

Texas PTA Day at the Capitol February 26, 2009

Timeline for Participants

*Timeline for use by anyone planning to bring a group to
Texas PTA Day at the Capitol –
Council Officers, Local PTA presidents, Legislative Chairs,
PTA Members*

November 2008

- Determine method of transportation to be used by the group – and make arrangements
NOTE: If you are a Title 1 School you may be able to use those funds to pay for transportation. Check with your principal.
- Send communiqué to potential participants with preliminary information about Texas PTA Day, encouraging them to participate. Cheerleader tone is needed for this and other communications!! Send 1-pager with Texas PTA priorities for this session.
- Once convention registration is available (Nov. 14), publicize and encourage registration for both events.

December 2008

- Send a reminder to potential participants about Texas PTA Day at the capitol, encouraging them to participate in the process and to make their voices heard!! Emphasize the Centennial celebration and encourage them to register for PTA Day at the Capitol and the Texas PTA Convention.
- Provide State Office with number of participants committed so far.

January 2009

- Between January 10 and 15, send a letter to your group's state senator(s) and state representatives informing them of your impending visit to the state capitol for Texas PTA's Day at the capitol and 100th Centennial celebration. Request a meeting with each of them. You can find out who represents you at www.txpta.org.
- Remind potential participants that the deadline for advance registration for convention is January 30. Registration for PTA Day at the Capitol will continue beyond January 30.
- Follow up on your letter by contacting your group's state senator(s) and state representatives to set up meetings for the afternoon of February 26th.
 - If members of your group are staying for the Texas PTA Convention, you may be able to utilize the morning of Feb 27 for meetings with legislators as well.

- Conduct a meeting of those planning to participate in Texas PTA Day at the Capitol and show training/preparation presentation provided by Texas PTA containing:
 - Briefing on issues Texas PTA has prioritized
 - Guidelines for setting up appointments with legislators
 - Guidelines for conducting a meeting with legislators
 - Miscellaneous logistical information
 - Discuss common attire - participants are asked to wear light blue shirts/sweatshirts
 - This presentation will be available on the Texas PTA website in mid-November.
- Provide information about webinars of this presentation offered by Texas PTA for those unable to participate in your meeting. These dates will be announced in mid November.
- Just before the end of the month, send one last promotion encouraging registration for convention and PTA Day at the Capitol.

February 2009

- Confirm bus reservations, if you are using them.
- Confirm appointments with legislators around February 23rd
- Plan your meeting agenda per guidelines provided by Texas PTA for meetings with legislators.
- Send an estimate of the size of your group to the State Office.