SAMPLE G-DRIVE FILE STRUCTURE

Using Google Drive is a great way to share documents with your officers and chair people as well as create an archive to help your future PTA Boards.

Here's a sample folder structure. Customize this to suit the needs of your school.

TIP #1: Create the whole file structure, then ask everyone to move their existing files and start using the new folders.

TIP #2: To work easily from your computer consider setting up Google Drive to synch with your computer, this will allow you to work in your Google drive directly on your computer, without needing to log into your account.

1) **Administration**
   a) Bylaws
   b) Standing Rules
   c) Officer List
   d) 501c3 Form
   e) VA Sales Tax Exemption
   f) Insurance
   g) Taxes (990 & 1099s)
   h) Audit
   i) Nominating Committee
   j) ABC PTA Forms
   k) School District Forms
   l) Clip Art & Logo

2) **Meeting Materials**
   a) Agendas
   b) Minutes
   c) Treasurer Reports
      i) Budget Report
      ii) Monthly Reconciliation
      iii) Bank Statements
      iv) Paypal or Square Statements

3) **Budget (Approved & Final)**
   a) 2016-2017
   b) 2017-2018 etc

4) **Calendar of Events**

5) **Back to School Flyers**

6) **Newsletters**

7) **Membership**
   a) Flyer
   b) Membership List
   c) Welcome Letter
   d) Dues Remittance

8) **Family Engagement**
   a) Family Breakfast
   b) Reflections Art Night
   c) Reading Night
   d) STEAM Night
   e) Traditional Event A
   f) Traditional Event B
   g) WatchDOGS
   h) Teacher Appreciation
   i) Volunteer Appreciation

9) **Fundraising**
   a) Sponsorships
      i) Flyer
      ii) Thank you Letter
      iii) Logos
   b) After School Classes
      i) 2017-2018 Fall Session 1 etc.
         (1) Flyer
         (2) External Agreements
         (3) Roster
         (4) Payment
   c) Store Rewards
   d) Box Tops
   e) Traditional Event A
   f) Traditional Event B etc

10) **Advocacy**