

## ***Basics of a Membership Table***

A step by step guide

1. Supplies
  - A. Membership cards – cards need to have Unit ID and Local PTA Name filled out in advance. As membership are purchased, names are put on cards. Membership cards should not be blank when given out to new members.
  - B. Membership Forms – If you need a sample, please contact Kathy Smiley, [kthysmiley@yahoo.com](mailto:kthysmiley@yahoo.com). Or go to [www.kypta.org](http://www.kypta.org) under membership.
  - C. Pens
  - D. Cash bags or boxes- You will want change, \$50 to \$200 depending on size of event. If membership is \$5, then just five and ten dollars bills. If membership is \$6 or \$7, then make sure to have plenty of ones. You will also need check stamp to endorse checks at end of the event. Also, bring a receipt book for when people give you cash.
  - E. Letter or other flyer/paper information to provide to members as they join. Some schools have letter that state what the PTA/PTSA did the previous year. If your council has “membership benefits” or your school PTA has “membership benefits”, this flyer needs to be available (and can even be blown up poster size). This is also an opportunity to put out the volunteer form for your unit. Have when the meetings dates are/when/time.
  - F. VOLUNTEERS!!!!.. Not just your membership chair it is all the board responsibility to be at the membership table.
  
2. Table set-up
  - A. Table clothes with your unit name on it or your school colors
  - B. PTA signage of some kind. This can be something that hangs behind the table, off the front of the table or as simple as volunteers directing parents to the table, off the front if isn't available. When your school has an event find out who is in charge of the event at the school level and get your table to be the first table because parents come to the first table to get information.
  - C. Spread your volunteers out the length of the table so many parents can be taken care of instead of one at a time. Make sure you have several clip board and pens along the length of the table.
  - D. Cash boxes/bags – make sure you know which volunteers are handling money. Your cash boxes/bags should never be unattended.

At the end of the event, the membership chair and another volunteer should be the first counters for the money, prior to the treasurer counting and depositing the money. Membership chairs collect the forms and inputs information into whatever database they have chosen for tracking.

***A successful membership table is one at which the volunteers have fun and engage new members with opportunities for them to be involved. The purpose of membership is to have a stronger voice, together, for the children! Every child, one Voice!***