



## New Year, Same Great Work!

We finally got our winter snow storm which slowed down time and gave me the opportunity to take a moment to write this newsletter. It has been a busy year!

It truly has been a pleasure getting to know the PTAs in Region 7. During the past several months, your Region Service Committee and I have had the pleasure to talk with and meet with many of you. We have had opportunities to attend meetings, provide trainings, and participate in local PTA events. I want to extend my deepest and sincerest thanks and appreciation for all that you do! There are some important PTA events, program deadlines, and training opportunities coming soon.

We have a NEW PTSA in Region 7! Please welcome Edmonds School District Special Education PTSA 7.2.100. We are beyond excited to see what they will bring to their community.

Some quick housekeeping -

- We are now in February, and in the second half of our fiscal year. Please take a moment to go over your S.O.A. to make sure you are up to date on all of your legal filings.
- If your PTA does a mid-year financial review, the updated Financial Review Checklist that will include the new debit/secured credit card additions should be available soon. If you need to complete a review before the update is released, please use the one currently available.
- As you start filing your legal documents, please note that if WSPTA is your Registered Agent, you must update the address as WSPTA has moved offices. The correct address is **949 Market #550 Tacoma, WA 98402**. If you have already filed this year, you can go in and amend the documents. [www.sos.wa.gov/ccfs](http://www.sos.wa.gov/ccfs).

I wish you all the best and hope to connect with you soon.

Kristina Schweizer  
ptareg7@wastatepta.org

## Tips for success

- Attend board and membership meetings
- Read meeting minutes and offer corrections
- Prepare reports for board and membership meetings
- Get educated: take advantage of in-person and online training opportunities
- Be familiar with your responsibilities and fulfill them
- Review and ask questions about the monthly financial report
- Actively engage in a plan for membership growth
- Prepare content for newsletters and social media
- Review and update your website
- Participate, help, and communicate



# This month's checklist

- Conduct a Mid-Year Financial Review (Highly Recommended For Every PTA/PTSA)**
- Elect a Nominating Committee for Your PTA if Not Already Happened**
- Winter Membership Campaign**  
How close is your PTA/PTSA to reaching a Membership Growth Award?  
How close is your PTA/PTSA to qualify and apply for a Membership Achievement Award?  
(i.e. 100% Staff Membership Award, 100% PTA Membership Award, Student Membership Award)
- Promote WSPTA Essay Contest to Students & Members (*Details on Next Page*)**
- Promote WSPTA Scholarship Program to Graduating Senior Students (*Details on Next Page*)**
- Consider Preparing & Applying for Awards of Excellence Awards**  
Consider what WSPTA Awards of Excellence your PTA is interested in applying for this year and assign responsibilities for who will be filling out the application(s), collecting the supporting documents, and submitting by March 13, 2025.
- Start Receiving Nominations for Your PTA/PTSA Volunteer Recognition Awards**  
Every PTA/PTSA can participate in Volunteer Recognition Awards (i.e. Golden Acorn, Outstanding Educator, etc.) and award pins/certificates can be ordered through the WSPTA Store.
- Review the WSPTA Standards of Affiliation checklist**  
Discuss how the training requirement will be met and tracked within your PTA Board of Directors.
- Make sure board members take advantage of training opportunities.** Get all board members trained early. As dates become available, they are posted to the website calendar and included in Leadership News.
- Make sure at least one elected officer attends PTA & the Law.** Washington State PTA offers more than a dozen opportunities to attend PTA & the Law as a statewide webinar. Visit the events calendar on our website for updates to events and trainings.
- Attend any PTA Board Meetings and/or Membership Meetings**  
Read Meeting Minutes and offer any corrections. Prepare reports for meetings.
- Share your PTA's upcoming meeting dates, events, and activities with your Region Director!**

For a complete list of things to do, visit:

Local PTAs: <https://wastatepta.org/january-checklist-for-running-your-pta/>

Council PTAs: <https://wastatepta.org/january-checklist-for-councils-supporting-local-ptas/>



# Upcoming Events

## Upcoming WSPTA Events - Mark Your Calendars

Feb

### February 13th

- **Scholarship and Essay Contest Deadline**

Learn more about the Essay Contest here: <https://wastatepta.org/events-programs/pta-essay-contest/>  
And the Scholarship here: <https://wastatepta.org/events-programs/scholarship-program/>

### February 19th 6:00 pm - 7:00 pm

- **Building Your Budget and Creating a Narrative**
- 

Mar

### March 1 @ 9:00 am - 12:00 pm

- **PTA and the Law**

### March 13

- **Awards Deadline:** Awards of Excellence, Leadership Service Award, & Individual State Awards
- 

Apr

### April 7 @ 6:00 pm - 9:00 pm

- **PTA and the Law (The last one of the year)**

### April 14

- **WSPTA Founder's Day**

Washington State PTA was founded in April 1905 by Abby Williams Hill of Tacoma, an artist who saw the need for an organization to support Washington's children. Thanks to Abby's leadership and vision—and that of thousands of parents and teachers who have carried her vision forward—Washington State PTA has been a leading voice for children in the state ever since.

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May

### May 2-4

- **WSPTA Annual Meeting and Convention**

Save the date and make sure your board attends this event. This is our state-wide meeting that all PTAs need to be represented at to make decisions about how we run our local level nonprofits. Bonus is you will have access to ALL the training necessary to run your nonprofit PTA. More details to come.

**For event details, please visit the WSPTA website**

For up-to-date WSPTA calendar of events, visit: <https://www.wastatepta.org/events/month/>



# Upcoming Programs and Events

## Washington State PTA Essay Contest

Did you know that Washington State PTA has an annual Essay Contest open to all students from grades K-12 who attend a school with an active PTA/PTSA in good standing? This platform encourages young writers to examine the positive impacts made on their lives by a personally influential role model.

Essay Contest Divisions are Kindergarten, Grades 1-2, Grades 3-5, Grades 6-8, Grades 9-12, and Special Author. Each Division has specific essay expectations; more information provided at [this webpage](#). Judges will determine essay winners from each Division; awards will be presented this Spring. I have created and attached a program flyer to this email, for you to share with your PTA members and community. We want to be sure that all students at your school know about this Essay Contest opportunity. [Online Application Form found here](#).

**WSPTA Essay Contest applications must be submitted by February 13, 2025.** And it would be great to see Essay Contest applications from students within your PTA's/PTSA's school and our Region 8!

## Washington State PTA Scholarship Program

Did you know that Washington State PTA offers \$2,500 scholarships for high school senior students? If your PTA/PTSA serves high school students, [please share this flyer](#) with your members and community. Since one of the benefits to your high school seniors of having an active PTA/PTSA in their school is being eligible to apply for the WSPTA Scholarships, we want to be sure that all eligible students know about this scholarship opportunity. [Online Application Form found here](#).

**WSPTA Scholarship applications must be submitted by February 13, 2025.** And it would be great to see scholarship applications from high school seniors within your PTSA's school and within Region 8!

## Washington State PTA Focus Day - Monday, February 17, 2025

While there will be no school on President's Day (Monday, February 17, 2025), there is plenty to do!

On that day, we need PTA/PTSA leaders and members to join us in Olympia to meet with their state representatives and senators for sharing the PTA mission and priorities. Let's make sure the PTA voice is loud and proud on this day! You will be provided with everything you need to know in order to schedule and hold a successful meeting with your legislators. **This is a FREE event. Pre-registration required.**

**GENERAL EVENT INFORMATION:** <https://www.wastatepta.org/events-programs/focus-day/>

**REGISTRATION LINK & DETAILED AGENDA/ITINERARY:**

<https://www.eventbrite.com/e/focus-day-2025-registration-1095489120449?aff=oddtcreator>

For up-to-date WSPTA calendar of events, visit: <https://www.wastatepta.org/events/month/>



# Advocacy

## Advocacy is the foundation of PTA.

**Advocacy** means to actively support, speak up, plead a cause, or make a case for something or someone.

National PTA is the oldest and largest child advocacy organization in America, and by being a part of your local PTA, you are automatically a part of the council, Washington State, and National PTA.

### Each one of us is an advocate!

You are an advocate by being part of your local PTA! As a volunteer, you are already actively engaged in shaping policies, decisions, and initiatives that impact your school and students. Whether you assist in fundraising, organizing events, or lending a helping hand in classrooms, your efforts directly contribute to enhancing the learning environment and opportunities for all.

### You are ALREADY advocating when you:

- Speak up for your child when communicating with staff.
- Ask questions about student safety and offer suggestions on how to make improvements.
- When you encourage your student to speak up for themselves or have them participate in school leadership programs.

### As an advocacy chair in your PTA, here are some things you might be involved in:

- Sharing WSPTA advocacy news and keeping members informed on WSPTA's legislative platform.
- Encourage members to sign up for Action Alerts, read the WSPTA blog, and encourage participation during Focus Week.
- Be the voice of caregivers, teachers, and students ensuring their concerns and needs are heard and acted upon.
- Seek feedback and input from your school community to determine their needs and to advocate for those needs.

### PTA Advocacy success (National and State levels):

- Universal Kindergarten
- Hot lunch program
- Public health service
- Special education funding
- Arts in Education
- School safety

### What does an Advocacy Chair do at the local level?

Local PTA advocacy chairs help keep PTAs connected to the state and national PTAs' legislative actions and goals through sharing information. In addition, advocacy chairs can help identify issues in the community that affect PTA members and their families.

### Does your PTA have an advocacy chair?

If you know someone who stays active in their school, stays informed about community issues, someone who feels strongly about a cause, or someone who is passionate about voting, they may be a good fit for an advocacy chair position for your PTA! You DON'T need to have any experience to hold this position.

**WSPTA encourages you to incorporate formal advocacy efforts into your PTA activities!**

#### Important Advocacy Links:

WSPTA Advocacy page: <https://www.wastatepta.org/focus-areas/advocacy/>  
National PTA Advocacy page: <https://www.pta.org/home/advocacy/take-action>





## Staying connected!



YOU HAVE A TEAM BEHIND YOU,  
ROOTING FOR YOUR SUCCESS.

### Region 7 Director

Kristina Schweizer  
[ptareg7@wastatepta.org](mailto:ptareg7@wastatepta.org)

### WSPTA Support

[support@wastatepta.org](mailto:support@wastatepta.org)

- Contact a WSPTA board member about Washington State PTA governance and oversight.
- Contact a WSPTA staff member about specific business, operational items, and Washington state or IRS filing and reporting matters.
- Contact a region director or service delivery team member, a volunteer who provides support to PTA leaders in your region, about leadership training, and about managing your PTA.

Not sure who to contact? Email  
[support@wastatepta.org](mailto:support@wastatepta.org)

### Region 7 Service Committee

I am looking to build my service team for the year. If you would like to sign up, please reach out to me at  
[ptareg7@wastatepta.org](mailto:ptareg7@wastatepta.org)

### Does your PTA need to file a new IRS Form 8822-B?

The IRS requires that an updated form be filed within 60 days of a change in "responsible party". Check your old form (a copy should be in your legal documents binder) and if the person listed is no longer an officer, you'll need to file a new form as soon as possible. Can't find a current form? File a new one and you'll be set (keep a copy of that one!).

<https://www.irs.gov/forms-pubs/about-form-8822-b>

## Givebacks

Log in monthly to verify things are running smoothly for your PTA.

- It is important to keep updating the membership database system with your officers' and board member information. This will ensure that your PTA remains in compliance and that your PTA leaders receive timely and relevant leader emails and newsletters.
- Planning on using Givebacks for as a fundraising platform? Make sure you schedule your one-on-one meeting with their representative BEFORE you set it up.
- Finding issues that we should be aware of? Let us know. This is a new system and we are still working all the bugs out.

**WSPTA dues must be paid  
by the 1st of every month.**