



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 parent group organized			
	<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"> • What type of organization? (PTO, PTSA, PIE – see toolkit) • How many officers will you have? • What titles will they have? • What will your dues policy be? • Who will be eligible to join? • What will your mission be? • What will be your goals and objectives? • Decide how often you will meet • Elect officers • Be sure to establish fundraising/event and membership committees <p style="text-align: center;">OR</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			