**MPE PTA EVENT RECAP FORM**

Committee Chair/Co-Chair are to submit a copy of completed form to PTA President no later than 2 weeks after event. Include as many details as possible! Send to [president@PTAMossPark.com](mailto:president@PTAMossPark.com)

**EVENT NAME: Membership**

**Brief Description of Event:**

**Event Dates & Times: August 10th 2014 - April 12th 2015**

**Event Chair: Nancy Meza**

**Phone: Email: mangoscafe@gmail.com**

**Proposed Budget: Suggested Future Budget**

**Total Income:**

**Total Expenses: $844.96**

**Total Profit: Project Profit:**

**Event Details:**

PTA membership online was $8 for one membership & $10 for two. Staff PTA membership was $5 for one and $6 for two. The cards cost the PTA $1 per card. From an $8 membership there is $3.50 per member that goes to the PTA National and State Dues, plus PTA pays $50 per year to Orange County PTA for local dues plus online orders and credit card fees, and the cost of each discount card is $1 each. So on an $8 card we bring in approximately $3 and $4 on a $10 membership. We break even on teacher cards.

We had approximately 491 members sign up for the 2014-2015 school year.

Lis Sampson created a spreadsheet to keep track of all PTA members, both members who filled out a paper form or signed up online. This spreadsheet was uploaded to Google Drive so anyone with internet access could be given access to the document. Lis set it up so that only herself, Suzanne Arnold, Laura Thompson & Nancy Meza had the authority to update the document.

The current membership list is linked here: <https://docs.google.com/spreadsheets/d/1Q4zBgwjLTkVKBPhv-5tuCwZ_Picdg2eWI9dzqjZCWGM/edit#gid=757565193>

To pull membership information from members that signed up online, you need to go into Reports > Order Items in the website admin. Make sure Online payment is checked. Choose PTA Membership from the pull down menu. Then you can click on the columns button to choose what information you want. You can click on ‘download’ to create a CSV file. This file type can be pulled into any spreadsheet program. Staff membership is in a different area because we had to charge a different price for membership and we wanted to put it where parents would not accidentally sign up for the wrong price.

In this spreadsheet we included extra columns for staff & neighborhood.

This year we included an option to add Neighborhood so that we would have an idea if the family would be attending the Eagle Creek school for the 2015-2016 school year.

To pull teacher/staff membership follow the same steps as above, except choose Teachers/Staff Only from the drop down menu instead of PTA Membership. When you download the CSV file you can just copy in the fields into the main spreadsheet - just make sure you add a column for Staff and mark them as Yes. Teachers need to sign up for PTA so that they can receive grants.

For anyone who paid with check or cash, we just filled in their information into the online spreadsheet.

We had a membership table set up at Meet the Teacher and accepted check, cash & credit card (used Square Readers to accept credit card payments). We had envelopes pre-stuffed with the FLA PTA card and 2 flyers for our vendors that we didn’t have on our PTA card (Lach Orthodontics & a martial arts place ???). Then we added cards when they paid. If people prepaid for their PTA memberships, we printed a spreadsheet with their names, had envelopes pre-stuffed & labeled and just had them sign the sheet saying they received their cards.

After Meet the Teacher, we just did membership fulfillment on Tuesday before the weekly PTA meeting. We delivered cards to the student’s teacher’s mailbox.

We also set up a membership table at Open House & Grandparent’s Day.

To receive the state PTA cards the president must first submit this form to Florida PTA then cards will be issued.

http://www.floridapta.org/running-your-pta/online-form/new-and-returning-officers-form

**Contact Information for card printing company:**

**Susan March**

**FAME Inc.**

**954-566-2923**

**http://www.famewebsite.com**

**famecard@yahoo.com**