for the entire school year you will have to contact her in January to add updates
	<p>Mini-Grants</p> <ul style="list-style-type: none"> ● July/January ● Committee Chair updates the application ● Update the list of funded mini-grants from the previous semester ● Update the dates for final application submittals
	<p>Staff Appreciation</p> <ul style="list-style-type: none"> ● July ● Obtain dates for Staff Appreciation
	<p>CSF</p> <ul style="list-style-type: none"> ● July/January ● Committee Chair updates the collection dates ● Committee Chair updates forms ● Update online submittal link
	<p>Volunteer</p> <ul style="list-style-type: none"> ● July ● Ask Volunteer Coordinator Chairs if there are any updates needed
	<p>Grad Night</p> <ul style="list-style-type: none"> ● July/January ● Update the page with dates and ticket costs ● Committee Chair updates the Grad Night forms ● Update online submittal link
	<p>Membership</p> <ul style="list-style-type: none"> ● July ● Committee Chairs to confirm or update any text
Website Content	<p>PTA Homepage should have the current event information. Monthly</p> <ul style="list-style-type: none"> ● Look at the Homepage and PTA Calendar for event dates ● Update with current events