



Happy New Year!

Welcome back PTA leaders! I hope you all had a wonderful break.

I have some exciting news to share with you all.... WSPTA has started their Region Facebook groups back up. This is for PTA leaders, not general members to be able to communicate with one another. You can now ask questions, offer advice, get recommendations, and connect with each other! Click on this link to go to the group. <https://www.facebook.com/share/g/1DeV4tSXJb/>. As of now, it is just myself moderating this group, so if you don't get accepted right away, feel free to reach out and remind me to look at the requests.

There are a lot of activities coming up, so please make sure you look over the upcoming events section. You won't want to miss out!

We are now in the second half of our fiscal year, so this is a wonderful time to do a mid-year financial review, host another membership drive, and/or connect with your community about ways you, as a PTA, can better serve your families.

As always, I am here to support you and your PTA. Please reach out to me if you have any questions, need guidance, or want to share something your PTA is doing that would be enjoyed by others in the region.

I am beyond thankful for each and every one of you. You stepped up to help run your PTA and to give back to your community.

"If you want to go fast, go alone. If you want to go far, go together." - African Proverb

I am happy to be on this journey with you.



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
- Review the SOA

Kristina Schweizer
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This month's checklist

- Reflections entries due to WSPTA by January 14**
Council and local PTAs residing in non-council areas should complete this [form](#). Entries may only be submitted electronically. Contact Reflections@wastatepta.org with questions.
- Conduct a mid-year financial review as a best practice**
Review goals and objectives set at the beginning of the year
Are you on track? Do you need to make adjustments? Have you been sharing progress with your members?
- Engage in a winter membership campaign**
How close are you to applying for a Membership Achievement Award (100% Membership and 100% Staff Membership)? [Applications are due March 12.](#)
- Review Best Practices and Standards of Excellence forms**
Gather information for award requirements (applications due March 12).
- Determine other [Awards of Excellence](#) awards to apply for (applications due March 12)**
Every PTA can be an [award winning PTA](#). All you have to do is submit the paperwork. WSPTA wants to recognize your PTA for all the hard work you do.
- Accept nominations for volunteer awards such as Golden Acorn**
- Encourage leaders to subscribe to action alerts during [Focus on Advocacy Week](#).**
- Encourage leaders to submit a [Leadership Service Award form](#)**
The purpose of this program is to encourage, facilitate, and recognize the continuous growth of leadership shown by dedicated PTA leaders at all levels of the association.
- 1099-NEC due for independent contractors by January 31**
For contractors you paid more than \$600 in a calendar year. More information is located on the [IRS website](#). Please note: this is the last year that it will be \$600, when filing for 2026 (filing due Jan of 2027) it changes to \$2000.
- Was your PTA Incorporated in January?** If so, then your annual Corporation Renewal is due on **1/31**. The annual corporation report is due regardless of your PTA's annual income and is separate from the Charitable Organization Registration/ Renewal.
- Log on to the WSPTA website.** Look at all the amazing resources available to you. www.wastatepta.org
- Check the National PTA website**
There are a ton of great materials to use in your [membership campaign](#). [Local leader resources](#). [Spanish resources](#). [Diversity, equity, and inclusion resources](#). In addition to grant and program opportunities.

For a complete list of things to do, visit:

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

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



Upcoming Events

Upcoming WSPTA Events - Mark Your Calendars

Jan

6 - Reflection Submission Training - 7:00 pm - 8:00 pm - WSPTA

8 - PTA and the Law 1:00 pm - 4:00 pm - online WSPTA

8 - What to Expect in the 2026 Legislative Session - 7:00 pm - 8:00 pm

10 - Nominating Committee 9:00 am - 11:00 am - WSPTA

12 - Managing Your Nonprofit 6:00 pm - 8:00 pm - WSPTA

14 - Reflections Submissions Due - WSPTA

15 - Awards of Excellence Deep Dive - 10:00 am - 11:00 am - WSPTA

15 - Awards of Excellence Deep Dive - 7:00 pm - 8:00 pm - WSPTA

19 - Focus Day - WSPTA

- Focus Day will be Monday, January 19, 2026 in Olympia and members are encouraged to meet with their legislators about our 2025-2026 WSPTA Legislative Priorities.

24 - Leadership Service Awards Office Hours 10:00 am - 11:00 am - WSPTA

- Come learn how to fill out and apply for the Leadership Service Awards. Every WSPTA leader should apply for the Leadership Service Awards as a way to celebrate their work with WSPTA!

26 - PTA and the Law - in person class - 5:00 pm - 8:30 pm - Everett Council

- Open to all Region 7 leaders. Register here: <https://forms.gle/7EMNJxViZDp2A5pJ8>

26 - 30 - Advocacy Week - WSPTA

27 - Nominating Committee 9:00 am - 11:00 am - WSPTA

FEB

2 - WSPTA Programs/Reflections Workshop 10:00 am - 11:00 am - WSPTA

4 - Nominating Committee 1:00 pm - 3:00 pm - WSPTA

7 - PTA and the Law 9:00 am - 12:00 pm - WSPTA

19 - Leadership Service Awards Office Hours 7:00pm - 8:00pm - WSPTA

For event details, please visit the WSPTA website

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



WSPTA Focus Day

January 19



Register Today!
Join us for Focus Day to
“go to bat for kids”
Monday, January 19, 2026, in Olympia.



Come advocate to close the funding gaps, ensure financial stability for schools and for other vital issues that impact students around the state! Advocacy is a team sport. Come build community and network with your fellow WSPTA advocates and leaders. All WSPTA members are welcome. Bring your children to join in the fun!

[Register for Focus Day today!](#) The event is free. Sign up for a Capitol tour (limited space available) and box lunches (for an additional charge) when you register.

For more information on how to book legislator meetings (including a sample email) or to download the legislator contact spreadsheet, check out the [Focus on Advocacy toolkit](#). Feel free to reach out to your Region 7 Advocacy Chair if you have any other questions.
Dolly.ubriani@wastatepta.org



“2026 Legislative Session Preview: Legislator Panel”

December 10 from 7:00 - 8:30 pm

Join Legislative Consultant Marie Sullivan and leaders of the Washington State legislature for a discussion about priorities during the 2026 legislative session. Confirmed speakers coming soon. [Sign up to attend the session.](#)



“What to Expect in the 2026 Legislative Session” on January 8 from 7:00 - 8:00 pm
Join WSPTA Legislative Consultant Marie Sullivan for an overview of what to expect in the 2026 legislative session, including post-election changes in the legislature, known session protocols, and how to best engage with the 2026 legislature during this short session.

[Sign up to attend the session.](#)

www.wastatepta.org/events-programs/legislative-assembly-2025/registration



Bond and Levy information:

2026 School Construction Bond & Education Levy Please Vote by February 10, 2026



Does your school district have a Capital bond or Education Levy proposal on the ballot for the 2026 elections? Do you know what a PTA can and cannot do to support these measures?

There are rules regarding voting, endorsing and supporting ballot measures.

WSPTA has a very helpful toolkit [here](#) for your use.

Below are links to school districts in our region that have their upcoming Bond/Levy information on their websites.

Coupeville School District: [Bond / Levy Information](#)

Edmonds school district: [Bond / Levy Information](#)

Everett school district: [Bond / Levy Information](#)

Granite Falls School District: [Bond / Levy Information](#)

Lake Stevens school district: [Bond / Levy Information](#)

Monroe School District: [Bond / Levy Information](#)

Mukilteo school district: [Bond / Levy Information](#)

Snohomish School District: [Bond / Levy Information](#)

Stanwood-Camano School District: [Bond / Levy Informaiton](#)



Awards of Excellence

Every PTA is an award winning PTA so get your awards this May!

Have you and your board members discussed what recognition awards you want to submit? There are so many options to choose from and you can pick them all.

Fun fact: You are not competing against other PTAs. You are simply showing us the amazing things you are doing as a PTA and being recognized for your efforts. Will you get Bronze, Silver, Gold, or Platinum level? That is all that is up in the air. This is also a fun way to see how you can improve your PTA's best practices and events for years to come.

Check out the awards page on the WSPTA website: [Click HERE](#)

Application Deadline: March 12

Advocacy Award of Excellence
Diversity, Inclusion and Outreach Award of Excellence
Family and Community Engagement Award of Excellence
Outstanding Communication Strategy
Outstanding New PTA Award Year 1 and 2
Outstanding Newsletter
Outstanding Website
Standards of Excellence

Application Deadline: May 31

Standards of Affiliation Recognition Award

No application required

Outstanding PTA of the Year





PTA health check-up

Policies

Does your PTA have/use policies?

- Social Media
- Money Handling
- Logins and Passwords
- Membership Subsidy Policy
- Conflict of Interest Policy Agreement

Insurance

Are you properly covered?

Have you looked over your insurance policies lately? Do you know what they actually mean? Are you doing "best practices" to make sure your PTA will be covered in case something comes up?

Check out the WSPTA website for up to date information on both of these topics. You can also reach out to your Region 7 Committee.

Does your PTA have an identity?

What makes your PTA stand out? Does your community recognize you as a separate entity or as an extension of the school? PTAs work with the school, but they are a completely different organization. Make sure your PTA is recognized as a separate group.

Financial Health

- Are you getting a monthly treasurer's report? These are due to the board even if there is no meeting.
- Do you have a non-signer bank statement reviewer reviewing the bank statements every month? This is required by the insurance companies.

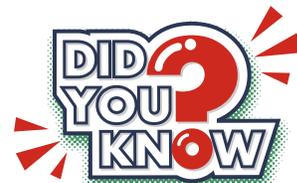
Is your PTA paying for...

- Employee salaries
- Gift Cards
- School Curriculum
- Supplemental programs
- 5th/6th grade camps
- Field trip transportation

If yes, let's have a conversation! While some of these items have a work around, others are not OK per the IRS and nonprofit laws.

Contracts...

Who is signing the contract with vendors that your PTA is using? If the answer is anything other than: "two elected officers of the PTA." , let's talk. Only elected officers can sign contracts for the PTA.



LET'S MAKE SURE YOU ARE UP TO DATE ON ALL THE THINGS TO BE SUCCESSFUL

If you have questions or concerns about these topics or anything else, please reach out. I am here to help get you and your PTA back on track.



Staying connected!



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

Region 7 Director

Kristina Schweizer
ptareg7@wastatepta.org

WSPTA Support

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

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

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

Every month, your PTA's president or treasurer needs to log in to Givebacks and submit the payments to WSPTA. As of right now, they are not automatically being taken out.

Is your PTA's main email address in the Givebacks system?

If not, we ask that you please add it to the contact list. This is very helpful when we need to get in touch with your PTA board members.

Region 7 Service Committee

Region service committee members are volunteers who provide support to PTA leaders in our region. I am currently looking to add volunteers to this committee to have all areas of our region represented .

If you would like to sign up, please reach out to me at ptareg7@wastatepta.org