



Arkansas Retired Teachers Association

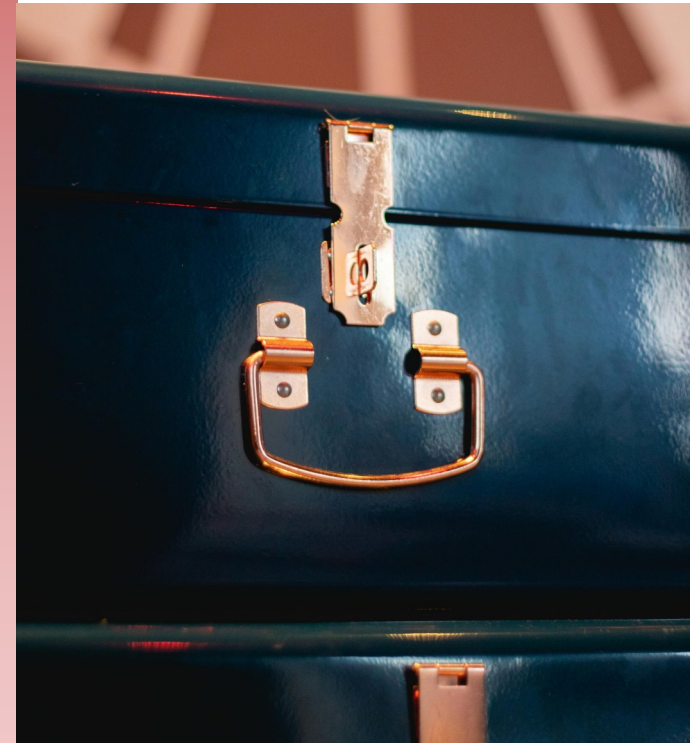
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PSE Retirement Fairs— A Tool for Local RTAs

Positive relationship with local districts!
Social and service opportunities for members!
Publicity for your organization!
New members!



Arkansas Retired Teachers Association

THINGS TO CONSIDER

- ✂ What does the district do to recognize retiring personnel? If they have an organized program, would they allow you to participate? If they do not have a program, would they be interested in you organizing one for them?
- ✂ What is your organization's relationship with the district? Have you partnered with them on a project before?
- ✂ How many of your members will be able to help plan and carry out your project?
- ✂ What kind of budget does your organization have? Are you interested in finding other partners or donations to support your project?

Public School Employee Retirement Fair (SAMPLE AGENDA)

Welcome

Retirement: What you need to know

- A. District
- B. Arkansas Teacher Retirement System
- C. PSE Health Insurance Plan
- D. ARTA
- E. County RTA
- F. Other Organizations/Speakers

Q & A

Recognition

Door Prizes

Reception

PLANNING CHECKLIST

FEBRUARY/MARCH

- Present retirement fair plan to local unit members for approval
- Contact local district to make offer/request
- Identify other potential partners
- Get your event on the district calendar BEFORE Spring Break

MARCH/APRIL

- Coordinate with the local district to determine the agenda
- Begin preparations for your part of the agenda
- Request materials you will need, such as ARTA brochures
- Committee or volunteer assignments for each task

APRIL/MAY

- Request list of personnel who will be retiring from the district
- Create invitations
- Solicit door prizes, donations, goody bags, sponsors, etc.

MAY

- Send invitations
- Volunteer assignments
- Arrange for refreshments, decorations, etc.
- Coordinate with local district and other partners to present event

JUNE

- Follow up with attendees/retiring personnel with invitation to join
- Thank volunteers, sponsors, partners, etc.
- Send names and contact information of new retirees to ARTA
- Ask district about speaking to new employees in August