First District PTA Master Calendar
2015 - 2016
Subject to Change

Board of Directors (BOD) Meeting (Quorum 5)

Who: First District Officers
When: Second Monday of month (subject to change due to holidays)
Time: 9:30 am
Where: First District PTA Office, 1008 S. Eighth St, Moor Field, Alhambra

District Board Meeting (Quorum 19)

Who: First District Officers & Chairmen
Council Presidents (or their designated representative)
Unit Out of Council (OOC) Presidents (or their designated representative)
When: Fourth Monday of month (***EXCEPTIONS*** *– special events/conflicts please check for specific dates)*
Time: 9:15 am Check-in, 9:30 am District Meeting begins
Presidents' Meeting immediately following – *ALL Presidents (or representatives) TO STAY*
Where: Women's City Club
160 N Oakland Avenue
Pasadena, CA

District Association Meeting (Quorum 54 representing 19 associations)

Who: First District Officers & Chairmen
Council Presidents (or their designated representative)
Unit Out of Council (OOC) Presidents (or their designated representative)
UNIT VOTING DELEGATES –– *every Council must have unit delegates attending!!*
When: **August** (Training), **December** (Scholarship & Youth Camp Projects), **March** (Annual Meeting)
Time: Daytime: 9:00 am – 12:30 pm; Evening: 6:00 pm – 9:00 pm (times are approximate)

SPECIAL EVENTS

October **Superintendents' Conference – TBD - Arcadia**
Feb/March **Reflections Reception – Honoring First District Awardees – Location TBD**
June **District Leadership Conference – Location TBD**

DUE Dates and Deadlines

Dates listed on calendar are **DUE DATES TO FIRST DISTRICT OFFICE** (except where noted, i.e., DUE at State office). These dates are **FINAL** to allow time for First District to process information & remittances and to forward through channels to meet State deadlines. Items must be **RECEIVED IN DISTRICT OFFICE BY DUE DATE.**

First District President's Theme: *"Children First"*
First District Membership Theme: "*Target 10"*
District Membership Challenge: Units – increase by 10 members; **Councils** – *1% increase*
State PTA Membership: Theme - *"Focus on Membership";*
State PTA Membership Unit Challenge: *Ready, Set, Remit….30; Teachers Matter; other TBD*
National PTA *Reflections* Theme: *2015 - "Let Your Imagination Fly…"*

JULY

1 ***Annual Membership Campaign begins 2015-16*; CAPTA additional *75-cent per capita* increase starts**
4 District Office closes for summer break July 3-July 26

11 &13 **BOD Retreat –** CineCert, Burbank
24-26 State PTA Boot Camp
27 **District Office Reopens**

AUGUST
13-15 State Board of Managers – Sacramento
17 ***BOD Meeting*** @ office 9:30 am
31* ***District Association Meeting*** **& District Board Meeting** – Women's City Club Pasadena
Registration 9:00 am; Association Meeting – 9:30 am; District Board Meeting – To Follow
DISTRICT Business: Adopt Budget, Master Calendar and YE Audit; Approve Contracts & Financial Reports; Ratify Presidential Appointments
Due:
- ***Membership per capita (due monthly)***
- Council and Unit Annual Financial Reports, YE Audits (Fiscal YE 5/31)
- Council and Unit 2015-2016 Budgets

SEPTEMBER
7 Labor Day (District Office closed)
14 ***BOD Meeting*** @ office 9:30 am
28 **District Board Meeting -** Registration 9:15 am – Women's City Club Pasadena; Pres meeting follows
Business: *Elect Nominating Committee (even-numbered years)*
Due:
- ***Membership per capita (due monthly)***
- Council and Unit Annual Financial Reports, YE Audits (FYE 6/30)
- Council and Unit 2015-16 Budgets
- Council Presidents' Quarterly Report

OCTOBER
1 **Due**: Membership per capita - *30 members to qualify for State "Ready, Set. Remit" & district awards*
1 **Due:** Council/Unit Insurance Premiums – Units $216; Councils $154
12 ***BOD Meeting*** @ office 9:30 am (Columbus Day)
15 **Due to State PTA: Grant Apps:** Cultural Arts, Outreach/Translation, Healthy Lifestyles, Parent Education
15 **Due to State PTA: Continuing Education Scholarships –** School Nurses, Credentialed Teachers, Counselors, and PTA Volunteers
23-31 Red Ribbon Week
26 **District Board Meeting and Superintendent/Site Administrator Conference – Venue TBD**
Registration 8:30 am
Due:
- ***Membership per capita (due monthly)***
- Council Directories
- Council & Unit copies of IRS 990/990EZ & Schedule A (FYE 5/31)
- Council & Unit copies of state FTB Form 199 or 199N (FYE 5/31)
- RRF-1 form (FYE 5/31)

31 **2014-15 Membership Cards EXPIRE**

NOVEMBER
1 **2015-2016 Membership Cards Valid** – **PTA Board members at all levels** *must have current card or not allowed to hold board office/position, debate, make motions, vote*
1 **Due to State PTA by 5 PM** – DRAFT Resolutions
1 **Due:** National Reflections Theme Search Entries

3 Election Day – VOTE

9 ***BOD Meeting*** @ office 9:30 am

11 Veteran's Day

15 **Due:** • ***Membership dues 1st required*** remittance – minimum 15 members *to be in good standing*

TBD • First District School Enrollment Form – to determine membership awards

16 * **District Board Meeting –** Registration 9:15am– Women's City Club Pasadena; Pres meeting follows

Distribute: District Commemorative Scholarship Forms

Due: • ***Membership per capita***

- Council & Unit copies of IRS 990/990EZ & Schedule A (FY 6/30)
- Council & Unit copies of state FTB form 199 or 199N (FYE 6/30)
- Council Presidents' Quarterly Report
- RRF-1 form (FYE 6/30)
- REFLECTIONS Entries and Forms

19-21 State Board of Managers - Ontario

26-27 Thanksgiving Break- District Office closed

DECEMBER

7 **Annual Holiday Luncheon – District Association Meeting/District Scholarship & Youth Camp Projects - 10am -1 pm –Venue TBD**

District Association Business – Elect District Voting Delegates to California State PTA Convention, Approve Financial Reports, Contracts, Nominating Committee Initial Report (even numbered years), *Approve originating Resolution, if app;*

Due: • ***Membership per capita***

- Worker Comp Forms & estimated Surcharge 5% (January 5, 2015-January 5, 2016)

7 Hanukkah

21 **District Office Closed** - Winter Break December 21 - January 3

25 Christmas

JANUARY 2016

1 New Years Day

4 **District Office Opens** – Kick off Mid-Year Membership Campaign; E-mail Commemorative Schol Forms

5 **Due in state office 5 pm**: **FINAL Resolution** (Requires council/district approval, cover letters & signatures)

11 ***BOD Meeting*** @ office 9:30 am

14 District's Reflections **Online Registration due (State Office)**

14 District's Reflections **Entries and Forms** – **in STATE OFFICE**

15 **Due First District:** Council/Unit **Spotlight Award applications** to state PTA (requires District signature)

18 **District Office closed** - Martin Luther King Birthday Observation

25 **District Board Meeting -** Registration 9:15 am – Women's City Club Pasadena; Pres meeting follows

Due: • ***Membership per capita***

- Council/Unit Mid-Year Audits (Fiscal YE 5/31)
- Council Presidents' Quarterly Report

FEBRUARY

1 **Due to State PTA:** Graduating **HS Senior Scholarships** applications **AND** Unit **Spotlight Award**

TBD **DUE in State Office** - ***Teachers Matter Members Matter App*** **– 100% Teachers plus Member increase**

TBD State PTA Convention Online Pre-Registration begins

8 ***BOD Meeting*** @ office 9:30 am

12 Lincoln's Day Observed

15 **District Office Closed**- **President's Day** (Washington's Day)

17 National PTA Founders Day

18-20 State Board of Managers – Sacramento

22 **District Board Meeting -** Registration 9:15 am

Founders Day (Feb 17) ***celebration – District Freewill Offering Collected***

Due: • ***Membership per capita***

• Council/Unit Mid-year Audits (FYE 6/30)

27 District Reflections Reception –Venue & Details TBD

MARCH

1 **Due:** Final ***Membership per capita*** remittance ***to qualify for state & district membership award***

1 **Due:** Commemorative Scholarship Applications in district office

7 ***BOD Meeting*** @ office 9:30 am

14-15 Legislation Conference - Sacramento

28 **DISTRICT Association ANNUAL Meeting & Awards *DINNER – venue TBD***

Business: *Elect National PTA Convention district delegates; Adopt mid-year Audit, Approve financial reports & contracts*

Program: *District & Membership Award Presentations, Announce recipients Membership Incentive Scholarship, Present Honorary Service Awards*

Due: • ***Membership per capita***

• Founders Day freewill offerings (units & councils remit forwarded funds)

TBD **Due to State PTA*:*** *School Wellness Program Recognition*

APRIL

TBD **District Office Closed –** *Spring Break*

11 ***BOD Meeting*** @ office 9:30 am – determine Commemorative Scholarship recipients

18 **DUE:** Membership Incentive Scholarship Recipient Information – In District Office

25 **District Board Meeting** -Registration 9:15 am - Women's City Club Pasadena; Pres meeting follows

Announce and Present: Commemorative Scholarship Awards & Membership Incentive Scholarships

Due: • ***Membership per capita***

• Forwarded Founders Day freewill offerings

• Registrations for June District Leadership Training

• Annual Historian's report and Hours (Council/Unit, District Officers/Chairs)

• Council Presidents' Quarterly Report

MAY

1 **Due:** Council and unit roster information; Volunteer Hours Report District Board/Councils/Units

2-3 **State Board of Managers – San Diego**

4-7 **California State Convention begins – San Diego**

9 or 16 ***BOD Meeting*** @ office 9:30 am –

23 **District Board Meeting –** Registration 9:15 am; Women's City Club -Pasadena

Due: • ***Membership per capita***

• Registrations for June District Leadership Training

• Forwarded Founders Day freewill offerings

29 **District Office closed** - Memorial Day Observed

JUNE

1 **Due to State**: District Historian Report; Roster of Officers – units, councils, districts FINAL

4 * **Council President Orientation (mandatory), District Leadership Conference – Venue TBD**

15 **FINAL Per Capita** for YE membership to be in good standing; **Final Forward Freewill Offering**

30 Fiscal Year-End & Membership Year-End

30-7/1 National PTA Convention – Orlando, FL

**** Change - not 2nd or 4th Monday***