



PTCO Websites

All PTCO Websites should include the following components:

- Mission Statement(s) - with an invitation for all to be involved
- PTCO Officers/Chairs list - with contact information
- Meeting Schedules
- Meeting Minutes
- Upcoming Event and Activity Information
- Monthly Financial Updates
- Copies of recent newsletters
- Current Annual Calendar of Events
- Information on how to sign up for your email mailing list

Documents to Include on your Website:

Below are some basic documents Parents' Council recommends you display on your school's website. These documents don't frequently change and are ideal for inclusion on your school's website:

- Bylaws
- Cash Handling & Financial Policies
- Any other governing policies
- Current PTO Officers List, including contact details
- Current Year Budget
- Instructions or a link to sign up to receive information or volunteer
- Tips for Building a PTC