

**Appendix (5)**

**△ △ △ School Parent-Teacher Association  
Summary on the “Year Plan of the Parent-Teacher Association” (PTA)  
For the OOOO/OOOO School Year (Sample)**

Year	Month	Activity	Aims	Targeted Form(s)	Co-ordinator(s)	Income (Approximate)	Expenditure (Approximate)	Remarks
Year OOOO	Month OO	PTA “General Meeting”	<ul style="list-style-type: none"> <li>● To elect the new executive committee members of the PTA</li> <li>● To present Business Report</li> <li>● To present Financial Report</li> <li>● Any other business</li> </ul>	<ul style="list-style-type: none"> <li>● Parents from all class levels</li> </ul>	<ul style="list-style-type: none"> <li>● Chairman of the previous year</li> <li>● School Principal</li> </ul>	—	\$300 <sup>1</sup>	<ul style="list-style-type: none"> <li>● To invite the Vice-Chairman, Secretary and Liaison Officer of the executive committee of previous year as the co-organizers</li> <li>● <sup>1</sup> Expenses for paper and photocopying, etc.</li> </ul>
Year OOOO to Year OOOO	Month OO to Month OO	“Luncheon” Voluntary Parent Ambassadors	<ul style="list-style-type: none"> <li>● To supervise the delivery of lunch boxes by janitors</li> <li>● To inspect students eating lunch</li> </ul>	<ul style="list-style-type: none"> <li>● Two parent volunteers responsible for each class level</li> </ul>	<ul style="list-style-type: none"> <li>● Liaison Officer</li> </ul>	—	—	<ul style="list-style-type: none"> <li>● To supervise janitors/students to keep the environment clean</li> <li>● To assist in educating students to treasure food</li> <li>● To introduce shift for parent volunteers every two months</li> </ul>

Year	Month	Activity	Aims	Targeted Form(s)	Co-ordinator(s)	Income (Approximate)	Expenditure (Approximate)	Remarks
Year OOOO	Month OO to Month OO	“Schools Music Festival” Voluntary Parent Ambassadors	<ul style="list-style-type: none"> <li>To help the school to take care of students taking part in the competition</li> </ul>	<ul style="list-style-type: none"> <li>To be arranged by the school</li> </ul>	<ul style="list-style-type: none"> <li>Recreation and Welfare Officer</li> </ul>	—	—	<ul style="list-style-type: none"> <li>Transport to be arranged by the School</li> <li>Number of parent volunteers depends on the number of candidates/locations</li> </ul>
Year OOOO	Month OO	“Moral Education” Seminar	<ul style="list-style-type: none"> <li>To cultivate students’ good character</li> <li>To share principles and tips to “teaching by example”</li> </ul>	<ul style="list-style-type: none"> <li>Junior Forms</li> </ul>	<ul style="list-style-type: none"> <li>Vice-Chairman</li> <li>Vice-Principal</li> </ul>	—	\$600 <sup>2</sup>	<ul style="list-style-type: none"> <li>Follow up by Vice-Chairman and Vice-Principal, including inviting guest speakers</li> <li><sup>2</sup> Expenses for paper / documents copying / souvenirs, etc.</li> </ul>
Year OOOO	Month OO	Endearing Children Christmas Fun	<ul style="list-style-type: none"> <li>To help the school to arrange entertainment programmes</li> </ul>	<ul style="list-style-type: none"> <li>About three to four parents responsible for each class level</li> </ul>	<ul style="list-style-type: none"> <li>Chairman</li> <li>Vice-Chairman</li> <li>Liaison Officer</li> </ul>	—	\$3,000 <sup>3</sup>	<ul style="list-style-type: none"> <li><sup>3</sup> Need the approval of the executive committee of the PTA. Small gifts can be prepared for students of each class. (About \$100 per class)</li> </ul>
Year OOOO	Month OO	A bookmark design contest on “Unity of Home and School, Life with Love and Care”	<ul style="list-style-type: none"> <li>To cultivate among students a sentiment of “love and care”</li> </ul>	<ul style="list-style-type: none"> <li>Senior Forms</li> </ul>	<ul style="list-style-type: none"> <li>Chairman</li> <li>Vice-Chairman</li> <li>Liaison Officer</li> </ul>	—	\$300 <sup>4</sup>	<ul style="list-style-type: none"> <li>Follow up by Chairman and Vice-Chairman</li> <li><sup>4</sup> Expenses for prizes</li> </ul>

Year	Month	Activity	Aims	Targeted Form(s)	Co-ordinator(s)	Income (Approximate)	Expenditure (Approximate)	Remarks
Year OOOO	Month OO	“Parents’ Day” Ambassadors	<ul style="list-style-type: none"> <li>● To assist school in welcoming parents of all class levels</li> <li>● To establish a friendship-enhancing role</li> </ul>	<ul style="list-style-type: none"> <li>● To be arranged by the school</li> </ul>	<ul style="list-style-type: none"> <li>● Vice-Chairman</li> <li>● Liaison Officer</li> </ul>	—	—	<ul style="list-style-type: none"> <li>● Number of parent volunteers and their duties to be arranged by the school</li> </ul>
Year OOOO	Month OO to Month OO	“Parents-Also-A ppreciate-Teache rs” Drive	<ul style="list-style-type: none"> <li>● To encourage students and parents to send “Appreciation Cards” to teachers for expressing their thankfulness</li> <li>● To encourage parents and children to participate in the “Competition on the e-Card Design of Appreciation Cards for Teachers”</li> </ul>	<ul style="list-style-type: none"> <li>● Whole School</li> </ul>	<ul style="list-style-type: none"> <li>● Chairman</li> <li>● Vice-Chairman</li> <li>● Recreation and Welfare Officer</li> <li>● Liaison Officer</li> <li>● Vice-Principal</li> </ul>	—	—	<ul style="list-style-type: none"> <li>● To obtain a sufficient number of “Appreciation Cards” and “Commendation Certificates” from the Home-school Co-operation Section of the Education Bureau</li> <li>● To arrange an occasion for the school to present the “Commendation Certificates” to teachers by PTA representatives</li> </ul>

Year	Month	Activity	Aims	Targeted Form(s)	Co-ordinator(s)	Income (Approximate)	Expenditure (Approximate)	Remarks
Year OOOO	Month OO to Month OO	Joint Schools/Joint PTAs Variety Show	<ul style="list-style-type: none"> <li>● To co-organize Joint Schools and Joint PTAs variety show</li> <li>● Voluntary parents to assist teachers in training students or interested parents to perform in the variety show</li> </ul>	<ul style="list-style-type: none"> <li>● To be arranged jointly by the host school, its PTA and representatives from the school partner and its PTA</li> </ul>	<ul style="list-style-type: none"> <li>● Chairman</li> <li>● Vice-Chairman</li> <li>● Recreation and Welfare Officer</li> <li>● Liaison Officer</li> <li>● Principal</li> <li>● Representatives from the school partner</li> </ul>	—	\$7,000 <sup>5</sup>	<ul style="list-style-type: none"> <li>● <sup>5</sup> To obtain prior approval from the school and the executive committee of the PTA on the estimated expenditure</li> <li>● To obtain the consensus of the school partner and its PTA on the detailed arrangements</li> <li>● To invite the school and the partner school to appoint teacher representatives to assist the liaison and training tasks</li> </ul>
Year OOOO	Month OO to Month OO	Ceremony for Appreciating Parent Volunteers and Awarding the Most Improved Students	<ul style="list-style-type: none"> <li>● To award the most improved students in academic performances and conduct</li> <li>● To show appreciation to parent volunteers</li> </ul>	<ul style="list-style-type: none"> <li>● The school is to nominate the awardees to be endorsed by the PTA for follow up action</li> <li>● Each class shall have one award recipient for each award</li> </ul>	<ul style="list-style-type: none"> <li>● Chairman</li> <li>● Vice-Chairman</li> <li>● Recreation and Welfare Officer</li> <li>● Liaison Officer</li> <li>● Vice-Principal</li> </ul>	\$1,000 <sup>6</sup>	\$6,000 <sup>6</sup>	<ul style="list-style-type: none"> <li>● <sup>6</sup> To obtain the prior approval of the school and the executive committee of the PTA on the estimated expenditures. Small gifts/book coupons can be presented to the awardees.</li> <li>● To ask the school to present the awards towards the end of the school year</li> </ul>