**IF USED AS AN EMAIL- SUBJECT: Mid-Year [INSERT NAME OF YOUR LOCAL PTA] Report**

Hello!

**Thank you to everyone who has already joined PTA and to all the volunteers who have shared their time and talents.** Your membership and support make a difference to our ability to support the health, education and welfare of the students and families in our community.

PTA membership has helped **[INSERT NAME OF YOUR LOCAL PTA HERE]** provide the following **[CHOOSE ALL THAT APPLY:** programs, events and/or resources**]** this year:

* **[LIST TOP 2-4 ACCOMPLISHMENTS, PROGRAMS, EVENTS OR RESOURCES]** (Provide data on your impact: number of student/families who attended/participated in events, amount donated, advocacy work done, number of volunteer hours, etc.) **[AND/OR ATTACH A REPORT with the suggested information –** SEE **SAMPLE EDITABLE REPORT TEMPLATE** AND **SAMPLE PDF REPORT]**

If you have not taken advantage of your member benefits, please check out the free member content from the National PTA website below and access additional [family resources](https://www.pta.org/home/family-resources) at [www.pta.org](http://www.pta.org):

* [Our Children](https://www.pta.org/home/family-resources/Our-Children-Magazine) digital magazine
  + [Notes from the Backpack](https://www.pta.org/the-center-for-family-engagement/podcast/notes-from-the-backpack): A PTA Podcast – Real Experts. Real Parents. Real Conversations – for real-life advice and ideas on how to support children’s learning and development
* [Sign up](https://member.pta.org/My-PTA/My-Newsletters) for weekly or monthly online PTA updates and advocacy newsletters
* [National PTA Member Offers](https://www.pta.org/home/run-your-pta/marketplace/Save-Money-with-Member-Offers)

Remember to access your local and state PTA benefits too:

* **[LIST SPECIFIC LOCAL or STATE PTA BENEFITS YOUR PTA OFFERS HERE]**

With your support, we have even more to accomplish this year:

* **[LIST 2-3 FUTURE PTA EVENTS, PROGRAMS, or RESOURCES]**

If you are not yet a PTA member, we invite you to **[SELECT ONE:** join, invest in, support**]** our PTA by becoming a member because we can do more together than apart. It will take you less than 5 minutes. You can join by going to **[INSERT YOUR JOIN PTA URL] [IF SENT AS A LETTER, ADD:** or completing the form on the back of this letter if more convenient**.]**

If you are already a member, thank you again for your support. Share this letter with your family and friends and invite them to support the important work of **[INSERT NAME OF YOUR LOCAL PTA HERE and hyperlink your PTA website or page]**

Be sure to follow us on social media **[INSERT @TwitterNAME and Facebook ADDRESS HERE]** and join us on **[INSERT DAY AND TIME]** to attend our next **[in person, virtual, hybrid]** PTA meeting/event.

Sincerely,

**[INSERT NAME]**

**[INSERT FULL NAME]**, [**INSERT PTA LEADERSHIP POSITION]**

**[NAME OF YOUR PTA (no abbreviation)]**

**[INSERT PHONE NUMBER]**

**[INSERT EMAIL ADDRESS]**

A blue sign with white text

Description automatically generated with medium confidence

*(If used electronically, right click on the graphic to link to your Join PTA URL and then delete this text)*