

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

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

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		with Love and Care”						
Year OOOO	Month OO	“Parents’ Day” Ambassadors	<ul style="list-style-type: none"> ● To assist school in welcoming parents of all class levels ● To establish a friendship-enhancing role 	● To be arranged by the school	<ul style="list-style-type: none"> ● Vice-Chairman ● Liaison Officer 	—	—	● Number of parent volunteers and their duties to be arranged by the school
Year OOOO	Month OO to Month OO	“Parents-Also-A ppreciate-Teache rs” Drive	<ul style="list-style-type: none"> ● To encourage students and parents to send “Appreciation Cards” to teachers for expressing their thankfulness ● To encourage parents and children to participate in the “Competition on the e-Card Design of Appreciation Cards for Teachers” 	● Whole School	<ul style="list-style-type: none"> ● Chairman ● Vice-Chairman ● Recreation and Welfare Officer ● Liaison Officer ● Vice-Principal 	—	—	<ul style="list-style-type: none"> ● To obtain a sufficient number of “Appreciation Cards” and “Commendation Certificates” from the Home-school Co-operation Section of the Education Bureau ● To arrange an occasion for the school to present the “Commendation Certificates” to teachers by PTA representatives
Year OOOO	Month OO to Month	Joint Schools/Joint	● To co-organize Joint Schools and Joint PTAs	● To be arranged jointly by the	<ul style="list-style-type: none"> ● Chairman ● Vice-Chairman 	—	\$7,000 ⁵	● ⁵ To obtain prior approval from the school and the

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