A purple and yellow logo

Description automatically generated**PTA Job Aid for Hosting a Table at Teacher/Parent Conferences**

**Purpose**

To ensure the PTA effectively engages with families during Teacher/Parent Conferences, providing information about PTA membership, events, and programs.

This Job Aid will ensure a welcoming and informative experience for families, helping to strengthen PTA connections with the school community.

**Steps to Organize the Table**

**2 Weeks Prior to the Event**

1. **Coordinate with Principal**
   * PTA President to confirm with the Principal that a table will be placed in the school lobby during the conferences.
   * Ensure the table is in a visible, high-traffic area.
2. **Create a Volunteer Schedule**
   * Identify PTA Leadership Team members available to staff the table.
   * Ensure coverage for the entire duration of the conferences.

**1 Week Prior to the Event**

1. **Collaborate with PTA Communications**
   * Decide what materials will be displayed, such as:
     + **How to Join the PTA** flyers.
     + Information on upcoming events or programs.
     + Printed copy of membership sign up form.
     + A donation form or QR code link (if applicable).
   * Request creation and printing of materials.
2. **Gather Supplies**
   * Ensure availability of:
     + Tablecloth.
     + Pens.
     + Treats (individually wrapped).
     + Upright signage for events and membership promotion.

**Day of the Event**

1. **Set Up the Table**
   * At the start of the conferences, the designated PTA Leadership volunteer will:
     + Cover the table with the tablecloth.
     + Arrange treats, flyers, and signage attractively.
2. **Engage with Families**
   * Volunteers should be prepared to:
     + Answer questions about PTA membership and events.
     + Distribute materials.
     + Encourage sign-ups or participation.
3. **Tidy Up After Each Day**
   * At the close of each conference day, ensure the table is left clean and restocked for the next day.

**Volunteer Schedule**

* Use a shared sign-up sheet or tool to track volunteer shifts.
* Ensure each shift overlaps for smooth transitions.

**Checklist of Items Needed**

* Tablecloth.
* Pens and notepaper/pad.
* Treats (individually wrapped).
* Flyers and handouts:
  + How to Join the PTA.
  + Upcoming Events/Programs Information.
  + Volunteer Opportunities.
  + Membership Application/Form.
* Upright Signage:
  + Current events and programs.
  + Membership promotion.

**Follow-Up**

After the event:

* Thank volunteers.
* Gather feedback for improvement.
* Update the PTA on any new memberships or interest generated during the event.