**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.