



## Department of Family & Community Engagement

### Parent Organization Development Timeline

Timeline	Process	Target Audience	Location	Who is Responsible
	Identify a group of parents committed to getting an independent <b>parent group organized</b>			
	<p>Once you have a group of parents, hold an organizational meeting: You need to settle on the basic structure of the group:</p> <ul style="list-style-type: none"> <li>• What type of organization? (PTO, PTSA, PIE – see toolkit)</li> <li>• How many officers will you have?</li> <li>• What titles will they have?</li> <li>• What will your dues policy be?</li> <li>• Who will be eligible to join?</li> <li>• What will your mission be?</li> <li>• What will be your goals and objectives?</li> <li>• Decide how often you will meet</li> <li>• Elect officers</li> <li>• Be sure to establish fundraising/event and membership committees</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Wait until you have a general meeting with your parents to complete bullet points identified above</p>			
	Identify a date, time, and location to send home an			

	email, text, and letters to parents about starting a parent organization and the need for their involvement (see toolkit)			
	Identify fundraising activities/events and membership activities for the year			
	Develop a budget			
	Apply to become a Tennessee non-profit corporation			
	Apply for an EIN			
	Open a bank account			