

First District PTA Master Calendar 2016 - 2017

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 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 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 – October 24 - Location TBD
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: *PTA Round Up*

District Membership Challenge: Units – TBD; Councils – *TBD*

State PTA Membership: Theme - *"Do Good Things for Kids - Join PTA";*

State PTA Membership Unit Challenge: *Ready, Set, Remit....30*

National PTA Reflections Theme: *2016 - 2017 "What Is Your Story?"*

JUNE

District Office closes for summer break June 24-July 24

JULY

- 1 **Annual Membership Campaign begins 2016-17**
- 16 **BOD Retreat**
- 25 **District Office Reopens**

AUGUST

- 11-13 State Board of Managers – Ontario
- 8 **BOD Meeting** - @office 9:30am
- 29* **District Association Meeting & District Board Meeting** – Women’s City Club
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 2016 - 2017 Budgets

SEPTEMBER

- 5 Labor Day (District Office closed)
- 12 **BOD Meeting** @ office 9:30 am
- 26 **District Board Meeting** - Registration 9:15 am – Women’s City Club Pasadena; President 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 2016-17 Budgets
 - Council Presidents’ Quarterly Report

OCTOBER

- 1 **Due:** Membership per capita - 30 members to qualify for State “Ready, Set. Remit” and district awards
- 1 **Due:** Council/Unit Insurance Premiums – Units \$221.00, Councils \$159.00
- 10 **BOD Meeting** @ office 9:30 am (Columbus Day)
- 17 **Due to State PTA: Grant Apps:** Cultural Arts, Outreach/Translation, Healthy Lifestyles, Parent Education
- 17 **Due to State PTA: Continuing Education Scholarships** – School Nurses, Credentialed Teachers, Counselors, and PTA Volunteers
- 23-31 Red Ribbon Week
- 24 **District Board Meeting and Superintendent and Administrator Conference – Almansor Court, Alhambra** Registration 8:30 am
Due:
 - **Membership per capita (due monthly)**
 - Council Directories
 - First District School Enrollment Form – to determine membership awards

- 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)
- Insurance Premiums

31 **2015-16 Membership Cards EXPIRE**

NOVEMBER

- 1 **2016-2017 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 - 5 State Board of Managers in Sacramento
- 7 **BOD Meeting @** office 9:30 am
- 8 Election Day - VOTE
- 11 Veteran’s Day
- 14 * **District Board Meeting –** Registration 9:15am– Women’s City Club Pasadena; President 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)
 - RRF-1 form (FYE 6/30)
 - **REFLECTIONS Entries and Forms**
- 15 **Due:** • **Membership dues 1st required** remittance – minimum 15 members *to be in good standing*
- 24-25 Thanksgiving Break- District Office closed

DECEMBER

- 5 **Annual Holiday Luncheon – District Association Meeting/District Scholarship Projects - 10am -1 pm – Pomona Sheraton Fairplex**
 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**
 - Council Presidents’ Quarterly Report
 - Worker Comp Forms & estimated Surcharge 5% (January 5, 2016 - January 4, 2017)
- 19 **District Office Closed** - Winter Break December 19 - January 2
- 24 Hanukkah
- 25 Christmas

JANUARY 2017

- 1 New Year's Day
2 New Year's Day Observed
- 3 **District Office Opens** – Kick off Mid-Year Membership Campaign
5 **Due in state office 5 pm: FINAL Resolution** (Requires council/district approval, cover letters & signatures)
9 **BOD Meeting** @ office 9:30 am
TBD District's Reflections **Online Registration due (State Office)**
15 **Due First District: Council/Unit Spotlight Award applications** to state PTA (requires District signature)
16 **District Office closed** - Martin Luther King Birthday Observation
18 District's Reflections **Entries and Forms – in STATE OFFICE**
23 **District Board Meeting** - Registration 9:15 am – Women's City Club Pasadena; President meeting follows
Due:
- **Membership per capita**
 - Council/Unit Mid-Year Audits (Fiscal YE 5/31)

FEBRUARY

- 1 **Due to State PTA: Graduating HS Senior Scholarships applications AND Unit Spotlight Award**
6 **BOD Meeting** @ office 9:30 am
13 Lincoln's Day Observed
17 National PTA Founders Day
16-18 State Board of Managers – Ontario
20 **District Office Closed- President's Day** (Washington's Day)
25 District Reflections Reception –Baldwin Stocker Elementary School, Arcadia
27 **District Board Meeting** - Registration 9:15 am
Founders Day (Feb 17) **celebration – District Freewill Offering Collected**
Due:
- Membership **per capita**
 - Council Presidents' Quarterly Report
 - Council/Unit Mid-year Audits (FYE 6/30)

MARCH

- 1 **Due: Final Membership per capita** remittance **to qualify for state & district membership award**
1 State PTA Convention Online Registration begins
10 **Due in state office 5 pm** – State Membership Challenge Application
13 **BOD Meeting** @ office 9:30 am
13-14 Legislation Conference - Sacramento
27 **DISTRICT Association ANNUAL Meeting & Awards – venue TBD**
Business: Election of District Officers, *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)

30 Due: Commemorative Scholarship Applications in district office

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

APRIL

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

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

24 District Board Meeting -Registration 9:15 am - Women’s City Club Pasadena; President meeting follows

Announce and Present: Commemorative Scholarship Awards & Membership Incentive Scholarship Awards

- 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

26-27 State Board of Managers – San Jose

28-30 **California State Convention – San Jose**

MAY

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

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

22 District Board Meeting and Installation – Registration 9:15 am; Women’s City Club - Pasadena

Council President Orientation (mandatory)

- 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

3 * District Leadership Conference – Venue TBD

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

22-25 National PTA Convention – Las Vegas, NV

30 Fiscal Year-End & Membership Year-End

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