# First District PTA Master Calendar

# ****2018 – 2019****

***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**: **9:00 am Check-in, 9:30 am District Meeting begins**

**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 (Holiday Luncheon and Scholarship), February (Annual Meeting and Founders’ Day)**

**Time**: **Daytime: 9:00 am – 12:30 pm; Evening: 6:00 pm – 9:00 pm** (times are approximate)

## SPECIAL EVENTS

**October Superintendents’ Conference – October 22rd, 2018, DoubleTree by Hilton Monrovia**

**March Reflections Reception – March 2nd, 2019, Honoring First District Awardees, Location TBD**

**June District Leadership Conference – June 1st, 2019, 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:** *"Have a Seat at the Table”*

**District Membership Challenge:** *“There’s Always Room for More”*

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

**State PTA Membership Unit Challenge:** *“Membership Marketing Challenge” & “Membership Increase Challenge”*

**National PTA 2018 – 2019 Reflections Theme:** *“Heroes Around Me”*

## JUNE

District Office closes for summer break June 22 - July 23

21 – 24 National PTA Convention, New Orleans, LA

## JULY

1 Annual Membership Campaign begins 2018 – 2019

23 BOD Retreat

23 District Office Reopens

## AUGUST

8 – 11 State Board of Directors & State Board of Managers – Ontario Doubletree Hotel, Ontario

13 **BOD Meeting** – First District PTA office, 9:30 am

25 CAPTA Regional Leadership Conference, Sacramento

27 **District Association Meeting & District Board Meeting** – Covina District Field- Hanes Center, 220 West Puente Street, Covina, CA

**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; present First District PTA Calendar & Directory

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

• Council and Unit Annual Financial Reports, YE Audits (Fiscal YE 5/31)

• Council and Unit 2018 – 2019 Budgets

## SEPTEMBER

3 **District Office Closed -- Labor Day**

8 CAPTA Regional Leadership Conference, Tulare Council Office of Education, Visalia

10 **BOD Meeting** – First District PTA office, 9:30 am

22 CAPTA Regional Leadership Conference, Novato

24 **District Board Meeting** - Registration 9:00 am – Women’s City Club Pasadena

**DISTRICT Business:** Elect Nominating Committee

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

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

• Council and Unit 2018 -- 2019 Budgets

• Council Presidents’ Quarterly Report

## OCTOBER

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

1 **Due to DISTRICT**: Council/Unit Insurance Premiums – **Council premium: $160 Unit premium: $232**

6 CAPTA Regional Leadership Conference, Ventura County Office of Education, Camarillo

8 **BOD Meeting** – First District PTA 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

22 **District Board Meeting and Administrators Conference** – **DoubleTree by Hilton Monrovia – Pasadena, 924 West Huntington Drive, Monrovia, CA 91016**

**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: $232 for Units; $160 for Councils

23-31 Red Ribbon Week

30 **Due to State PTA:** Ready, Set, Remit membership challenge – Thirty (30) memberships due to State PTA to qualify for “Ready, Set, Remit” Award

31 **2017 – 2018 Membership Cards EXPIRE**

## NOVEMBER

1 **2018 - 2019 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

5 **BOD Meeting** – First District PTA office, 9:30 am

**6 Election Day – VOTE**

7 – 10 State Board of Directors & State Board of Managers, Sacramento Hilton Arden West, Sacramento

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

19\* **District Board Meeting** – Registration 9:00 am– Women’s City Club Pasadena

**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**

22-23 **District Office closed -- Thanksgiving Break**

## DECEMBER

3 **Annual Holiday Luncheon – District Association Meeting/District Scholarship Projects** – **10:00 am -1:00 pm –** Sheraton Fairplex Hotel & Conference Center, 601 West McKinley Avenue, Pomona

**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, 2018 - January 4, 2019)

17 **District Office Closed - Winter Break December 17 - January 7**

## JANUARY 2018

7 District Office Opens – Kick off Mid-Year Membership Campaign

7 **BOD Meeting** – First District PTA office, 9:30 am

14 – 15 State PTA Legislation Conference, Embassy Suites, Sacramento

21 **District Office Closed** – Martin Luther King Jr. Day

28 **District Board Meeting** - Registration 9:00 am – Women’s City Club Pasadena

**Due**: **• Membership per capita**

• Council/Unit Mid-Year Audits (Fiscal YE 5/31)

## FEBRUARY

1 **Due to State PTA:** Graduating **HS Senior Scholarships** applications

4 **BOD Meeting** – First District PTA office, 9:30 am

6 – 9 State Board of Directors & State Board of Managers – Ontario

11 **District Office Closed – Lincoln’s Birthday**

17 National PTA Founders’ Day

25 **DISTRICT Association ANNUAL Meeting & Founders’ Day –** Women’s City Club Pasadena

**Business:** Elect First District PTA Officers; 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 awards**

2 **District Reflections Reception** – Location TBD

4\* **BOD Meeting** – First District PTA office, 9:30 am

12 – 14 National PTA Legislation Conference, Arlington, VA

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

**Due**: • Membership per capita

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

• Commemorative Scholarship Applications in district office

## APRIL

8 **BOD Meeting** – First District PTA office, 9:30 am – Determine Commemorative Scholarship recipients

**15 Due: Membership Incentive Scholarship Award Recipient Information – In District Office**

22 **District Board Meeting** - Registration 9:00 am - Women’s City Club Pasadena

**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

29 **New President Orientation (Mandatory) –** Women’s City Club, 160 N Oakland Avenue, Pasadena, CA

## MAY

1 **Due:** **2019 – 2020 council and unit roster information input in PTAEZ**; Annual Historian Report District Board/Councils/Units

6 **BOD Meeting** – First District PTA office, 9:30 am

13 – 15 State Board of Directors & District Leadership Symposium – **Monterey, CA**

16 – 18 **California State PTA Convention – Monterey, CA**

20 **District Board Meeting and Membership Awards** – Registration 9:00 am

**Due: • Membership per capita**

• Registrations for June District Leadership Training

• Forwarded Founders’ Day freewill offerings

27 Memorial Day Observed

## JUNE

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

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

10 **BOD Meeting** – First District PTA office, 9:30 am

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

20 – 22 **National PTA Convention** – Columbus, OH

30 Fiscal Year-End & Membership Year-End

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