

Tips for Legislative Chairman

- Attend the “Road to Success” course within (6) six months of your chairmanship. This course includes both information courses into one class. (Previously the Information and Advanced Information course).
- Attend as many workshops and/or courses that will benefit both you and your PTA. Understanding how PTA functions, will help you better comprehend your duties. Contact the District Director to schedule any courses.
- You will receive legislation packets from your local PTA President and the Illinois PTA office throughout the year, and you must determine what materials are needed, including past resolutions.
- Go to the District 28 website, www.illinoisptadistrict28.org and click on the legislation information link, to obtain Tips, Web Sites, and Resources for Legislation Chairman.
- Log onto www.IllinoisPTA.org for the Monday Monitor, this is a tool to communicate changes in the Illinois PTA bill list on a weekly basis.
- Your PTA should have a line item for legislation in their budget. Monies from this budget can include expenses for paper, envelopes, and stamps. According to set policies concerning the PTAs 501(c)(3) status, you cannot spend more than 5% of your total budget for legislative activities.
- Introduce yourself to your school’s Principal and also the school district superintendant and the members of the school board. Set up a partnership with them to keep in contact through email, about legislation and referendums that would benefit your school district.
- Approach interactions with school administration and staff with a positive attitude and an open mind. Learn about school and district policies and practices that affect children.

- Determine who the teacher representative is for your PTA and disseminate information through the representative to be distributed to the entire teaching staff.
- Provide your members with information on how to write and make contact with their legislators concerning legislation affecting public schools and other child-related issues.
- Provide your members with current lists of their legislators including emails, addresses, and telephone numbers.
- Invite legislators to your school. Your legislators enjoy interacting with children of all ages.
- Hold a candidate's forum at your school during election years, and hold a Town Hall Meeting on educational/legislation issues.
- Attend the Illinois PTA Convention with the intention of attending as many workshops and courses relating to legislation and advocacy for children. Give a report at your next PTA meeting on what you learned.
- Your PTAs newsletter should include a legislation section containing rewritten and/or reprinted information from articles from the Illinois and National PTA websites, along with other related sources, and must be properly credited.
- Keep a record of your legislative activities throughout the year such as letters written, and/or telephone, personal and email contacts with your legislators, and any activities within your local PTA.

Any Additional Information Can Be Obtained By Contacting;

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