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# First District PTA Master Calendar

# ****2017 - 2018****

***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**: 9:30 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), February (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 23rd, 2017, Doubletree Arcadia**

**March Reflections Reception – Honoring First District Awardees, Baldwin Stocker Elementary School, Arcadia**

**June District Leadership Conference – Edgewood High School, West Covina**

## 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:** *“First for All Children”*

**First District Membership Theme:** *“Believe in Our Children, Believe in PTA”*

**District Membership Challenge:** Units – *“Just One More”*

**State PTA Membership Theme:** *“Believe in Our Children, Believe in PTA”*

**State PTA Membership Unit Challenge:** *TBD*

**National PTA 2017 – 2018 Reflections Theme:** *“Within Reach”*

## JUNE

District Office closes for summer break June 24 - July 24

17 BOD Retreat

## JULY

1 Annual Membership Campaign begins 2017-18

24 District Office Reopens

## AUGUST

9-12 State Board of Managers – Sacramento

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

28\* ***District Association Meeting & District Board Meeting*** – Covina District Field Office, Covina

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 2017 - 2018 Budgets

## SEPTEMBER

4 **District Office Closed -- Labor Day**

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

25 District Board Meeting - Registration 9:00 am – Women’s City Club Pasadena; **President meeting follows**

**Due: *• Membership per capita (due monthly)***

• Council and Unit Annual Financial Reports, YE Audits (FYE 6/30)

• Council and Unit 2017 - 2018 Budgets

• Council Presidents’ Quarterly Report

## OCTOBER

2 **Due to DISTRICT**: Membership per capita - *30 members to qualify for State “Ready, Set. Remit” and district awards*

2 **Due to DISTRICT**: Council/Unit Insurance Premiums – **Units $228.00, Councils $159.00**

9 ***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

23 **District Board Meeting and Superintendent and Administrator Conference** – Doubletree, Arcadia, 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)

• Insurance Premiums

30 **Due to State PTA:** *Ready, Set, Remit* membership challenge – Thirty (30) memberships due to State PTA

31 **2016 - 17 Membership Cards EXPIRE**

## NOVEMBER

1 **2017 - 2018 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 to State PTA**: 2019 – 2020 National PTA Reflections Theme Search Entries

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

7 Election Day – VOTE

9 – 11 State Board of Managers, Ontario

13 \* **District Board Meeting** – Registration 9:00am– 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**

23-24 **District Office closed -- Thanksgiving Break**

## DECEMBER

4 **Annual Holiday Luncheon – District Association Meeting/District Scholarship Projects** - 10am -1 pm – Pomona Sheraton Fairplex (pending confirmation)

**District Association Business** – Elect District Voting Delegates to California State PTA Convention, Approve Financial Reports, Contracts, Approve originating Resolution, if applicable

**Due**: ***• Membership per capita***

• Council Presidents’ Quarterly Report

• Worker Comp Forms & estimated Surcharge 5% (January 5, 2017 - January 4, 2018)

18 **District Office Closed - Winter Break December 18 - January 1**

## JANUARY 2018

2 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)

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

22 - 23 State PTA Legislation Conference, Sacramento

29 **District Board Meeting** - Registration 9:00 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

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

17 National PTA Founders Day

19 **District Office Closed -- President’s Day**

22 - 24 State Board of Managers – Sacramento

26 ***DISTRICT Association ANNUAL Meeting & Founders Day – venue TBD***

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

**Program:** Present Honorary Service Awards and Celebrate Founders Day

***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

3 **District Reflections Reception** –Baldwin Stocker Elementary School, Arcadia

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

12 **District Board Meeting** - Registration 9:00 am – Women’s City Club Pasadena; President meeting follows

**Due**: • Membership per capita

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

13 – 15 National PTA Legislation Conference, Arlington, VA

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

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

## APRIL

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

23 **District Board Meeting** - Registration 9:00 am - Women’s City Club Pasadena; President meeting follows

**Announce and Present:** 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

25-26 State Board of Managers – Ontario

27-29 **California State PTA Convention – Ontario**

## MAY

1 **Due:** **2018 – 2019 council and unit roster information input in PTAEZ**; Annual Historian Report District Board/Councils/Units

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

14 **Council President Orientation (mandatory)**

21 District Board Meeting and Membership Awards – Registration 9:00 am; Women’s City Club, Pasadena

**Due: *• Membership per capita***

• Registrations for June District Leadership Training

• Forwarded Founders Day freewill offerings

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

## JUNE

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

2 **District Leadership Conference** – Edgewood High School, West Covina

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

21-24 **National PTA Convention** – New Orleans, LA

30 Fiscal Year-End & Membership Year-End

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