



PTA Reflections Program

Budgeting Suggestions and Procedure Book

How to Budget

- Work with your PTA Board to determine your budget for the Reflections program.
- Submit your Plan of Work following your board's deadline. Include your budget request.
- Complete your End of Year Report at the end of the program. This will help the chair for the following year plan their budget.

What to include in your budget request:

- Printing of materials to pass out to families. This could include flyers, bookmarks, posters, forms, rules, making copies for the next level, a binder to organize your Procedure Book, etc. Check with your PTA. Some put these expenses in each committee's budget. Others put these expenses into a general printing line item. Either way, you will need to budget some money somewhere for printing.

- Packaging materials. This can include mats to protect the artwork, sheet protectors for forms, tape, etc. Wrapping projects in protective plastic is not required, but it is recommended to help protect the art.

- Portfolio. If your PTA doesn't already have one, you will need one. A portfolio helps to protect the art-work as it is passed to the next level.

- Recognition. Every school does something a little different. Just be sure to offer recognition in some way.

Some ideas include:

Certificates

Reflections Ribbons

An art show with a program listing the students and their projects

A party or reception

Announcing students or sharing their entries on the announcements at school

Display artwork in the halls at school or during an evening family or arts event

Recognize the students at your school's end of year assembly

The possibilities are endless. Start with what your PTA has done in the past and go from there!

Procedure Book

A procedure book is a record on your committee's work. It is a wonderful tool to pass along to the next chair for your committee. Your procedure book should include:

- Bylaws for your unit and Standing Rules with date of adoption or last revision
- Budget for your unit with projected expenses and income for each committee
- Contact Info of your PTA Board Members
- Committee Member Listing and contact info for past chairs and other people who can help such as judges, school contacts, etc.
- Duties and Timeline of Events
- Copies of all flyers, forms, records, workshop materials, plans of work, end of year reports, correspondence (both sent and received), notes, etc. for your position.

Having a complete Procedure Book not only makes your current job easier, but it's a great tool for recruiting future leaders. You have, in one place, the job description along with time commitments and contact people available to help. What better way to plan for the future than by getting organized today.