Building Council President Checklist

District Parent Council

Mid-August through September

- Add council welcome information into your monthly school newsletter. Including information about your council's classroom-related expenditures can help when donations are requested later in the year

- Prepare for Welcome Breakfast on 1st day of school, if holding one

- Update your council web page and school calendar with meeting dates and council leaders. C*ontact Jason Sparkia at jason.sparkia@elps.us for assistance if necessary*

- Follow up with your Treasurer to insure you have filed your LARA Annual Report? (Legally required State of Michigan document; due October 1)

- Appoint someone to check parent council mail slot and distribute mail to appropriate council leaders

- Prepare a draft budget for approval

- Have your Board Officer or Volunteer Coordinator gather potential committee support volunteers and provide their contact information to committee chairs

- Consider encouraging teachers to submit ELEF grant requests for the fall Collaborative Grant opportunity. Your council may consider matching funds provided by ELEF if possible.

February

- Follow up with your Treasurer to insure s/he files online year-end tax return (form 990-N)

March - April

- Update council board and committee chair descriptions and sign up form for the following year and make them available online and in a newsletter/eblast

- Make board & committee description and volunteer sign up forms available to parents in the feeder school(s) (Elementary Schools for MacDonald Middle School; MacDonald Middle School for ELHS)

- President or Volunteer Coordinator attends and speaks at the orientation session for the feeder schools, to welcome parents, describe council activities and provide volunteer information and sign up forms

- Board officer coordinates and collects nominations for next year's board positions. Slate prepared for a May council meeting vote

- Secretary Appreciation Day falls on the Wednesday of the last full week of April

May

- Propose slate and approve new board at the May council meeting – change officially effective July 1st

- After May council meeting: Publish the names of the new board members online and/or in the newsletter/eblast

- Teacher Appreciation Day falls on the Tuesday of the first full week in May

- Consider providing a gift or making a donation to ELEF in honor of retiring teachers from your school

June

- New President writes/updates welcome letter and gives it to the building Secretary to be included in a summer e-blast

- Volunteer coordinator updates the volunteer forms to reflect the positions still needing to be filled and gives to the secretary to be included in a summer e-blast

- Notebooks and files are stored in council file or given to successor

End of June

- Treasurer provides year end statements to outgoing and incoming board

- Either the Secretary or President should provide a brief addendum to the final meeting's minutes defining any unfinished business. This can be done through discussion at the final meeting of the year or by the President or Secretary reviewing the year's minutes and noting items that were not continued or carried forward to closure