



**2022 – 2023**

**Council  
President  
Orientation**

**First District**

**PTA<sup>®</sup>**

*everychild.onevoice.<sup>®</sup>*



## **Mission Statement**

The mission of First District PTA is to provide our members with information and programs that foster skills development, leadership growth, and advocacy on behalf of all children and youth; and to sustain a comprehensive two-way communications network that links local units and councils through First District PTA to achieve the objectives of the organization.

## **Goals**

- To build a comprehensive and effective communications network that links our units and councils to First District PTA.
- To empower, educate and support our councils, units and members by providing district and leadership services and resources.
- To increase effective communication with councils, units and school districts.
- To extend membership outreach, with a focus on our under-represented communities.
- To build local capacity to promote awareness and support of the mission of California State PTA and National PTA.



## 2022-2023 DISTRICT CONTACTS

District President	Jessica Sheen	<a href="mailto:president@pta1.org">president@pta1.org</a>	818-835-6024 (C)
VP Leadership	Christy Brown	<a href="mailto:leadership@pta1.org">leadership@pta1.org</a>	626-736-6693 (C)
VP Membership	Kitty Cahalan	<a href="mailto:membership@pta1.org">membership@pta1.org</a>	626-695-6673 (C)
VP Legislation	Patty Scriptor	<a href="mailto:legislation@pta1.org">legislation@pta1.org</a>	818-388-3888 (C)
VP Community Concerns	Sandy Russell	<a href="mailto:communityconcerns@pta1.org">communityconcerns@pta1.org</a>	323-719-2444 (C)
VP Education	Diane Hyland	<a href="mailto:education@pta1.org">education@pta1.org</a>	626-616-5442 (C)
VP Communications	Vacant		
VP District Events	Vacant		
District Secretary	Vacant		
District Treasurer	Amy Kamm	<a href="mailto:treasurer@pta1.org">treasurer@pta1.org</a>	818-653-7703 (C)
District Auditor	Vacant		
District Compliance	Wendi Harvel	<a href="mailto:compliance@pta1.org">compliance@pta1.org</a>	818-468-1144 (C)
District Parliamentarian	Michelle Hurst	<a href="mailto:parliamentarian@pta1.org">parliamentarian@pta1.org</a>	310-890-8147 (C)
Office Manager	Patricia Ornelas-Jarquín	<a href="mailto:officemenager@pta1.org">officemenager@pta1.org</a>	626-289-1448



## 2022 – 2023 Master Calendar

### Board of Directors (BOD) Meeting (Quorum 5)

**Who:** First District Officers  
**When:** Second Monday of the month (subject to change due to holidays)  
**Time:** 9:30 AM  
**Where:** First District PTA Office, 1008 S. Eighth St, Moor Field, Alhambra (with option to join via Zoom)

### District Board Meeting (Quorum 19)

**Who:** First District Officers and Chairmen of Standing Committees  
Council Presidents or designated representative from the Council board  
Out-of-Council (OOC) Unit Presidents or designated representative from the OOC Unit board  
Immediate Past FDPTA President (unless elected or appointed to another office)  
All CAPTA and National PTA officers and chairmen residing in the district  
*A courtesy seat may be granted to other Council & Unit leaders or guests with prior approval from the First District President*  
**When:** Fourth Monday of the month (EXCEPTIONS – special events/conflicts - please check for specific dates)  
**Time:** 9:00 AM Presidents' Round Table, 10:00 AM District Board Meeting begins OR 6:00 PM Presidents' Round Table, 7:00 PM District Board Meeting begins – ALL Presidents and/or representatives attend; Presidents' Round Table occurs in months of September, November, January and March  
**Where:** Varied locations TBD with some hosted by councils (with option to join via Zoom)

### District Association Meeting (Quorum 54, representing 19 associations)

**Who:** First District Officers and Chairmen of Standing Committees  
All Council Presidents or their alternate PLUS one (1) delegate or their alternate from each association, selected by the association prior to the first meeting of the district  
All Unit Presidents or their alternate PLUS one (1) delegate or their alternate from each association, selected by the association prior to the first meeting of the district  
Immediate Past FDPTA President (unless elected or appointed to another office)  
All CAPTA and National PTA officers and chairmen residing in the district  
*A courtesy seat may be granted to other Council & Unit leaders or guests with prior approval from the First District President*  
**When:** August, December, February (Annual Meeting), April (Awards)  
**Time:** Daytime: 9:00 AM – 12:30 PM; Evening: 6:00 PM – 9:00 PM (times are approximate)

### Special Events

**October** Superintendents & Administrators Conference – Monday, October 24, 2022, Covina-Valley District Field, Hanes Center, 220 West Puente Street, Covina, Ca  
**December** Annual Holiday Luncheon – Monday, December 5, 2022, 9:00-1:00 PM, Sheraton Fairplex Hotel & Conference Center, 601 W McKinley Ave, Pomona, Ca  
**March** Reflections Reception/First District Awardees – Saturday, March 4, 2023, Arcadia Performing Arts Center, 188 Campus Dr, Arcadia, Ca





## 2022 – 2023 Master Calendar

**June**      **District Leadership Conference** – Saturday, June 10, 2023, Edgewood High School, 1625 W Durness St, West Covina, Ca

### Due Dates and Deadlines

Dates listed on the 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. **Please note that items must be received in the District office by DUE DATE.**

**First District President's Theme:** *"First for All Children"& "Together for All Children"*

**First District Membership Theme:** *"Together we Grow"*

**District Membership Challenge:** *"22% by 22"*

**State PTA Membership Theme:** See CAPTA Membership Challenges & Incentives

**State PTA Membership Unit Challenge:** See CAPTA Membership Challenges & Incentives

**National PTA 2021 - 2022 Reflections Theme:** *"I Will Change the World By..."*

### June

- 6      **BOD Meeting** – First District PTA Office with option to Zoom, 9:30 AM
- 11      **District Leadership Training Conference** – 7:00 AM – 2:45 PM, Edgewood High School, 1625 W Durness St, West, Covina, CA 91790
- 13      **Due:**    **FINAL Membership Dues Per Capita for fiscal year 2021-2022**
- 14-19      National Legislative Conference and National PTA Convention and Expo – National Harbor, MD
- 30      Fiscal Year-End
- Due to State PTA: Final membership per capita for 2021-2022

### July

- 1      Annual Membership Campaign begins 2022-2023
- TBD**      **BOD Retreat** – 6:00 PM, Location TBD
- 20      District Office reopens

### August

- 8      **BOD Meeting** – 9:30 AM; First District PTA Office with option to Zoom
- 8      **District Board Meeting** - 6:30 PM; via Zoom
- 11-13      Summer State Board of Managers - Ontario Double Tree Hotel
- 22      **District Association Meeting with Family Engagement Focus** – Check-in 9:00 AM; Meeting begins at 9:30 AM; Covina Valley District Field, Hanes Center, 220 W. Puente Street, Covina, CA and via Zoom
- DISTRICT Business:** Adopt Master Calendar, Budget, Annual Financial Report 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 2022 - 2023 Budgets
- 29      **Out-of-Council President Orientation** – 6:30 PM, **Location TBD and via Zoom**

### September

- 5      **District Office Closed -- Labor Day**
- 12      **BOD Meeting** – 9:30 AM; First District PTA Office with option to Zoom

### 2022 – 2023 Master Calendar

- TBD** **District Board Meeting & President's Round Table** – 6:00 PM Presidents' Round Table; 7:00 PM District Board Meeting begins; **Location TBD – Hosted by Council and via Zoom**  
**DISTRICT Business:** Elect First District PTA Nominating Committee  
**Due:**
  - **Membership per capita (due monthly)**
  - Council and Unit Annual Financial Reports, YE Audits (FYE 6/30)
  - Council and Unit 2022 - 2023 Budgets
  - Council/OOC Presidents' Quarterly Reports

### October

- 1 Due to State PTA:
  - Grant Apps – Cultural Arts, Outreach/Translation, Healthy Lifestyles, Parent Education
  - Continuing Education Scholarship Apps – School Nurses, Credentialed Teachers, Counselors, and PTA Volunteers
- 10 **BOD Meeting** – 9:30 AM; First District PTA Office with option to Zoom
- 15 **Due to DISTRICT: Membership per capita - 30 members to qualify for "Ready, Set, Remit"**
- 23-31 Red Ribbon Week
- 24 **District Board Meeting and Superintendent & Administrators Conference** – Check-in 9:00 AM; District Board Meeting begins 9:30 AM; Conference begins at 11:00 AM; Covina-Valley District Field, Hanes Center, 220 West Puente Street, Covina, Ca  
**Due:**
  - **Membership per capita (due monthly)**
  - Council & Unit copies of IRS 990N/990EZ/990 (FYE 5/31)
  - Council & Unit copies of state FTB Form 199N/199 (FYE 5/31)
  - Council & Unit copies of RRF-1 form & CT-TR-1 form, if applicable (FYE 5/31)
  - Liability Insurance Premiums – **\$258 for Units, \$ 178 for Councils**
- 30 Due to State PTA: "Ready, Set, Remit" membership challenge – Thirty (30) memberships due to State PTA
- 31 **2021 - 2022 PTA Membership Cards EXPIRE**

### November

- 1 **2022 - 2023 Membership Cards** – PTA Board members at all levels must have a current card or not allowed to hold board office/position, debate, make motions, vote
- 1 Due to State PTA: DRAFT Resolutions, 2024 – 2025 National PTA Reflections Theme Search Entries
- 7\* **BOD Meeting** – 9:30 AM; First District PTA Office with option to Zoom
- 8 **Election Day – VOTE**
- 14 **Due to DISTRICT: Membership dues – 1st required remittance** – minimum 15 members **to be in good standing**
- 17-19 State Board of Managers - Sacramento Hilton Arden West
- 23-25 **District Office closed – Thanksgiving Break**
- 21/28 **District Board Meeting & Presidents' Round Table** – 6:00 PM President's Round Table; 7:00 PM District Board Meeting begins; **Location TBD – Hosted by Council and via Zoom**  
**Distribute:** District Commemorative Scholarship Forms  
**Due:**
  - **Membership per capita (due monthly)**
  - Council & Unit copies of IRS 990N/990EZ/990 (FYE 6/30)
  - Council & Unit copies of state FTB form 199N/199 (FYE 6/30)
  - Council & Unit copies of RRF-1 form & CT-TR1 form, if applicable (FYE 6/30)

## 2022 – 2023 Master Calendar

### December

- 1 **Due to DISTRICT - REFLECTIONS Entries and Forms**
- 5\* **Annual Holiday Luncheon and Association Meeting** – 9:00 AM Check-in, 10:00 AM Meeting begins, 11:00 AM Luncheon begins, Sheraton Fairplex Hotel & Conference Center, 601 W McKinley Ave, Pomona, Ca  
**Due:** • **Membership per capita (due monthly)**  
• Council/OOC Presidents' Quarterly Report
- 12 **BOD Meeting** – Sheen Home, La Crescenta, Ca; 9:30 AM
- 16 District Office closes for Winter Break

### January 2023

- 2 District Office Opens – Kick off Mid-Year Membership Campaign
- 5 Due to State PTA: FINAL Resolutions (Requires council/district approval, cover letters & signatures)
- 9 **BOD Meeting** – Via Zoom, 9:30 AM
- 16 **District Office Closed** – Martin Luther King Jr. Day
- TBD State PTA Legislation Conference – TBD**
- 23 **District Board Meeting & President's Round Table** – 6:00 PM Presidents' Round Table; 7:00 PM District Board Meeting begins; **Location TBD – Hosted by Council and via Zoom**  
**Due:** • **Membership per capita (due monthly)**  
• Council/Unit Mid-Year Audits (FYE 5/31)
- 31 Due to State PTA: Workers' Compensation Annual Payroll Reports and Estimated 5% Surcharge (1/5/2022 – 1/4/2023), if any

### February

- 1 Due to State PTA: CAPTA Graduating High School Senior Scholarship applications  
**Due to DISTRICT: Teacher's Matter Applications submitted and membership per capita paid**
- 13 **BOD Meeting** – First District PTA Office with option to Zoom, 9:30 AM
- 17 National PTA Founders Day honoring the three PTA founders as well as past and present PTA leaders
- 20 **District Office Closed - President's Day**
- 23-25 State Board of Managers - Ontario Double Tree Hotel
- 27 **District Association Annual Meeting & Founders Day** – Check-in 9:00 AM; Meeting begins 9:30 AM; Covina Valley School District Hanes Center, 220 W. Puente St, Covina, Ca  
**Business:** Elect 2023-25 First District PTA officers, Elect district voting delegates to California State PTA Convention; Select National PTA Convention district delegates; Adopt mid-year audit; Approve Contracts & Financial Reports  
**Program:** Celebrate Founders Day  
**Due:** • **Membership per capita (due monthly)**  
• Council/OOC Presidents' Quarterly Report  
• Council/Unit Mid-Year Audits (FYE 6/30)  
• Founders Day Freewill Offerings (units & councils remit forwarded funds)

### March

- 1 **Due: Final Membership per capita remittance to qualify for STATE membership awards**
- 1 Phoebe Apperson Hearst Innovation in Family Engagement Award applications due to National PTA
- TBD State PTA Convention Online Registration begins
- TBD National Legislation Conference - Alexandria, VA

**2022 – 2023 Master Calendar**

- 4 **District Reflections Reception** – 10:30 AM - Noon; Arcadia Performing Arts Center, 188 Campus Dr, Arcadia, Ca
- 13 **BOD Meeting** – First District PTA Office with option to Zoom, 9:30 AM
- 16 **Honorary Service Award Nominations DUE!**
- 27 **District Board Meeting & President's Round Table**– 9:00 AM Presidents' Round Table; 10:00 AM District Board Meeting begins; Committee Meetings follow as necessary; **Location TBD – Hosted by Council and via Zoom**
- Due:**
- **Membership per capita (due monthly)**
  - Founders Day Freewill Offerings (units & councils remit forwarded funds)
  - District Commemorative Scholarship Applications

**April**

- 1 **Due: Final Membership per capita remittance to qualify for DISTRICT membership awards**
- 10 **BOD Meeting** – First District PTA Office with option to Zoom, 9:30 AM – *Determine Commemorative Scholarship recipients*
- 24 **District Association Meeting and Membership Awards** – **Location TBD, Time TBD**  
**Announce and Present: Commemorative Scholarship Awards**  
**Honorary Service Awards**
- Due:**
- **Membership per capita (due monthly)**
  - Founders Day Freewill Offerings (units & councils remit forwarded funds)
  - Registrations for June District Leadership Training Conference
  - Annual Historian Report and Hours (Councils/Units, District Officers/Chairs)
  - Council/OOC Presidents' Quarterly Report
  - 2022–2023 council and unit roster information input in MyPTEZ Officer/Board Member Contact
- TBD **State Board of Managers and Leadership Symposium – TBD**
- TBD **California State PTA Convention - TBD**

**May**

- 1 **Due: 2023–2024 council and unit roster information input in MyPTEZ Officer/Board Member Contact**
- 8 **BOD Meeting** – First District PTA Office with option to Zoom, 9:30 AM
- 22 **District Board Meeting & New Council President Orientation & Installation of Officers** – 6:00 PM Orientation begins; 7:30 PM District Board Meeting begins; **Location TBD – Hosted by Council and via Zoom**
- Due:**
- **Membership per capita (due monthly)**
  - Final Founders Day Freewill Offerings (units & councils remit forwarded funds)
  - Payment/Registrations for June District Leadership Training Conference
- 29 **District Office closed** - Memorial Day Observed

**June**

- 10 **District Leadership Training Conference** – 7:00 AM - 3:00 PM; Edgewood High School, 1625 W Durness St, West Covina, Ca
- 12 **BOD Meeting** – First District PTA Office with option to Zoom, 9:30 AM
- Due: FINAL Membership Dues Per Capita for fiscal year 2022-2023**
- 22-25 National PTA Convention – Portland, OR
- 30 Fiscal Year-End
- Due to State PTA: Final membership per capita for 2022-2023

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



Welcome!

## FIRST DISTRICT PTA 2022 -2023

### *Council Presidents' Orientation*

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#### TABLE OF CONTENTS

Office Manager

President

Vice President of Leadership Services

Vice President of Membership

Vice President of Legislation & Advocacy

Vice President of Community Concerns

Vice President of Education & Family Engagement

Vice President of Communications

Vice President of Special Events

Treasurer

Secretary

Auditor

Compliance Officer

Parliamentarian



First District

**PTA**<sup>®</sup>

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## PATRICIA ORNELAS-JARQUIN

*First District PTA Office Manager*

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### DUTIES

- Manages and maintains First District PTA office
- Supports First District PTA Board of Directors as needed
- Notify President and Vice President of Leadership Services and Vice President of Membership of the status of units in jeopardy
- Follow up on unpaid invoices, insurance payments, and membership dues
- Prepare District meeting materials
- Assist in preparation of District directory



1008 S. Eight Street  
Moor Field  
Alhambra, CA 91801



626-289-1448



[OfficeManager@PTA1.org](mailto:OfficeManager@PTA1.org)



[www.PTA1.org](http://www.PTA1.org)

### OFFICE HOURS

Monday through Thursday  
9:00 AM to 2:00 PM

First District

**PTA**

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## JESSICA SHEEN

*President*

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### DUTIES

- Coordinates the work of all District officers and committees and supervises office staff
- Presides at all Board of Directors, District Board, and District Association meetings
- Represents First District PTA at
  - California State PTA Board of Managers Meetings
  - Annual California State PTA Legislation Conference
  - California State PTA Convention
  - National PTA Convention



1008 S. Eight Street  
Moor Field  
Alhambra, CA 91801



[President@PTA1.org](mailto:President@PTA1.org)



(818) 835-6024



[PTA1.org](http://PTA1.org)

First District

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## A PTA PRESIDENT'S ROLES AND RESPONSIBILITIES

Your PTA members look to you for leadership in creating partnerships within your community and fostering an environment where family engagement is encouraged and respected. Responsibilities include:

- Chairing board and general meetings
- Overseeing fiscal compliance
- Serving as a liaison with school administration or community partners
- Checking in regularly with officers and committees to ensure the overall plan is on target
- Identifying challenges and inviting solutions
- Familiarizing yourself with all PTA programs and resources
- Representing PTA to the community
- Recruiting and mentoring volunteers and future leaders
- Volunteering at events, when available

Great presidents often have leadership, planning and public speaking skills and experience.

## A PTA PRESIDENT'S FIRST 30 DAYS

If your team takes each of the following steps in (roughly) your first month in office, you'll be off to a fantastic start! These are great things to do during the summer months as you prepare for the school year.

### REACH OUT

First District PTA is here to help and support you. Getting connected right away will make your job much easier! Visit the First District PTA website at [pta1.org](http://pta1.org).

### GATHER

There are several items you'll want to put your hands on right away, to be sure important records aren't lost in the transition. PTA records and materials belong to the unit, not to any one individual, and all materials should be passed on to the new leaders. These include:

- **Your PTA's Bylaws.** You and your board are responsible for following the bylaws, so you need to know what they say. If they are old and no longer relevant, one of your first moves should be to establish a bylaws revision committee to start the work necessary to make the document work for your current PTA. Your Council or District PTA can help.
- **PTA Procedure Book or "Board Book".** Whether it is an electronic file, a cardboard box full of papers, or a binder thick with documents, get up to speed on what has happened in the past.



- **The most recent audit.** You may need to talk to the treasurer about this. If an audit did not occur after the latest transition of officers, make sure to get one done as soon as possible. You will want to start fresh with a new set of books, so be sure the previous accounts are "closed" or "zeroed out" and audited.
- **Bank statements and electronic access.** Make sure you have the usernames and passwords, documents, accounts, etc., to access your PTA's financial information.

## LISTEN

Before you begin planning, it is important to understand your unique community's strengths and needs. You will do more of this in the months to come, but for now:

- **Convene with the outgoing president and officers.** Talk about how you will reach out into your school and community to understand the priorities for your PTA. What worked last year? What did not? Who do they see as volunteers to encourage and grow?
- **Introduce yourself to the school personnel and administration.** Ask about their priorities for the year and tell them you are interested in helping them achieve their goals. If your PTA is a community or district-wide PTA, reach out to district and community partners in your area and offer to work collaboratively.
- **Introduce yourself to families and members of your PTA.** Ask what they think is working or not working. It is important for members to see a smooth transition and to feel that new leaders welcome their questions, ideas, and participation in the year ahead. A great way to start is with a survey. Every interaction is an opportunity to encourage members to renew and new families or teachers to join.

## PROTECT

Take these few, critical steps right away to safeguard your PTA's nonprofit status and protect your unit from theft, fraud, and liability.

- **Your unit is a 501(c)(3) nonprofit** (all PTAs are), so ask your outgoing president or treasurer for the most recent IRS Form 990 filing.
- **Change the signatures on your PTA's bank accounts.** You will want to be sure previous officers no longer have access to your financial accounts. A transition letter from the outgoing treasurer to the bank may be necessary to enact this change.

**Remember to pay your insurance premium** when the payment is due. Insurance can protect your board members, events, and PTA property.

## EFFECTIVE PTA LEADERSHIP STRATEGIES

**Welcome all families, school staff and community members** in a way that values their unique strengths, abilities and interests. PTAs create inclusive environments by embracing and valuing diverse perspectives and building intentional, authentic relationships.

**Communicate effectively** by listening and deeply understanding the perspectives of their community's families, teachers, administrators and students; by offering an individualized experience by communicating frequently and through a variety of methods, including personalized outreach; and by using feedback to create programs tailored to families' interests and needs.

**Focus on student success** by planning PTA programs that are integrated connected and aligned with the broader education system to support student achievement and well-being.

**Identify and advocate for specific school improvements.** PTA leaders serve as a resource for parents, helping them navigate the school and community and speak up for their students' unique needs. Create a lasting impact, by providing opportunities for families to develop knowledge and skills that will enhance their children's educational experiences.

**Create a board that works like a team** by sharing power and growing the volunteer pool with different perspectives; resolving conflicts in a positive, productive way; showing children by example how teamwork can make their world a better place.

**Collaborate** with outside organizations or companies and provide a critical link between families, the school and the community. PTA leaders are the champions of school community and pride.

**Develop an inclusive PTA through the lens of “The Four I’s of Family Engagement”:**

- Inclusive: Intentional relationship building, inviting diverse perspectives, Questioning assumptions
- Individualized: Personal invitations, tailored experiences, being responsive
- Individualized: Putting the “T” in PTA, linking to learning, going beyond one-time events
- Impactful: Developing knowledge & skills, opportunities to practice & interact, measuring success



## FIRST DISTRICT COUNCIL/OUT-OF-COUNCIL PRESIDENT REPORT

Name:

Council:

Date:

**Reports are due: September, December, February and May**

### CRITICAL ISSUES / NEED DIRECTION

*Use this space to call attention to areas of concern for which a response is requested.*

### LEADERSHIP SERVICES

*Field services, contact with advisor, organizing, disbanding, concerns, training/workshops*

### EDUCATION

*All education related issues (reading, arts in education), testing, school finance, collective bargaining*

### MEMBER SERVICES

*Membership, Reflections, publications, annual reports, programming, Founders Day, student involvement, historian*

## **COMMUNICATIONS**

*Information about district newsletter, and news releases, public relations, television programs*

## **HEALTH**

*Red Ribbon Week, HIV/AIDS programs, all health-related concerns including environmental concerns*

## **COMMUNITY CONCERNS**

*Child safety, school safety, disaster preparedness, juvenile justice, all community-related issues not falling within the other subject matter commissions*

## **PARENT INVOLVEMENT**

*Parenting education programs, PEP Guide and National PTA materials*

## **FINANCE**

*Insurance, fundraising, financial practices, Honorary Service Awards program, scholarships/grants*

## **PARLIAMENTARIAN**

*Bylaws and standing rules, nominations and elections, parliamentary concerns*

## **LEGISLATION**

*All aspects of legislation*

## **ANNUAL CONVENTION**

*All aspects of convention*

## Professional Governance Certificate

The California State PTA has adopted the professional governance standards. Every PTA is encouraged to adopt professional governance standards at the beginning of each term.

The California State PTA will issue a certificate to each PTA that adopts the professional governance standards.

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### Mission Statement of the California State PTA

The mission of the California State PTA is to positively impact the lives of all children and families by representing our members and empowering and supporting them with skills in advocacy, leadership, and communications.

*California State PTA Board of Managers, July 2007*

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### Purposes of PTA

To promote the welfare of children and youth in home, school, community, and place of worship.

To raise the standards of home life.

To secure adequate laws for the care and protection of children and youth.

To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.

To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.



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# Professional Governance Standards

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The California State PTA would like to recognize your PTA for its work. Please notify the California State PTA that your PTA has adopted the Professional Governance Standards. A certificate will be mailed to the PTA president and a letter of acknowledgement will be sent to your administrator.

Name of PTA \_\_\_\_\_

Name of Principal \_\_\_\_\_

Name of PTA President \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Date Adopted \_\_\_\_\_

Council \_\_\_\_\_

District \_\_\_\_\_

Print Name \_\_\_\_\_

PTA President Signature \_\_\_\_\_

Mail to: California State PTA, 2327 L Street, Sacramento, CA 95816-5014  
916.440.1985 • FAX 916.440.1986 • www.capta.org • info@capta.org

## Professional Governance Standards

The bylaws and standing rules for each PTA provide a framework for the organization. In order to operate effectively using this framework, PTA executive boards and individual board members will benefit from adherence to professional standards of governance.

Professional governance standards specify principles involved in governing responsibly and effectively and were developed to support PTA boards in their efforts to enhance their membership's and the community's understanding about the responsibilities of the PTA board.

### The PTA Executive Board

The members of the PTA executive board work together as a governance team which assumes collective responsibility for building unity and creating a positive climate during term of office. To operate effectively, the executive board:

- Develops a unity of purpose by involving parents/guardians, students, staff and community
- Communicates a common vision
- Operates with trust and integrity
- Remains responsive to input from the school community
- Governs in a professional manner, treating everyone with civility and respect
- Fulfills requirements set within bylaws and standing rules

### The Individual Board Member

A PTA board member is a person elected or appointed to serve on a PTA executive board. Individual board members bring unique skills, values and beliefs to the PTA board and in order to function effectively, individual board members must work together for the association. To be effective, an individual board member:

- Recognizes and respects differences of perspective and style among the individual board members
- Acts with dignity and understands the implications of demeanor and behavior
- Honors the confidentiality of board discussions
- Is open to new ideas and suggestions
- Is familiar with the bylaws in respect to the individual position as well as the organization as a whole
- Understands that authority rests with the board as a whole and not with individuals
- Understands that the basis for all authority rests with the membership

- Participates in opportunities for training
- Commits the time and energy necessary to be an informed and effective leader
- Assists those with less experience
- Understands the distinctions between PTA and the school staff and refrains from performing functions that are the responsibility of the school district
- Values, supports and advocates for public education
- Represents the PTA only when authorized to do so

*"With strong leadership, PTA will have the competent, committed people necessary to be effective advocates for children and youth."*

*California State PTA Toolkit*

- Takes collective responsibility for the board's performance
- Proposes for adoption by the membership a fiscally responsible budget based on the organization's vision and goals
- Monitors the fiscal health of the association regularly
- Ensures that safe and appropriate activities are provided to implement the goals
- Provides community leadership on issues that affect children and youth
- Works collaboratively with other groups and agencies that share the same concerns on issues that affect children and youth
- Encourages individual board members to attend available training opportunities
- Serves as a communication link between the home, school and community
- Evaluates the activities and direction of the board on a regular basis

## CHRISTY BROWN

*Vice President, Leadership*

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### DUTIES

- Director of Leadership Services
- Aide to the President
- Attends Council Presidents' meetings
- Coordinates disbanding of units / school closings
- Coordinates organizing and chartering new PTAs / PTSAs
- Chair of District Leadership Team
- Chair of District Orientation
- Chair of District Leadership Conference
- Oversees Vice Chair of Leadership



1008 S. Eight Street  
Moor Field  
Alhambra, CA 91801



[Leadership@PTA1.org](mailto:Leadership@PTA1.org)



(626) 736-6693



[PTA1.org](http://PTA1.org)

**First District**

**PTA®**

*everychild.onevoice.®*



# What Do Councils Do?

The council provides the units an opportunity for cooperation in promoting their common interests and discussion their common issues. It coordinates the work of the member units and other agencies or organizations in the area working for children and youth. It serves as channel of communication between the state and district PTA and the units.

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## ☐ Collaboration

- Facilitate a common vision and goal
- Meet regularly with units
- Provide training for units
- Model good leadership skills
- Build relationship skills

## ☐ Coordination

- Survey units for common needs/concerns
- Provide leadership and organizational support
- Invite speakers to address common needs/concerns
- Promote common interests and share ideas
- Encourage attendance at district trainings and convention

## ☐ Communicate

- Share information with units regularly with unit officers
- Attend district PTA meetings and events
- Distribute information promptly to units
- Solicit information/concerns from units and report to district

## ☐ Develop and Strengthen Leadership

- Provide ongoing training
- Strong communication
- Visit unit meetings
- Offer support and build rapport
- Encourage unit leaders to serve on council committees
- Coach potential leaders
- Be a good example

## ☐ Build relationships with School District

- Meet regularly with the superintendent
- Attend school board meetings to report on PTA activities
- Provide PTA representatives for committees

## ☐ Working with Units

- Visit each unit
- Assign a mentor to each unit
- Help units remain in good standing
- Be available to help
- Assist when requested or when issues arise
- Celebrate their successes

## ☐ Responsibilities

- Schedule due dates
- Collect and review report forms, required documents
- Remit dues and insurance promptly
- Enhance PTA's public image by modeling appropriate behavior in person, in writing, in email, and in all social media

## ☐ Provide Training

- Model good leadership and parliamentary skills
- Attend trainings provided by First District and California State PTA
- Plan and provide training to your units
- Use training materials from First District/CAPTA

## ☐ Projects and Programs

- Coordinate on special events and programs
- Include a short training segment at each board meeting
- Spearhead community projects
- Collaborate with units on special events and programs

## ☐ Information to Collect/Review

- Bylaws
- Membership remittances by month
- Rosters, financial reports, and audits all to be uploaded to myPTEZ



The council president is an elected officer and serves as a vital link between the district PTA and the member units.

## **WHAT TO DO**

### **PRIOR TO BEGINNING OF TERM**

- Review responsibilities of council president as outlined in council bylaws.
- Meet with liaison from school district and/or superintendent's office.
  - Request agenda time to be introduced at a meeting of the district principals.
  - Prepare an overview of the council and goals for the upcoming year.
- Meet with council program planning and budget committees.
- Work with the other incoming council officers to prepare the council calendar for the upcoming year and prepare any required facility use forms. A council may meet in a central school district location or may rotate the council meetings among the member units' sites.
- Determine if names and addresses of newly elected council officers have been sent to the district PTA for forwarding to California State PTA and National PTA. If this has not been accomplished, complete the list and mail immediately. All materials mailed from California State PTA and National PTA will be addressed to the council president who is responsible for sharing it with the appropriate council officers and chairmen.
- Determine if names and addresses of newly elected officers for PTA units within the council have been sent to the district PTA for forwarding to California State PTA and National PTA.
- Distribute a council roster or directory to the school district office(s).
- Read and become familiar with the council bylaws and standing rules.
  - Note date when new officers and chairmen assume office.
  - Fill appointive offices as specified in the council bylaws (e.g., parliamentarian).
- Bylaws stipulate that the council president-elect shall be one of the PTA council's delegates to the California State PTA convention, usually held in May. Attend the district PTA convention orientation meeting and study materials to be an informed and knowledgeable delegate.
- Attend workshops offered by your district PTA and urge incoming board members to attend. Notify incoming unit officers of the scheduled workshops.
- Coordinate with the council treasurer-elect to have the signature cards for the council's bank accounts updated with the new officers.
- Ask for the council president's procedure book and review it and all materials received from the previous council president.

### **ONGOING**

- Determine procedure with council membership chairman for receiving membership cards from district PTA and review distribution procedure to member units.
- Prepare meeting agendas (check with the council secretary and/or minutes for any unfinished business to be included). Provide copies for the secretary and parliamentarian.
- Attend all meetings of the district PTA as the council representative.
- Review all service mailings received from California State PTA and National PTA promptly. Be alert for any due dates that affect the council and the member units. Share materials as appropriate.
- Notify the member units of the amount of the premiums for general liability, directors and officers liability and Workers' Compensation insurance as soon as received from the district PTA. Be alert for the due dates to the district PTA and coordinate the council due dates with the council financial secretary and treasurer.
- Alert membership for all due dates that affect the member units. Set reasonable dates for due dates for items to reach the council and to be processed and forwarded to the district PTA.

Items with due dates include:

- Membership awards
- Reflections Program entries
- Insurance premiums
- Workers' Compensation report forms
- Annual Report forms
- Convention registration
- Submission of unit and council officers and chairmen names to district PTA

- Plan workshops for the member units. Ask for any needed assistance from the district PTA officers.
- Request a copy of the membership awards application from the district president.
- Work with program chairman to complete plans for Founders Day.
- Forward any proposed resolutions for California State PTA convention in time for district PTA action.
- Remind member units of March due date for final remittance of per capita dues through channels.
- Review bylaws with council PTA parliamentarian for any needed changes and appoint a committee to assist.
- Forward any proposed resolutions for California State PTA convention in time for district PTA action.
- Remind member units of March due date for final remittance of per capita dues through channels.
- Review bylaws with council PTA parliamentarian for any needed changes and appoint a committee to assist.
- Check bylaws for date and procedures to elect nominating committee and delegates who will attend the annual California State PTA convention.
- Conduct election of new officers at annual meeting as specified in the bylaws. Immediately following the election, send names and addresses of new officers to district PTA.
- Conduct election of delegates to California State PTA convention at least 30 days prior to convention. Each PTA council is entitled to send two delegates. (See *Bylaws of California State PTA*, Article XIII, Section 5, c.) Elect an alternate for each delegate.
- Prepare convention pre-registration and housing materials as instructed by district PTA. Notify council delegates of convention orientation date scheduled by district PTA.
- Work with council historian to compile annual report and mail report to meet district PTA due date. Be available to provide assistance to member units in completing the form by the due date.

## END OF TERM

- Give materials to the president-elect immediately following election. Complete procedure book and give it to the new president when office is assumed.
- Check with other council officers to be sure their procedure books are up-to-date. Encourage cooperation and sharing of materials between outgoing and incoming officers.
- Invite incoming president to attend meetings of district PTA and meetings of community groups.
- Schedule a time to introduce the incoming council president to the superintendent of the school district.
- Ensure outstanding bills have been paid, committee reports have been filed, projects have been completed, and that financial books are scheduled for audit.
- Call for the motion authorizing the executive board to pay necessary summer bills.
- Appoint a committee to read the minutes and report at the next council meeting.

When your term as council president is completed, stay involved but not in charge.  
Be available for advice, **when asked**.

## DATES OF COUNCIL OR DISTRICT PTA WORKSHOPS

_____	_____
_____	_____



## Duties of Members

### PRESIDENT'S DUTIES

- ◆ Coordinate work
- ◆ Preside at all meetings
- ◆ Make committee and chairmen appointments
- ◆ Sign all authorizations and contracts
- ◆ Understand financial procedures
- ◆ Authorized check signer
- ◆ Official representative of the association
- ◆ Responsible for annual report
- ◆ Official contact
- ◆ Meet with school/site administrator
- ◆ Perform other prescribed duties

### EXECUTIVE BOARD DUTIES

- ◆ Transact business as directed by the association and conduct business between association meetings
- ◆ Pay bills
- ◆ Create committees
- ◆ Fill vacancies
- ◆ Present reports to association
- ◆ Receive financial reports
- ◆ Protect assets of the association

### PTA ASSOCIATION

#### Only group with authority to:

- ◆ Elect the nominating committee
- ◆ Elect officers
- ◆ Approve/ratify all PTA expenditures
- ◆ Approve all contracts for PTA programs, events, and projects
- ◆ Adopt the budget
- ◆ Adopt the audit reports
- ◆ Elect convention delegates

*Remember ... All PTA activities must be approved by the association to comply with insurance requirements.*

## Types of Meetings

### → ASSOCIATION

Meetings are set in the bylaws

Attendees: Members and guests

Actions: Approves expenditures, adopts budget, and approves all other activities and programs. Elects nominating committee and officers.

### → EXECUTIVE BOARD

Meets monthly

Attendees: Officers, principal, teacher representative, standing committee chairmen

Actions: Review committee recommendations; handle assigned duties, recommend action to the association

### → COMMITTEE

Meetings as deemed necessary

Attendees: Chairman, members, president

Actions: Meets to handle preliminary work and recommends actions to the executive board

## Effective PTA Meetings

### Before meeting:

- ◆ Verify meeting location
- ◆ Review previous minutes
- ◆ Review upcoming (and past) calendar
- ◆ Prepare agenda
- ◆ Contact those who should be presenting a report

### During meeting:

- ◆ Start on time
- ◆ Agree on ground rules
- ◆ Review agenda
- ◆ Stick to the agenda
- ◆ Use parliamentary procedures
- ◆ Summarize
- ◆ Give all a chance to participate
- ◆ Restate decisions/ assignments
- ◆ End on time

### After the meeting:

- ◆ Distribute minutes promptly
- ◆ Follow up on assignments



**BYLAWS:** Before you begin anything else, read your PTA's bylaws! Go over them with the executive board so everyone understands responsibilities, quorums, meetings, elections, standing rules and basic policies of the organization. Review bylaws each year; submit updates for California State PTA approval at least every three years.

**CO-OFFICERS:** Co-officers are not recognized by the California State PTA. A committee may be appointed to assist the position if needed. Only one vote per position is permitted.

**COMMITTEES:** Committees are formed for a specific purpose; to plan, promote and implement the activities of the PTA. They function at the discretion of the membership and should be representative of the association. Individuals have the opportunity to learn about PTA, acquire leadership skills, discover resources and help develop creative solutions. Committees make recommendations; they do not make decisions. Programs must be presented to the executive board, with final approval given by the association. The president is an *ex-officio* member of every committee except the nominating committee.

**PROCEDURE BOOK:** Due to ongoing changes in leadership, PTA leaders need guidance. Each officer/chairman must have a procedure book to ensure continuity and progress. **A procedure book is NOT personal property and belongs to the office/chairman, not the individual.** A procedure book should contain: materials needed to carry out the work of the office, job description, bylaws/standing rules, agendas/minutes, finance, calendar, reports and a directory.

## Who Runs Your PTA?

### General Membership -- The Association:

- ◆ The most important component of your PTA is the membership. The members are your organization.
- ◆ Members should approve the budget, all expenditures of funds, programs and activities.
- ◆ Executive board meetings do not replace the necessity of reporting and obtaining approval of PTA business.
- ◆ All association meetings and proposed action items must be publicized at least 10 days in advance and provide members an opportunity to speak at meetings, no matter how many attend. General meetings are held in the months stated in your bylaws.

### Executive Board:

- ◆ Must be members of the PTA.
- ◆ Meets monthly during the school year.
- ◆ Plans and carries out activities, programs and expenditures, with final approval from the membership.
- ◆ The president sets the agenda for each meeting, with input from the executive board members.
- ◆ All board members may make motions and suggestions, including the principal and teacher representative.
- ◆ Follows PTA protocol at all times.

### Principal:

- ◆ Serves as an advisor to the nominating committee and the executive board.
- ◆ Has prior approval of PTA information sent home with students.
- ◆ Works with the president and board on unit programs and activities.
- ◆ Is a full voting member of the executive board.
- ◆ Has no control over the PTA's money.



# PTA - Principals - Superintendents

## **Greatest Strengths**

- Involvement of parents in child's education
- Communication bridge between school and community (parents)
- School Smarts Training
- Collaboration
- Addition of different, much needed perspectives
- Another level of school site accountability
- Fundraising helps to supplement both academic and social activities
- Insurance coverage

## **Greatest Challenges**

- Sometimes rolls are not clear
- PTA wants to do it their way without following school/district rules
- Some parent leaders will undermine staff/administrators
- Finding and recruiting members and leaders
- PTA leadership sometimes works in opposition of school vision/mission
- Active PTAs can bring more nights and weekends for administrators

## **Tips for approaching and working with Principals**

- Provide dates and times of PTA meetings
- Set up a time to meet with them monthly
- Ask questions as opposed to telling what you want to do
- Remember PTA is a guest on school sites
- Clearly define what their role is
- Provide a copy of the bylaws, insurance coverage
- Approach from the perspective of how PTA could support site leadership

## **Tips for approaching and working with Superintendents**

- Provide dates and times of PTA council meetings
- Have PTA council set up a monthly meeting with the district office
- Work with Assistant Superintendents
- Identify a key person in the district to work with
- Invite to all PTA programs and events – be flexible and understand that if a “no” to an invite is received, it's likely they are overbooked, not because they don't care

## **Communicate the need for administrators to not serve as an officer on the PTA board**

- Stress that they serve as a member of the board in an advisory capacity
- Be candid that it may make volunteers uncomfortable
- Stress that PTA is an independent non-profit
- Can be a conflict of district employee policy



## **What PTA leaders can do to be more inclusive of all families and children**

- Get to know the demographics and how to reach and meet parents
- Tap into the School Smarts graduates for PTA involvement
- Have a liaison to different groups
- Tap into contributions of working parents who can't attend meetings
- Find small tasks for those who have a lot of commitments but still want to be involved

## **Fundraising**

- PTA and site leadership need to discuss how fundraising efforts will align with the school vision and goals whenever possible
- Ask for input from teachers and staff
- Be student centered in use of funds
- Provide guidelines as to what PTAs can and cannot do

## **Collective Bargaining – Maintaining Neutrality**

- Collective bargaining is between the union and the school district and does not nor should it involve local PTAs or Council PTAs
- Key leaders need to step in and remind those involved that this is not a role of PTA...  
*"While I can support you as an individual staff member, please know that PTA does not get involved in collective bargaining."*
- Make sure that ALL PTA leaders are aware of remaining neutral, provide them with the guidelines and policies pertaining to this

**REQUEST FOR LEADERSHIP SERVICES****Instructions:**

Complete at least **two weeks prior** to requested date and send/e-mail directly to the First District Vice President of Leadership Services-[leadership@pta1.org](mailto:leadership@pta1.org) and the President- [president@pta1.org](mailto:president@pta1.org) for approval.

Council/Unit President \_\_\_\_\_ Council/Unit PTA \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

District Officer(s)/Chairman Requested	Field Service Topic Requested	Time Allotted	Handouts Needed	Date Confirmed w/participant

**Services Requested** (check all that apply)

☐ Workshop    ☐ Board Training    ☐ Council/Unit Assistance    ☐ Guest Speaker

**Meeting Information**

Date: \_\_\_\_\_ Time to start: \_\_\_\_\_ To end: \_\_\_\_\_

Name of meeting venue: \_\_\_\_\_ Room: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Program Topic: \_\_\_\_\_ Anticipated number in attendance: \_\_\_\_\_

**Audience will be composed of representation from:**

☐ Units    ☐ Council    ☐ Teachers    ☐ Administrators  
☐ Students    ☐ Community    ☐ Other: \_\_\_\_\_

**The event will be publicized by:**

☐ Fliers    ☐ Council/Unit Newsletters    ☐ E-mail Blasts    ☐ Website

**The room will be equipped with the following:**

☐ Table with microphone    ☐ Podium with microphone    ☐ Floor microphone  
☐ LCD projector    ☐ Computer    ☐ Screen

Council/OOC President Signature \_\_\_\_\_

Date: \_\_\_\_\_

Field Service Approved \_\_\_\_\_

Date: \_\_\_\_\_

*First District Vice President of Leadership*





## KITTY CAHALAN

*Vice President, Membership*

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### DUTIES

- Director of Membership
- Supports Council and OOC Unit Membership leaders
- Sets District membership challenges, goals, and incentives
- Chair of District Awards Program
- Chair of District Credentials Committee



1008 S. Eight Street  
Moor Field  
Alhambra, CA 91801



[Membership@PTA1.org](mailto:Membership@PTA1.org)



(626) 695-6673



[PTA1.org](http://PTA1.org)



# Job Description for Membership Chairman

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 [toolkit.capta.org/job-descriptions/membership-chairman/](http://toolkit.capta.org/job-descriptions/membership-chairman/)

## Download the Membership Chairman Job Description

The PTA membership chairman/vice president works with the membership committee to plan the annual membership campaign. The membership chairman/vice president is responsible for creating and implementing a membership plan, promoting membership throughout the year, providing membership reports at PTA board and association meetings, collecting dues, and distributing membership cards.

Obtain (from predecessor and unit president) and study materials related to performing the duties of membership chairman/vice president:

Membership campaign plans from past years, including goals, themes, calendars, budgets, final membership numbers, etc.

Download or obtain the Membership section of the California State PTA *Toolkit* to learn the basics of PTA membership, responsibilities, campaign planning and available resources.

Contact council or district PTA for current membership information, due dates, incentives and awards offered.

Attend PTA training designed for membership chairmen/vice presidents.

Meet with the membership committee, appointed by the president-elect, before the beginning of the school year. Work closely with the school principal, the unit president and the membership committee members.

Suggested committee members could include: principal, treasurer, teacher, hospitality chairman, public relations/publicity coordinator, room representative coordinator and students (essential in a secondary PTA).

## **Developing a Membership Plan**

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With the membership committee:

- Set attainable membership goals for the year.
- Develop a membership theme, if appropriate.
- Create a year-long calendar of membership events. Include due dates set by council and district PTAs for remittances, and for awards and incentive.
- Develop a budget to support your membership plan projects and events.

A successful membership plan will:

- Attract new members and retains previous members;
- Include a student, teachers and staff involvement element in the campaign.

Resources are provided to support a successful membership campaign.

- Membership envelopes are available for collection of membership dues. Contact the council or district PTA to order envelopes for a nominal cost.
- Membership cards are also available to you through your council or district PTA. There is no charge for membership cards. Develop a plan to ensure that each member of your PTA receives a membership card.

Present the membership plan to the executive board for approval.

## **Implementing the Membership Plan**

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- Announce the membership plan and theme.
- With permission from your principal, include membership information in the first day packet or at school registrations.
- Ask principal to send membership information to the school community including membership join links.
- Create a membership kick-off plan which should include invitations to join, outlining the accomplishment and benefits of PTA. Invitations, with membership envelopes, can be sent home with students if the school administration approves. Translate invitations as needed. The membership kick-off plan could also include a special kick-off event.
- Encourage the return of all envelopes, full or empty, by recognizing all students for their efforts.
- Use a membership theme to create visually enticing invitations to join PTA. Promote the theme through events and incentives.
- Distribute special invitations for all teachers and staff.
- Promote PTA membership through social media sites, email invitations, texts, etc.
- Include the join link in all email/social media communication
- Include QR code in Join PTA posters at the school and on community bulletin boards
- Regularly promote membership in your PTA or school newsletter and website.
- Set up a PTA membership table at school and community events.
- Create a welcome packet for new families who come to your school during the year. Include an invitation to join and a calendar of PTA events.
- Invite past PTA leaders, past administrators and teachers, past school staff members, past Honorary Service recipients, community leaders, local businesses, elected officials, librarians, crossing guards, after school program providers—INVITE EVERYONE TO JOIN PTA!
- Report membership progress at all PTA meetings

## **Collecting Membership Dues**

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*Determine your PTA dues amount; it is listed in your local unit PTA bylaws. See Membership Dues, California State PTA Toolkit.*

### **Dues collection:**

- Work with your school principal to establish the best process for collection of membership dues envelopes without taking away from classroom time.
- Collect membership envelopes promptly. PTA leaders are responsible for membership dues, not school staff.
- Use PTA financial procedures for counting and depositing money. Assign at least two people to open membership envelopes and count membership dues; one should be a financial officer.
- Ensure that per capita dues are forwarded through PTA channels regularly—at least monthly.
- E-membership dues are forwarded automatically

### **Distributing Membership Cards**

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- Membership cards can be obtained from the council or district PTA. Request additional membership cards as needed.
- Fill in the membership cards using an available template and your computer printer. PTA EZ™ and Just Between Friends also have online membership templates. Membership cards can also be completed by hand.
- Every member should receive a membership card. Remember: one dues payment=one membership card=one association vote.

### **Ongoing Responsibilities**

---

- Give regular membership reports at all PTA meetings.
- Maintain a list of members, updating as new members are enrolled. Provide copies to the unit president and secretary.
- Promote current member benefits to give added value to PTA membership.
- **Make an effort to qualify and/or apply for available membership awards to recognize and honor your PTA for membership efforts.**



# Local PTA Membership Marketing Plan

## BACKGROUND

Developing a marketing plan for your PTA can help you attain your PTA goals in a strategic and purposeful way.

In PTA we do great things for kids at our local, regional, state and national levels, but sometimes our community members don't know what we do. Marketing your PTA serves many purposes but for our marketing plan we will focus on:

- Increasing awareness
- Increasing membership
- Developing loyalty

Once you understand the principles, you can apply them to any marketing goal. Fortunately, with nearly 120 years of service, PTA has a well known brand. Companies spend lots of money to make sure their brand is known—we have that BUT—we want to make sure PTA is known for the right reasons.

## DEVELOPING YOUR PLAN

Ask these questions:

- Who do we want to be aware of what we are doing? (Audience)
- Who do we want to join? (Audience)
- What message you need to deliver to that audience? (Key Messages)
- Who is the best person (Key Influencer) to deliver that message?
- What is best way to deliver that message? (Delivery Method)
- How will we retain, engage, support our members?

In marketing, the goal is to deliver the right message (key message) to the right audience (potential member) by the right person (key influencer) in the right way (how).

This doesn't mean changing your **key message**, just targeting it...**Parents** want to know what the local PTA is going for their kids at their school, **Teachers** want to know what PTA is doing for them at their school and they might care about advocating for Education funding in Sacramento. So targeting the message helps the audience know **what's in it for them**.

Having a **key influencer** deliver the message maximizes the input—for example a teacher can speak to fellow teachers, a parent of a first grader can speak at Kindergarten orientation about how they

felt the year before, a person who speaks another language can speak to parents or community members who speak that language.

**Key method** is how you will deliver the message. In person, on a flier, on social media, in an email, poster, broadcast etc.

**Start with your biggest potential audiences.** At a school site, your largest audiences are parents, teachers/staff, students and past members. Then move to target group of people in the school community who have not joined, attend ESL meetings, booster club meetings,

**MARKETING PLAN WORKSHEET**

Our PTA’s overall membership message is...

Timing/ Scheduling	Key Audience	Targeted Message	Key Influencer	Delivery Method
	Parents			
	Teachers/Staff			
	Students			
	Past Members			
	School Administrators			
	School Board Members			
	Community Leaders			
	Local Business Leaders			

**EXAMPLE:**

<b>Timing Scheduling (When)</b>	<b>Audience (Who)</b>	<b>Key Influencers (Who)</b>	<b>Key Messages (What)</b>	<b>Key Medium (How)</b>	<b>Notes:</b>
Before School Starts	Past members	PTA president	Please continue to support PTA.	Emails, letters, phone calls, Social media posts	
Before School Starts	Teachers/ Staff	Teacher leaders/PTA President	Highlights of what PTA does for the school and teachers	Email, flyers, Welcome back event	Invitations in all staff mail boxes
Orientation	New Families	Parent PTA Leader	What your PTA does for your students at your school	Speech, flyer with PTA highlights	PTA Table with resources and happy PTA volunteers
Back-to-School Night	Families/ community members	Variety of PTA volunteers/ Teachers	Welcome-what PTA does for students, teachers, the community	Table, posters, resources, flyers	PTA Table with resources and PTA happy excited volunteers
First few weeks of school	Families	Variety or PTA volunteers	Highlight programs for students	Contests, displays, flyers, social media, emails,	Do a big push but limit it so there is a deadline – you could have a PTA table in front of school.
TBD	ESL Families	Someone from that group	What PTA does for your students and for you parents	In person	Maybe a few minutes at a meeting followed by one on one
TBD	School Site Council	Someone from that group	What PTA does for school	In person	
Year Round	New Families	School office staff	Welcome, What PTA does at the school, calendar, etc.	Welcome packet	Assemble several welcome packets and work with school to distribute to new families as students enroll.
School and PTA Events Back-to-School Evening	School Community	Happy volunteers	PTA sponsors/puts on this program and more	In person, flyers, posters pictures of events	Table at each event
November			Thank you	Social media, personal note, email blast, posters	
May	Teachers	Parents and students	Thank you—teacher appreciation	Social media in person	Thank you, appreciation event
June	Current members		Re-join	email	

62. Have PTA membership and program information included in the school newsletter.
63. Throughout the year, remind people how and where they can join.
64. Welcome and thank new members by name in the PTA meetings and/or school newsletter.
65. Doing a big event? Get local media outlets for cover your event and to highlight supporting the PTA by joining.
66. Send an e-mail to all families encouraging them to join.
67. Prepare radio and TV spots about PTA. Perhaps your high school could do this as a class project.
68. Promote PTA membership on the school website.
69. Promote PTA membership on Facebook.
70. Keep visuals up throughout the year to show progress toward your membership goal.
71. Create a front display case or bulletin board with PTA materials like upcoming events, copies of newsletters, membership applications, a picture of the PTA board, etc. Make it fun!

#### DIVERSE PROGRAM IDEAS TO BRING IN MEMBERS

72. Offer a variety of programs that would be of interest to all people within your PTA community.
73. Balance meetings with family fun nights and programs.
74. Have a translator(s) at all meetings.
75. Participate in the PTA volunteering "Three for Me" program. Go to [PTA.org/threeforme](http://PTA.org/threeforme) to get started.
76. Establish a program such as "Compadres" in which 50% English-speaking parents meet with 50% of the Spanish-speaking parents.
77. Reevaluate and update programs to keep them fresh and current.
78. Offer a "dads' program" to encourage men to participate. Ask participants to join PTA.
79. Coordinate a "new family social" with the first PTA meeting of the school year. Ask them to join PTA.
80. Host a program in conjunction with your meetings to encourage parents that aren't members to attend. Consider partnering with the school—PTA meeting followed by literacy night or college planning.
81. Host a PTA dance for students and families to bring together the school and PTA community. Highlight PTA at the event.
82. Offer discounts to members at PTA events that have fees.
83. Grow membership by participating in the School of Excellence program.
84. Offer parent education workshops such as helping your student with homework, teen driving, drug awareness, developmental changes in your middle school student, internet safety, etc.
85. Hold a back to school dinner. Perhaps a local restaurant would cater for free or reduced cost. Decide whether to charge for dinner. Cost could include membership, as long as the individual agrees to be a PTA member.
86. Sponsor coffees in the morning following evening meetings to update members who were unable to attend.
87. Invite the Reflections program winners to join.
88. Highlight teachers and staff members during Teacher Appreciation Week.
89. Have a homework area for kids during PTA meetings.
90. Offer qualified school-aged child care at PTA meetings.
91. Hold a membership contest between classes or grade levels.
92. Create a fun membership growth theme; for example: March Madness. You can have a target growth chart that is a basketball hoop and you add a picture of a basketball reaching up to the hoop as you reach your goal.
93. Have a poster or slogan contest for students for membership.
94. Have a membership contest with the winning class winning a prize such as a magic show, for example. Make it fun for the kids. Place a paper magic hat outside the classroom and each time they get a new member, place a bunny on the hat. One class from each grade wins the magic show.
95. Hold membership drawings. For example, get a couple of turkeys donated and have a drawing before Thanksgiving.
96. Do something fun to celebrate your members. Create something like a member tree in the front hallway that has the members on the leaves (names on leaves) and teacher members could be apples on the tree.
97. Provide members with a free school/student directory.
98. Reach for the stars and put member's names on stars on a poster or hanging from the ceiling. Stars could be color coded to represent parents, teachers, students, and community members.
99. Hold a membership give-away drawing for student PTA members. Make the prize relevant to students.
100. Plant a flower bulb for each member in a prominent location and watch it flourish.
101. Cut a picture of your school into the number of pieces equal to your membership goal. As members join, put the pieces together.

#### CONTESTS/DRAWINGS/CELEBRATIONS/OFFERINGS

# 101 Ways to Increase PTA Membership





1. Just ASK!
2. Use membership materials in the back-to-school-kit found online at [PTA.org/backtoschool](http://PTA.org/backtoschool).
3. Don't reinvent the wheel - use State and National PTA resources.
4. Set goals, put them in writing, AND reference them often.
5. Give a short speech at open house, back to school night, orientations, etc.
6. Have a membership table at all school and PTA events; school registration, back to school nights, open house, and PTA sponsored events.
7. Create a welcome letter to let parents know what PTA does for the school and their children. Create one to welcome families back at the beginning of the year, as well as one to welcome families mid-year.
8. Be present at kindergarten roundup and transition nights to middle and high school.
9. Reach out to pre-schools who feed into your school.
10. Challenge current members to ask other people to join.
11. Have PTA info available at parent/teacher conferences.
12. Make sure meetings are welcoming. Have a greeter welcome new people who attend. Have board members introduce themselves to people before the meeting.
13. Create a welcome packet for new students and families.
14. Encourage new members to chair committees. They will know different people than you and can recruit new people to serve on the committee and join.
15. Have a collection box in the school office with membership envelopes close by to make it easy to join.
16. Have PTA shirts and/or name tags for the board so everyone knows who you are at school and PTA events.
17. Strive to have a diverse board that reflects the community you serve. People want to join groups where they can see others like them involved.
18. Offer a variety of committees. Examples: Special Needs Committee which would focus on issues dealing with child needs from special to gifted and talented; Male Engagement Committee which would offer programs specifically for males; Diversity Committee which would reach out to diverse families.
19. Encourage Reflections program participants to join PTA.
20. Reach out to *new* families throughout the year.
21. Work with and support the School Parent Center.
22. Put a "personal membership invitation" in the back to school mailing.

23. Send contact information for all members to your state PTA. This will start to connect local members to their state PTA and National PTA.
24. Make sure families understand that only members are entitled to vote on PTA issues.
25. Make personal asks in person or on the phone.
26. Find an enthusiastic and friendly person to be a volunteer coordinator. They will bring in new people as both members and volunteers.
27. Provide members with name badges to wear at meetings.
28. Encourage members to bring a friend to meetings and events.
29. Let people know that just because they join PTA does not mean they have to volunteer. Sometimes people believe the two are connected.
30. Put up a sign-up board in May, with volunteer opportunities for the following year. Bring it to open house/back to school nights. If people sign up who aren't members, ask them to join.
31. Develop a "Where the PTA Money Goes" flyer to highlight the spending of your PTA. People may join once they know how money is spent.
32. Ask members from last year to join again this year.
33. Middle and high school PTAs can reach out to the schools that feed into them to get member information of families whose kids are moving to their schools.
34. Place "Join PTA" signs around the school. Consider using a theme such as street signs to get people's attention. For Example: PTA membership "yields" results. "Stop" and consider the benefits of PTA. There's only "one way" to get all the support you need. "Do not pass" this opportunity to be a member.

### TEACHERS/STAFF SPECIFIC

35. Give a short speech at the teachers' back to school staff meeting.
36. Put info in their box about why PTA needs to keep the "T" in PTA.
37. Establish a good relationship with the principal and staff.
38. Put a poster in the staff lounge letting them know how much PTA appreciates them and their support.
39. Have a membership goal/drive specific for teachers.
40. Ask the principal to encourage staff to join. Don't forget to thank those who do join.
41. Ask principal for a "casual" day to celebrate PTA.
42. Offer a teacher/staff luncheon if they all join PTA.
43. Share with the principal your goal for 100% faculty and staff participation.

44. Consider adding a teacher board position or having a teacher fill a current board position. This person can create the board connection with all teachers.

### STUDENT SPECIFIC (FOR PTSA'S)

45. Have a student membership goal and have a membership drive specific to this goal.
46. Let seniors know that if they join PTA, they can apply for a PTA scholarship in the spring.
47. Have students run a membership table so they can ask their friends to join.
48. Support student members by listening to their ideas, suggestions and needs.
49. Create a student membership campaign where students get other students to join and put their name on the membership as the referral. You could offer the referring student members prizes. The student that brings in the most new members wins something or all students who bring in one or two new people are eligible for something.

### COMMUNITY ENGAGEMENT

50. Solicit businesses for items to use for member drawings.
51. Ask businesses to extend discounts to PTA members.
52. Let community businesses know what PTA has done to support schools and the children.
53. Invite community members outside the school to join; such as school board members, superintendents, teacher union representatives, state legislators, etc.
54. Connect the PTA with a community event like a county fair, a local parade, at a countywide meeting, etc.
55. Ask local stores to hang PTA flyers in their store windows.
56. Ask to have a space to leave copies of your newsletter for visitors while they sit and wait. Local businesses such as doctors' offices, hairdressers, repair shops and banks are a great place to start.
57. Display winning Reflections entries in municipal building, banks, libraries, or other visible locations.

### COMMUNICATIONS

58. Ongoing communication is key. Use a variety of tools to reach everyone; newsletters, websites, Facebook, Twitter, auto-calls, morning school news, etc.
59. Publicize your meeting and program times and dates as many ways as possible.
60. Send information more than once.
61. Conduct a survey to find out what members and non-members are looking for from the PTA.

# **PTA Accounting Guidelines For TOTEM Transactions**

## **I. PTA/PTSA Units Guidelines**

### **Reconciling your monthly bank statement:**

1. Start with the 'Payouts' report. This will show you the amount transferred to your bank account. Print this report monthly for the month ending the closing day of your bank statement.
2. Compare your 'Payouts' report and the bank statement to ensure that the amount(s) on the report are the same as the deposit(s) shown on the bank statement as 'ACH Deposit TOTEM Membership'. If the deposit has not been received by the bank prior to closing date, use the 'Payouts' report to reconcile the next month's bank statement.
3. Attach a copy of the 'Payouts' report to the bank reconciliation report as support for those deposit entries in your bank account.

### **PTA Accounting Entries:**

#### **A. Unit Membership Dues received through TOTEM:**

1. In your accounting program you should establish a new income account titled 'TOTEM Membership Dues'.
2. Start with the TOTEM Payments Report for the period ending on the closing date of your monthly bank statement. You must record as 'TOTEM Membership Dues' the amounts shown in the column labeled 'Net Memberships' as of the day(s) that those amounts were received by your bank (look at the bank statement). If you use PTAEZ to do your accounting, record them by 'Write New Receipt' of 'TOTEM Membership Dues' received as 'cash'.
3. **Note:** Do not make any accounting entry regarding the 'Totem Membership Fee' appearing in a column of the Payments Report. That is not a fee attributable to your PTA/PTSA.

#### **B. Donations received through TOTEM:**

1. In your accounting program you should establish a new expense account titled 'Donation Collection Fee'.
2. Start with the TOTEM Payments Report for the period ending on the closing date of your monthly bank statement.
  - a. You must record as 'Donation' income the amounts shown in the column labeled 'Donation' as of the day(s) that those amounts were received by your bank (look at the bank statement).
  - b. You must record as 'Donation Collection Fee' the amounts shown in the column labeled 'Totem Donation Fee' as of the day(s) that the Donations were

received by your bank (look at the bank statement).

c. If you use PTAEZ to do your accounting, record the transaction by 'Write New Receipt' of two categories, 'Donations' (from column 'Donation') and 'Donation Collection Fee' (from column TOTEM Donation Fee'). The 'Cash' receipt will be the net of the Donation and the Fee.

C. The 'pass-through' portions of the TOTEM transactions that are remitted directly to Council, District, State, and National PTAs do not appear on the Totem Cash Flow or Payments Reports and you should not make accounting entries relating to those amounts for memberships coming through the TOTEM system!

## **II. Council and District PTAs Guidelines**

1. In your accounting program you should establish a new income account titled 'TOTEM Membership Dues'.
2. Start with the TOTEM 'Payouts' Report for the period ending on the closing date of your monthly bank statement. You must record as 'TOTEM Membership Dues' the amounts shown in the report as of the day(s) that those amounts were received by your bank (look at the bank statement). If you use PTAEZ to do your accounting, record them by 'Write New Receipt' of 'TOTEM Membership Dues' received as 'cash'.
3. The 'pass-through' portions of the TOTEM transactions that are remitted directly to Council, District, State, and National PTAs do not appear on the Payouts Report and you should not make accounting entries relating to those amounts for memberships coming through the TOTEM system!



## PATTY SCRIPTER

*Vice President, Legislation & Advocacy*

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### DUTIES

- Director of Legislation & Advocacy
- Supports Council and OOC Unit legislation and advocacy leaders
- Attends Legislation Conference
- Chair of District Superintendents' and Administrators' Conference
- Chair of District Convention Resolutions Committee
- Oversees Founders' Day Chair



1008 S. Eight Street  
Moor Field  
Alhambra, CA 91801



[Legislation@PTA1.org](mailto:Legislation@PTA1.org)



(818) 388-3888



[PTA1.org](http://PTA1.org)





## PTA Founders' Day is February 17 of each year — and a special time to reflect on the value of PTA.

In 1897 a group of parents, teachers and community members met in Washington D.C. to champion causes that impacted children and families. 124 years later in schools and towns across the globe, we are still meeting for the same purpose. Founders' Day celebrates the legacy of the Parent Teacher Association and all the good that it has done over the last century. On February 17th we pause to celebrate the efforts of our founders Phoebe Apperson Hearst, Alice McLellan Birney and Selena Sloan Butler.

PTA has a rich history of advocating on behalf of children and families. Did you know that child labor laws, hot school lunches, kindergarten, and getting more arts in education were all issues PTA advocated for? Even before women had the right to vote, mothers in the PTA were leading the charge on these important issues. To learn more about the history of the PTA, National PTA has a [comprehensive timeline](#) that outlines our accomplishments decade by decade.

Why is it important to set aside some time in the month of February to celebrate Founders' Day? **So many of the parents at our school sites don't truly understand what the PTA does.** Through movies and media, we have become a stereotyped group of bake sale moms—but we are so much more than that! Sharing our legacy of advocacy, the good that has been done, and the things we have yet to do, will help your families become more invested in your programs. Perhaps it will even inspire members in your community to join your PTA.

There are so many ways to celebrate Founders' Day. You could post to your social media some of the great advocacy work PTA has done, you could give Honorary Service Awards, or you could pass the hat for a freewill offering to help continue the mission of the PTA. [CAPTA.org](#) has graphics you can use as well as fliers, videos, and ideas on fun ways to celebrate.

First District PTA typically celebrates at our February District Board and Association meeting with special speakers and activities. Please make plans to join us on February 28, 2022 (TENTATIVE Date).

*For more information:*  
Patty Scriptor  
VP Legislation & Advocacy  
[legislation@pta1.org](mailto:legislation@pta1.org)





As the largest volunteer child advocacy organization in the nation, PTA has emerged as a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for public education.

Our advocacy goal is to represent, inform and mobilize members and the public to advocate for the education, health, safety, and well-being of all children.

### Why Advocate?

- To secure adequate laws for the care and protection of children and youth
- To educate decision-makers at local, state and/or federal levels
- To educate the public
- To influence laws, policies & programs
- **No amount of fundraising equals the impact of a single piece of legislation!**

### What does local advocacy look like?

- Being involved in your school district's LCAP process
- Sponsoring a voter registration drive – especially for graduating seniors
- Writing a resolution for consideration at convention
- Hosting a Candidates Forum and/or Candidate Questionnaire
- Speaking at school board meetings
- Meeting with elected officials on PTA concerns
- Offering advocacy training for units/local leaders
- Making advocacy reports part of every council & unit agenda
- Budgeting for and attending CA PTA Legislation Conference
- Advocating for a local issue after a study committee prepares a report and the association votes (cross walk, crossing guard, homework policy, playground safety....what are your local issues?)
- Supporting National and State legislative efforts by following through on Alerts asking for action (letter writing, emails, and phone calls)
- **Making sure you carry the PTA message when you are representing PTA!**



### How can First District support your efforts?

- Attend First District leadership training on advocacy and current issues.
- Contact us if you need additional information or training.
- Invite a district officer to address your council/OOC.
- Attend monthly First District meetings and share the information with your board and units.



**BE SURE TO LEARN MORE ABOUT THE NEW A-TEAM COMING IN JULY 2021!**



**Remember: Membership Affects Advocacy--strength of numbers brings strength of message. This is why membership campaigns are critical.**



PTAs are 501(c)(3) Non-Profits and may not:

- devote more than an insubstantial part of their activities to influence legislation.
  - participate in any political campaign on behalf of or in opposition to a candidate for national, state or local public office.
- Failure to comply may endanger the 501(c)(3) nonprofit status of your unit or council.

For more information: Patty Scriptor – VP Legislation & Advocacy – [legislation@pta1.org](mailto:legislation@pta1.org)



## SANDY RUSSELL

*Vice President, Community Concerns*

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### DUTIES

- Director of community concerns and outreach
- Chair of the Community Youth Project
- Member of District Annual Holiday Luncheon Committee
- Oversees:
  - Diversity and Inclusion Chairman
  - Camps Liaison
  - LACOE Juvenile Court School



1008 S. Eight Street  
Moor Field  
Alhambra, CA 91801



[CommunityConcerns@PTA1.org](mailto:CommunityConcerns@PTA1.org)



(323) 719-2444



[PTA1.org](http://PTA1.org)



# COMMUNITY ISSUES AFFECT OUR KIDS



## COMMUNITY ISSUES CONCERN US ALL

Our children can't learn, grow and succeed in school if they're facing major challenges at home, in their neighborhoods and in their broader communities.

PTA's mission doesn't say we only focus on schools — it says that we work to “positively impact the lives of all children and families.” That means seeking support for abused children, advocating for foster kids, preventing bullying and much more.

You can help! Join your local PTA, get involved and help make changes for all our kids, at all times and in all places.

## WHAT ARE COMMUNITY CONCERNS?

Community concerns are those issues that impact our families and students in our communities and schools including, but not limited to, child abuse, child-care facilities and personnel licensing, citizenship, coordination of children's services, delinquency prevention, disaster preparedness, discipline, environmental protection, family preservation, child support, foster care, homelessness, juvenile justice, missing and exploited children, proprietary preschools, safety education, school attendance, school safety, youth violence, vandalism, gangs, cults and the effects of drugs and alcohol. While California State PTA advocates on legislation and policies involving community concerns, which has a statewide impact on families and youth, YOU as a member of your local PTA can help identify local community concerns and work to bring positive change to your community.

Across the country, students, families and educators experience vastly different education systems that either support—or hinder—the ability for all children to reach their full potential. These differences are often due to disparities in opportunities, access and financial resources—and whether or not parents are respected as equal partners in their child's education.

To be part of the solution, National PTA recognizes that we have our own work to do to advance diversity, equity and inclusion across the association and recently adopted the following definitions and beliefs to help PTA leaders:

- ➔ Re-commit to diversity, equity and inclusion in their PTA by communicating these beliefs and definitions with other PTA members
- ➔ Critically reflect on areas where their PTA has had successes and where it has had challenges when it comes to diversity, equity and inclusion



## Diversity

Diversity is representation of, and respect for, people from different backgrounds and identities—including but not limited to race, culture, religion, socio-economic status, age, geographic area, sexual orientation and gender identification, language, learning style and physical appearance. It also involves bringing different ideas, perspectives, lived experiences, talents, values and worldviews to the table to represent the broad variety of children, caregivers, educators and communities within the PTA family.

### We Believe Diversity is Our Strength...

We represent parents, caregivers, educators and communities of all children, which enables us to best achieve PTA's mission to make every child's potential a reality. Our collective backgrounds, perspectives and ideas allow us to best reflect the rich fabric of 21st century children, families, educators and community members—and create the strongest future and direction for PTA.

*To embody and live this belief, PTA volunteers and staff must:*

- ➔ Acknowledge and appreciate individual ideas, knowledge and values that are different from our own.
- ➔ Seek out and learn from a diverse set of perspectives, skills and experiences, staying open to the unfamiliar and possibly uncomfortable.
- ➔ Actively recruit and elect a team of leaders who represent the school community you serve.
- ➔ Support units from less represented or resourced areas, backgrounds and perspectives.



## Equity

Equity provides fairness in resources, opportunities and outcomes so that all communities get what they need to be engaged and successful. This moves beyond an “equal across the board” approach to:

1. Recognize and address bias and privilege.
2. Understand and attend to specific individual and community needs, providing additional resources to those with greater needs.

## We Believe Equity Drives Our Mission...

With schools facing challenges like shrinking budgets and increasing educational inequity, PTA is more important than ever. We continually learn and change to reflect an increasingly complex and changing 21st century landscape in which unforeseen crises can affect our children, families and communities. We seize opportunities to build and share new models and ways of working on behalf of children.

*To embody and live this value, PTA volunteers and staff must:*

- ➔ Champion fair, just and data-informed approaches to children's educational success, health and well-being.
- ➔ Prioritize and advocate for innovative, sustainable solutions that work for a diverse range of children and families, especially those underrepresented and/or marginalized in our communities.
- ➔ Persist in the face of challenges and hold ourselves and our partners—including educators and policymakers—accountable.



## Inclusion

Inclusion is actions, behaviors and social norms that ensure all people feel they are safe, welcomed and that they belong. This means putting diversity into action with skill and intentionality to ensure everyone feels respected, supported and valued—and can fully participate with equal voice and right to be heard. This includes actively seeking out voices that have been traditionally underrepresented and/or marginalized.

## We Believe Collaboration Must Be Inclusive...

We can only achieve our mission and vision in full collaboration and partnership with the broadest possible set of volunteers, staff, educators, schools and communities. We foster an association where everyone feels they belong, are integral to achieving our vision and have the opportunity to flourish and contribute at the highest level. That means tending to power dynamics where they occur and setting up a level playing field for all to engage in our work.

*To embody and live this belief, PTA volunteers and staff must:*

- ➔ Work cooperatively and respectfully with colleagues with different roles, goals and approaches.
- ➔ Share information, tools, resources and leadership opportunities among association members, partners and communities to increase the impact of our collective work.
- ➔ Engage a diverse range of voices and lived experiences from members and prospective members—and seek to meet individuals and communities where they are—especially those currently or traditionally underrepresented and/or marginalized in our association.
- ➔ Solicit stakeholder input, incorporate it in visible and meaningful ways, and share credit.
- ➔ Account for cultural, status and power dynamics in our many relationships.



En todo el país, los estudiantes, las familias y los educadores experimentan sistemas educativos considerablemente diferentes que respaldan –u obstaculizan– la posibilidad de los niños de alcanzar su pleno potencial. A menudo, estas diferencias se deben a la disparidad de oportunidades, acceso y recursos financieros, y a si los padres son respetados o no como socios igualitarios en la educación de sus niños.

A fin de ser parte de la solución, National PTA reconoce que tenemos mucho por hacer para avanzar con la diversidad, la equidad y la inclusión en toda la asociación, por eso, recientemente, hemos adoptado las siguientes definiciones y creencias a fin de ayudar a los líderes de PTA:

- ➔ Volver a comprometerse con la diversidad, la equidad, la inclusión en su PTA comunicando estas creencias y definiciones a otros miembros de PTA.
- ➔ Reflexionar de manera crítica sobre las áreas en las que sus PTA han tenido éxito y en las que han tenido retos en lo que respecta a la diversidad, la equidad y la inclusión.



## La Diversidad

La diversidad es la representación y el respeto de las personas de diferentes orígenes e identidades, incluyendo, entre otras cosas, la raza, la cultura, la religión, el estatus socioeconómico, la edad, la zona geográfica, la orientación sexual, la identificación de género, el idioma, el estilo de aprendizaje y el aspecto físico. Esto también implica sumar a la mesa distintas ideas, perspectivas, experiencias de vida, talentos, valores y cosmovisiones para representar a la amplia variedad de niños, guardianes, educadores y comunidades de la familia de PTA.

### Creemos que la Diversidad es Nuestra Fortaleza...

Representamos a los padres, los guardianes, los educadores y las comunidades de todos los niños, lo que nos permite cumplir mejor la misión de PTA de hacer el potencial de cada niño una realidad. Nuestros orígenes, perspectivas e ideas colectivas nos permiten reflejar mejor el rico entramado de los niños, las familias, los educadores y los miembros de las comunidades del siglo XXI y crear la dirección y el futuro más sólidos posibles para PTA.

*Para encarnar y vivir esta creencia, los voluntarios y el personal de PTA deben:*

- ➔ Reconocer y apreciar las ideas, los conocimientos y los valores individuales que difieren de los propios.
- ➔ Buscar y aprender perspectivas, herramientas y experiencias diversas, manteniendo la mente abierta a lo poco conocido y posiblemente incómodo.
- ➔ Reclutar activamente y elegir un equipo de líderes que representen a la comunidad escolar a la que asiste.
- ➔ Respalda unidades de las perspectivas, los orígenes y las áreas menos representadas o de menores recursos.



## La Equidad

La equidad brinda imparcialidad en los recursos, las oportunidades y los resultados, de modo que todas las comunidades obtienen lo que necesitan para participar y tener éxito. Esto va más allá de un enfoque de “equidad de forma generalizada” para:

1. Reconocer y abordar las parcialidades y los privilegios.
2. Comprender y atender las necesidades específicas de los individuos y la comunidad brindando recursos adicionales a los que tienen mayores necesidades.

## Creemos que la Equidad Impulsa Nuestra Misión...

Puesto que las escuelas están enfrentando desafíos, como la reducción de presupuestos y una mayor inequidad educativa, PTA es más importante que nunca. Continuamente, aprendemos y cambiamos para reflejar el panorama cada vez más complejo y cambiante del siglo XXI, en el que crisis imprevistas pueden afectar a nuestros niños, familias y comunidades. Aprovechamos las oportunidades para desarrollar y compartir nuevos modelos y maneras de trabajar en nombre de los niños.

*Para encarnar y vivir este valor, los voluntarios y el personal de PTA deben:*

- ➔ Abogar por enfoques justos, respaldados por datos, para lograr el éxito educativo, la salud y el bienestar de los niños.
- ➔ Priorizar y abogar por soluciones innovadoras y sostenibles que sean propicias para un rango diverso de niños y familias, en especial los que están insuficientemente representados y/o marginados en nuestras comunidades.
- ➔ Persistir ante los retos y hacer responsables a nuestros aliados, incluidos los educadores y los formuladores de políticas públicas, y a nosotros mismos.



## La Inclusión

La inclusión son las acciones, los comportamientos y las normas sociales que garantizan que todas las personas se sientan seguras, bien recibidas y que pertenecen. Esto significa poner la diversidad en acción con aptitudes e intencionalidad para asegurar que todos se sientan respetados, respaldados y valorados, y puedan participar plenamente en igualdad y con el derecho a ser escuchados. Esto incluye buscar de manera activa a las voces que tradicionalmente han sido insuficientemente representadas o marginadas.

## Creemos que la Colaboración Debe Ser Inclusiva...

Solo podemos cumplir nuestra misión y nuestra visión si colaboramos y nos asociamos plenamente con el grupo más amplio posible de voluntarios, personal, educadores, escuelas y comunidades. Fomentamos una asociación en la que todos sientan que pertenecen, que son integrales para cumplir nuestra visión y que tienen la oportunidad de prosperar y contribuir en el más alto nivel. Eso implica ocuparse de las dinámicas de poder cuando aparecen y configurar un campo de juego nivelado para que todos participen de nuestro trabajo.

*Para encarnar y vivir esta creencia, los voluntarios y el personal de PTA deben:*

- ➔ Trabajar cooperativa y respetuosamente con colegas de distintos roles, metas y enfoques.
- ➔ Compartir información, herramientas, recursos y oportunidades de liderazgo con los miembros de la asociación, los aliados y las comunidades a fin de incrementar el impacto de nuestro trabajo colectivo.
- ➔ Captar una amplia gama de voces y experiencias de vida de los miembros y los posibles miembros—y tratar de conocer a las personas y las comunidades en su lugar—, en especial aquellas que actualmente o tradicionalmente han estado insuficientemente representadas y/o marginadas en nuestra asociación.
- ➔ Solicitar la opinión de los actores, incorporarla de maneras visibles y significativas, y compartir el crédito.
- ➔ Considerar las dinámicas de poder, estatus y culturales que se presentan en las relaciones.



# How to Welcome Diverse Perspectives into your PTA

PTAs are strongest when their leaders and members reflect the diversity of their own communities. Multiple perspectives help to solve tough problems by bringing a variety of solutions to the table. Try these five strategies to help build a more inclusive PTA.

## 1. Learn more about the community your PTA is serving.

- + **Don't** assume you know what is happening in the community or that you understand the different cultures represented.
- + **Do** ask questions to understand:
  - What are the different cultural values of families in the community?
  - What languages other than English do families in our community speak?
  - Are the PTA and school mindful of the diverse needs of families?
  - What are some of the stigmas that could affect PTA involvement?

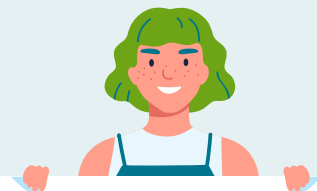
## 2. Avoid tokenism.

- + **Don't** ask a parent to be the lead of a subgroup simply because they belong to it. Your one international parent that is a PTA member shouldn't be in charge of inviting the other parents to the multicultural festival.
- + **Do** reach out to minority populations within your school for all events. The outreach should be performed throughout the year, not only for multicultural events.

Sacajawea PTA in Washington State created a parent-led equity team. The equity team plans and organizes inclusive schoolwide PTA events and helps ensure that PTA activities are being reviewed through an anti-bias lens.

### Equity initiatives include:

- + Bringing culturally diverse speakers and performers to school events and assemblies
- + Creating a cross-cultural events calendar for the weekly school newsletter
- + Translating school and PTA communications into multiple languages
- + Collecting immigration resources and information
- + Securing technology grants to give students increased computer access at school
- + Providing anti-bias teaching resources
- + Organizing workshops and trainings for staff, parents and students



"Whenever we get a few Latino leaders in, they tend to get overworked and burned out. They end up being stretched out the thinnest out of our leaders....As we increase our leadership, we need to make sure that they get to provide leadership and not get stuck in a rut of always being used as translators or mediators."

– Arkansas PTA

### 3. Build trust.

- + **Don't** assume you are in a position of trust because you are a PTA leader.
- + **Do** work on building a meaningful relationship with stakeholders and families.
  - Open up first and share your personal story.
  - Be mindful of hesitations to provide input or information. This can be due to immigration concerns, data privacy or basic lack of trust.
  - Build partnerships with trusted community leaders or influencers by approaching local community meeting places to offer support, such as churches, community centers, community organizations, libraries, etc.

### 4. Cater to the needs of the community.

- + **Do** ask questions to understand their needs. For example, immigrant families or families of kids with special needs may need additional information about navigating the sometimes complicated school system.
- + **Don't** approach families about the benefits of PTA membership without knowing their needs.

### 5. Find alternative meeting locations.

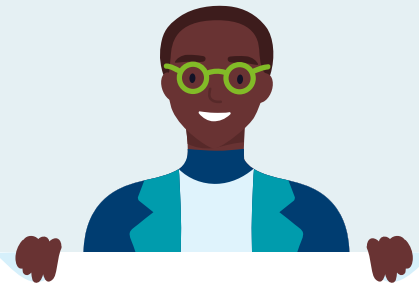
- + **Don't** assume that the school is the most convenient place to meet. There may be fear, discomfort or lack of trust in going to the school. This may range from a parent who fears the school may question their legal status, to a parent who has not had a positive experience at the school.
- + **Do** offer families alternate options such as community centers, a church or even a virtual meeting.

#### CHALLENGE:

Scott PTA in Oregon found themselves asking, “How can we change how we do things to better meet the needs of all of our families?”

#### SOLUTION:

Scott PTA changed the style of their meetings to be more family engagement focused and made meetings more accessible by holding some at community centers where families felt more comfortable.



“We have taken an intentional approach to diversity, inclusion and equity, shifting from theory to practice. Essentially, families now feel welcomed and valued as we have created safe spaces for them to share their stories and experiences.”

– Durham County Council PTA





## DIANE HYLAND

*Vice President, Education & Family Engagement*

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### DUTIES

- Director of Education and Parent Engagement
- Supports Council and OOC Unit Education and Parent Engagement leaders
- Chair of Commemorative Scholarship Committee
- Chair of District Reflections Reception

### Oversees:

- Reflections Chair
- Arts Education Chair
- Ed100



1008 S. Eight Street  
Moor Field  
Alhambra, CA 91801



[Education@PTA1.org](mailto:Education@PTA1.org)



(626) 616-5442



[PTA1.org](http://PTA1.org)

**First District**

**PTA®**

*everychild.one voice.®*





# MAKING SURE YOUR CHILD GETS THE EDUCATION THEY DESERVE

## A Guide for Parents

Your child has a right to attend and succeed in a great public school. Regardless of income, ethnicity, family circumstances, disability or school readiness, all children are entitled to an education that will help them reach their full academic, professional and personal potential. As a parent or guardian, you are the best advocate for ensuring this happens.

### The importance of a hands-on approach

While all parents want their child to do well in school, many don't realize that personally monitoring and guiding their child's education has a huge impact on academic success. In fact, playing this role has never been more important.

Today's high school graduates face a highly competitive global economy, which favors workers with greater education and training than their parents had. Whether your child wants to be in education, finance, politics, art, science, manufacturing or virtually any profession, technology and the rapid pace of societal change have upped the minimum skills required.

It is your moral and legal right to demand a rigorous, high-quality education that enables your child to thrive in the world. This includes insisting on:

#### ✓ Up-to-date textbooks and technology:

The quality of the resources available in your school is a good indicator of how much administrators and the school board are investing in keeping up with modern education and workforce demands. Examine your child's school books and ask for new or replacement books if necessary. Tour the school to see what type of technology exists. Make sure there are computers available for student use in the classroom or library. Ask about audio-visual equipment for incorporating digital media into instruction and school activities.

#### ✓ A safe and nurturing learning environment:

Unfortunately, too many districts have allowed school buildings to deteriorate or failed to upgrade them to reflect safety and technological advances, and accommodate increases in student enrollment. The ideal learning environment includes small classes with a low teacher-to-student ratio. School buildings should be welcoming and well-maintained, with a modern cafeteria and gymnasium, hygienic restrooms, a well-stocked library with a librarian and a wellness room with a full-time nurse. Parents and communities must hold politicians accountable for providing the funding needed to keep local public schools in excellent condition.



#### ✓ Strong parent-teacher communication:

As a parent, you know your child better than anyone else. Share your child's strengths, weaknesses or any special concerns with teachers, so they can adapt lessons to match your child's interests and learning style. The more teachers know about your child's daily life, language and culture, the more meaningful they can make classroom experiences. Attend parent-teacher conferences. Contact your child's teacher whenever you have questions or concerns. Engagement in your school community, like when you join your student's PTA or PTSA, sit in on a class, or volunteer for a field trip has a benefit for your child and others in the school too. The important thing is to stay connected, so you can advocate for your child.

## ✓ **Transparency around learning objectives and tests:**

Public schools should clearly set and communicate expectations to both parents and students. You should know the learning objectives at the beginning of each new class and school year, as well as how and when your child will be evaluated against those objectives (through both routine classroom tests, projects, and/or state standardized assessments). Under the Every Student Succeeds Act, schools are required to notify parents about their child's test results, whether the test was administered by the school or a supplemental provider. And raw data is not sufficient. Don't be afraid to ask for an interpretation of your child's scores, information on how the scores will be used and advice on how to help your child do better if needed. Also make sure that tests are not the only criteria being used to judge your child's performance. Ask the teacher what percentage of your child's grade is determined by tests vs. homework, class participation and other factors. (See our brochure "Testing at Your Child's School" for more.)

## ✓ **Information on school performance:**

Ask your school for up-to-date information about its academic standing, graduation rates and students' access to advanced coursework compared to others in your district or state. They are required by law to provide this data. If your school has fallen behind, hold your politicians accountable for more funding, specialized staff, teacher training and other resources. Check your state's board of education website regularly to stay on top of issues that impact access to quality education.



## ✓ **High expectations:**

When schools set high expectations, students work harder and aim higher because they learn to believe in themselves and their future. Make sure the school is communicating its expectations in a format that makes sense to, and inspires, your child.

## ✓ **Access to services and activities, regardless of language or income:**

Schools should offer communications in your family's native language, whether in print, online or in person. All students should have access to school-linked social services, lunch programs and remedial education if needed. And extracurricular activities should be open to all. If your child is having trouble finding or gaining access to an activity, be their advocate. Contact the school, ask questions and know your rights.

---

## **The importance of learning at home**

Learning doesn't stop once your child leaves the classroom. In fact, your child's academic success requires that they study at home and get support and encouragement from family members. A few things you should be doing:



✓ **Supervise homework:** Know what your child has been assigned, how much your child has done and whether your child needs extra help. Request a curriculum outline from the teacher, so that you can help your child prepare in advance for classes and tests.

✓ **Create a quiet place to read and study:** Insist that your child turn off the TV and put away their cell phone while studying. Create a designated, quiet, comfortable and well-lit space in the house just for studying.

✓ **Teach organizational skills:** The older your child gets, the more work and activities they need to balance. Make sure your child has a daily planner (this could be an app on their phone) and teach them to write down all commitments, plan ahead and check things off as they go. Teach your child how to prioritize and meet deadlines. If your child struggles with procrastination, help them break large tasks into smaller ones that seem more manageable.

✓ **Get extra help sooner rather than later:** If your child is struggling, don't wait to inquire about after-school tutoring and counseling. If the school doesn't offer these, they should make other recommendations. You can also talk to the teacher about an individualized learning plan, so you can both better monitor your child's progress.

## The importance of family involvement

Families can play a major role in academic success. Aunts, uncles, grandparents and other adults in your child's life should grab every opportunity to let them know that education is important, that they have high expectations for your child, and that they're available to help.

Adults in the house should help your child set goals and encourage them to create a plan of action, whether that's getting up on time, improving classroom attendance, starting assignments further in advance, raising their grades one step at a time or finding study partners at school.

Above all, in daily conversations, talk about quality education like a gift, a right and a journey—one your child can freely pursue, secure in the knowledge that they have your full support.



## Resources

### National Education Association:

[NEA.org](https://www.nea.org)

### National PTA:

[PTA.org](https://www.pta.org)

### The College Board:

[CollegeBoard.org](https://collegeboard.org)

### Be A Learning Hero:

[BeALearningHero.org](https://www.beallearninghero.org)

### Homework Help Desk:

[HomeworkHelpDesk.org](https://www.homeworkhelpdesk.org)

## Other Resources

There is a range of other Parents' Guides to help you ensure your child thrives at school. Here are just a few examples:

- ✓ Preparing Your Child for School
- ✓ Raising Ready Readers
- ✓ Raising Scientifically Literate Children
- ✓ Helping Your Child with Today's Math

For these and other guides, visit [NEA.org/Parents/NEAResources-Parents.html](https://www.nea.org/Parents/NEAResources-Parents.html) or [pta.org/familyguides](https://www.pta.org/familyguides)



For more information about PTA or to join, visit [pta.org/join](https://www.pta.org/join)

For more information about NEA, visit [nea.org](https://www.nea.org)

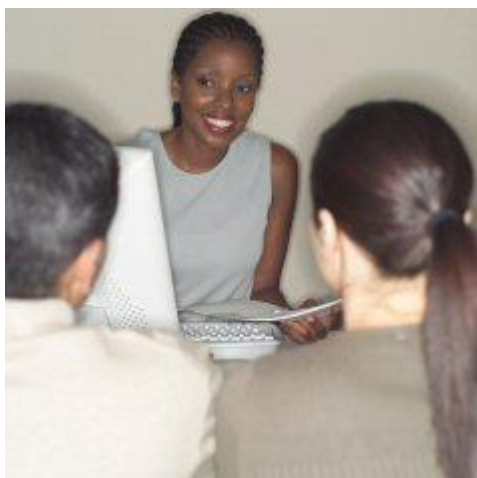
## Principals and Parents Working Together

Developed by National PTA with the help of parents and principals, these tips are part of an overall strategy for building relationships with principals to improve student achievement..

We know that the main reason people join PTA is to gain access to the organized, high quality parent involvement opportunities that will help their children achieve in school. This list is one National PTA resource you can keep and refer to as you bridge the gap between home and school, initiating conversations and implementing programs or events that will enrich the learning experiences of your school's children.

These tips are based on the six [National Standards for Family-School Partnerships](#) developed by PTA:

1. **A principal can host a “welcome” night** where all the parents are invited to the school and the principal gives an opening address, establishes basic expectations for the year, and invites parents to ask questions. Provide a form on which parents can write their contact information, best times to contact them, and preferred methods of communication. The principal can provide the same information to parents.
2. **Parents can establish PTAs** that are inclusive and representative of the school community's cultures, family structures (single parent, blended, etc.), and abilities. (Invite the principal to become a member.) PTAs must value and embrace all parents and caregivers in order to implement successful school programs.



Principal-parent dialogue is key to student success.

3. **Invite the principal to take part in developing the PTA's plan of work.** The principal can work with the PTA to set goals for their collaboration for the year.
4. **Make the principal-parent dialogue visible.** Invite the principal to write an article for the PTA newsletter or listserv. Ask him or her to host coffees or "chats with the principal," inviting bilingual parents to translate as necessary.
5. **Network with community establishments** (hospitals, community centers, banks, libraries) to get free services or informational sessions for the school. Before moving ahead, a PTA might ask the principal for a list of priorities regarding services for the school and its families.
6. **Invite community groups and youth-serving organizations** to school shows, sporting events, and showcases of service-learning projects, thus publicizing what the students have accomplished. Ask these groups how you can work toward shared goals in support of the school.
7. **Carry out fundraisers tied to specific goals relevant to the whole school community.** Examples of such PTA fundraising goals might include campus beautification, providing school playing fields, or underwriting classroom field trips. Remember the 3:1 rule, a minimum of 3 programs for every 1 fundraiser.
8. **Nominate the school or principal for awards**, including parents in the recognition process.
9. **Encourage two-way messaging.** Establish a principal approved voice-mail system in which teachers regularly leave two-minute voice-mail messages for parents about the classroom curriculum, and parents can leave messages for teachers as they strive to support their children's homework and study habits.
10. **Promote health and nutrition.** Form a task force of parents, the school principal, and pertinent school district staff to examine the school lunch program. (This refers to schools not participating in the federal school lunch program.) Look at the time allotted for lunch; the food options available; and the accessibility, pricing, and placement of healthy foods. Make recommendations for change if necessary.





## GRADUATING HIGH SCHOOL SENIOR SCHOLARSHIPS HELP YOU ACHIEVE YOUR DREAMS

**Your education doesn't end once you walk across that high school graduation stage.**

That's why California State PTA has two scholarships to help you achieve your college dreams and your life goals.

### OPPORTUNITIES EACH YEAR

Two California State PTA scholarships are available for your application:

- **\$500 Volunteer Service Scholarship** — This scholarship recognizes graduating seniors for their volunteer service in schools and communities, allowing them to register for courses at accredited colleges, universities, trade or technical schools. Applicants must be PTA members graduating from a California high school between January 1 and June 30 of the current academic year.
- **\$500 Dr. Ralph E. White Graduating Senior Scholarship** – Honoring the volunteer and public-service legacy of Dr. Ralph E. White and his wife, Eleanor, this additional scholarship provides \$500 each to two successful applicants of the Volunteer Service Scholarship who intend to pursue a career in a medical field.

**Applications, reference forms and all supporting documents must be received in the California State PTA office by February 1.** All applicants are notified of their status in March. Scholarship winners receive a letter of congratulations and recognition certificate from California State PTA along with a check. Applications are available each fall.



## Explore the Arts and *Express Yourself*

National PTA's **Reflections** program provides opportunities for recognition and access to the arts which boost student confidence and success in the arts and in life.

Each year, over 300,000 students in Pre-K through Grade 12 create original works of art in response to a student-selected theme.

This 50+ year-old program helps them explore their own thoughts, feelings and ideas, develop artistic literacy, increase confidence and find a love for learning that will help them become more successful in school and in life.

The 2022–2023 Reflections theme is **Show Your Voice!**

Students submit their completed works of art in one or all of the available arts categories: Dance Choreography, Film Production, Literature, Music Composition, Photography, Visual Arts.

Students participate in the appropriate division for their grade: Primary (Pre-K - Grade 2), Intermediate (Grades 3-5), Middle School (Grades 6-8), High School (Grades 9-12), Special Artist (All grades welcome). *Students who identify as having a disability and may receive services under IDEA or ADA: Section 504 may enter in the Special Artist Division or grade division most closely aligned to their functional abilities.\**

Any child enrolled in Pre-K – Grade 12 can participate from a PTA association in good standing. More detailed information will be available in summer 2022. Please visit our website at [www.pta1.org](http://www.pta1.org) or send your inquiry to [Reflections@pta1.org](mailto:Reflections@pta1.org)



## VACANT

### *Vice President, Communications*

---

#### DUTIES

- Prepares and distributes District electronic communications
- Prepares District directory
- Maintains District roster database
- Maintains District website and social media accounts



1008 S. Eight Street  
Moor Field  
Alhambra, CA 91801



[Communications@PTA1.org](mailto:Communications@PTA1.org)



(626) 289-1448



[PTA1.org](http://PTA1.org)



NATIONAL PTA®

Visual Identity Standards

QUICK REFERENCE GUIDE

NPTA LOGO & COLORS

The National PTA logo is PTA Blue. The two other acceptable versions of the logo are in black and white below.

✓

National PTA®

everychild.onevoice.®

Word Mark

Tagline

✓

National PTA®

everychild.onevoice.®

✓

National PTA®

everychild.onevoice.®

✗

National PTA®

everychild.onevoice.®

✗

National PTA®

Missing Tagline

Primary Color

PTA Blue

Pantone 541c

R0 G60 B113

HEX#003C71

C100 M58 Y9 K46

Expanded Colors

PTA Red

Pantone 1797c

R203 G51 B59

HEX#CB333B

C2 M97 Y85 K7

PTA Green

Pantone 368c

R120 G190 B32

HEX#78BE20

C65 M0 Y100 K0

PTA Orange

Pantone 1595c

R203 G96 B21

HEX#CB6015

C1 M72 Y100 K7

PTA Teal

Pantone 3145c

R0 G119 B139

HEX#00778B

C100 M10 Y29 K20

PTA Yellow

Pantone 124c

R234 G170 B0

HEX#EAAA00

C0 M30 Y100 K0

PTA Purple

Pantone 255c

R114 G36 B108

HEX#72246C

C53 M96 Y10 K24

LOGO USAGE & FILE TYPES

When placing the logo into a document or on a product, be mindful of the proportions and background distractions. Do not apply any effects or recreate the logo.

File Formats

.tif or .eps

For professionally printed materials

.jpeg

For Microsoft programs

.gif or .png

For web use

Design Terms

Logo

A visual mark that represents a brand.

Brand

A combination of marketing strategies, messaging, values, design and more.


Brand Identity

The personality, appearance, values and communication of a brand.

Visual Identity

Imagery that represents the brand; logos, photos and graphics.

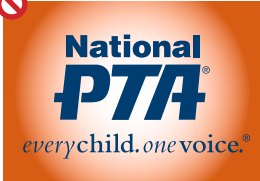
✗



DO NOT

obstruct logo with decorative/busy backgrounds. The background behind the logo should remain free of text and image.

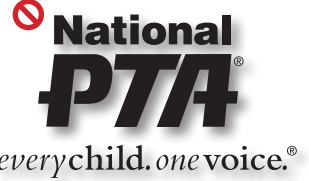
✗



DO NOT

recreate the logo in any way or add a drop shadow to the logo.


✗




DO NOT

scale the logo disproportionately so it is wider, taller, thinner or thicker than the approved proportions.

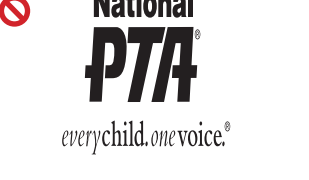
✗



✗



✗



ADDITIONAL ASSOCIATION LOGOS



NPTA - Spanish



STEM+ Families



Reflections



SOE



PTA Takes Action & Spanish



FRE



PTA CON XPO



CFE



eLearning



Awards & Reflections Celebration



PTA Family-School Partnerships & PTA Hearst Award



PTA Connected

TYPOGRAPHY

Standard Typefaces

Myriad Pro has various styles including condensed and italic options for each weight.

Minion Pro has various styles including condensed and italic options for each weight.

Alternate Typefaces

For internal documents created with Microsoft Office use Arial, Calibri or Garamond.

For web content use Arial, Helvetica, Lucida Sans Unicode, Verdana, Geneva or Georgia.

These typefaces include bold and italic styles.

MyriadPro Light

Myriad Pro Regular

Myriad Pro Semibold

Myriad Pro Bold

Myriad Pro Black

Minion Pro Regular

Minion Pro Medium

Minion Pro Semibold

Minion Pro Bold

Arial

Arial Bold

Arial Italic

Calibri

Calibri Bold

Calibri Italic

Garamond

Garamond Bold

Garamond Italic

# PTA Branding

We want to deliver a consistent, clear, and uniform presence for all PTA-produced materials. When used properly, the National PTA logo and tagline help unify all PTAs and create awareness of the PTA brand. Applied consistently, these guidelines will create distinctive, credible, and sustainable messaging for all supporting PTA units, resulting in the organization working as one association with one voice.

## Style Guide

### **Style aids communication.**

Creating a uniform presentation extends well beyond print. It helps make your message clear to the audience. The purpose of a stylebook is to ensure this clarity.

### **Attention to style is efficient.**

When someone drafts and proofs materials, a substantial amount of time might be spent rewriting content that does not adhere to style. Instead, this time should be spent carefully crafting the message, making it more powerful and effective.

### **Style also protects the integrity of our brand.**

Poor grammar, misspellings, and inconsistencies reflect poorly on an association. An association that advocates for children, particularly their education, should be a strong proponent of a consistent style.

## Logo Usage

The National PTA logo is the core element of the PTA visual identity. It should be seen on all external-facing media and on internal business communication pieces. In order to maintain a greater level of consistency, the logo should only be reproduced from approved electronic files and should never be altered or distorted in any way. Preformatted custom logos are available for download at [CAPTA.org](https://capta.org).

## Use of the PTA Name

Groups cannot use the PTA name without our prior written approval. While PTA has become a part of American vocabulary, in the same way that people might call any soft drink "Coke" or any facial tissue "Kleenex," the name is protected with a number of federal trademarks and has been for more than 100 years.

Companies cannot use the PTA name in any manner that claims or could reasonably be inferred to suggest a relationship that does not exist. Companies may, however, reference PTA in statements of fact, for example, company X can state that it offers services to PTAs.

If you see the PTA name used in an inappropriate way or have related questions, please contact National PTA's Director of Strategic Communications.

Learn more about [National PTA](#) and [California State PTA](#) brand and visual standards.





## Social Media & PTA Advocacy

GREEN	YELLOW	RED
Sources you can retweet or share immediately.	Sources you should consider/research before retweeting or sharing.	Sources you should never retweet or share from a PTA owned/named account.
<ul style="list-style-type: none"> <li>• National PTA</li> <li>• California State PTA</li> <li>• Your District PTA</li> <li>• Your Council PTA</li> <li>• Your County Office of Education</li> <li>• Your School District</li> <li>• Your School</li> <li>• Your PTAs events</li> <li>• Ed100</li> <li>• Items pre-approved for distribution</li> </ul>	<ul style="list-style-type: none"> <li>• Other State PTAs</li> <li>• EdSource</li> <li>• California Department of Education</li> <li>• State elected officials: Governor, Assembly Members and Senators</li> <li>• Federal elected officials: President, Members of Congress, Senators</li> <li>• Legislative Analyst's Office (LAO)</li> <li>• Allied Agencies</li> <li>• Other PTA officers</li> </ul>	<ul style="list-style-type: none"> <li>• Political Parties</li> <li>• Support for a political candidate</li> <li>• Federal legislative positions or national issues that differ from the National PTA position</li> <li>• State legislative or ballot positions that differ from the California State PTA position</li> <li>• Local ballot, tax or bond positions that differ from your PTA council or district position, OR those you haven't voted to support</li> <li>• Anything that is mean spirited, accusatory, or not true</li> </ul>
Go for it!	Think*Research*Ask	Not from a PTA account

National PTA and/or California State PTA positions can be found on the following websites:

<http://capta.org/focus-areas/advocacy/position-statements>

<http://capta.org/focus-areas/advocacy/resolutions>

<http://capta.org/focus-areas/advocacy/current-legislation>

Elections and candidates have their own section in the California State PTA online *Toolkit*:

<http://toolkit.capta.org/advocacy/election-campaigns>

Quick responses are important for social media; so this guide can help you feel comfortable re-tweeting, sharing and posting on social media. Some pre-planning can also help with quick responses. BUT always remember, if in doubt leave it out. This is offered as a guide it is not an all inclusive list.

**Be respectful | Be honest | Be discreet | Be responsible**

# E-MAIL ETIQUETTE AND TIPS

## Use the “4 Ds for Decision-Making”

- Dedicate time for e-mail every day
- Do the action requested in the message
- Delete it
- Defer it until later or delegate it someone else



## General Tips

- Be informal, not sloppy
- Keep messages brief and to the point
- Use sentence case
- Use a signature that includes contact information
- Use the subject field to indicate content and purpose
- Change the subject line when the email topic changes
- Use the blind copy and courtesy copy appropriately
- Be sparing with group e-mail
- Don't use e-mail as an excuse to avoid personal contact
- Remember that e-mail isn't private
  - Do no harm
  - Do not share passwords, user names, or credit card information
- Don't send chain letters, virus warnings, or junk e-mail
- Summarize long discussions
  - If you are forwarding or re-posting a message you've received, do not change the wording
  - If you want to re-post to a group a message that you've received personally, ask the author for permission first.

## How to compose an e-mail to someone you don't know

- Be sure to include a meaningful subject line.
- Open your e-mail with a greeting like Dear Mrs. Jones or Ms. Smith.
- Use standard spelling, punctuation, and capitalization.
- Write clear, short paragraphs and be direct and to the point.
- Be friendly and cordial.

## Suggestions for continuing e-mail conversations

- Once you have exchanged e-mails with a person on a given subject, it is probably okay to leave greetings off of your following emails, but it is better to use some kind of salutations.
- Try to respond within a reasonable time frame. (24 hours)

## BEWARE OF EMAIL PHISHING SCAMS

As the new term begins, we would like to remind all of our leaders about the dangers of email phishing. A phishing scam may ask you to send money, gift cards, or personal information to someone you trust from within your organization. A phishing email might appear to come from a district president, the IRS, or another officer in your unit.

Here are some best practices to keep in mind if you get an email that doesn't feel right:

- Contact the person directly. Call them or text them to check and see if they actually sent you the email in question. Having what experts call "back channels" can prevent you from divulging important information or losing money
- PTA always requires a paper trail for financial dealings, and we never wire money or pay for things using gift cards. If you are in doubt, contact your president and treasurer to ask about the validity of the request
- Never click on links in emails that you suspect are phishing. If you would like to look more closely at it, you can copy it and paste it into its own browser page. Often times you will notice that it mimics the emails that your unit uses, but that it isn't quite the same
- Trust your gut. If you think it doesn't sound right (for example, why would my unit president need me to send her \$500 right away?), then it probably is phishing.

## PHOTOGRAPHY RELEASE

Permission to use child's image, name and/or school.	Permission to use adult image, name, organization name, and/or title.
<p>I, _____,  (Print Parent/Guardian's Full Name)  am the parent or guardian of:</p> <p>_____  (Print Name of Minor Child)</p> <p>_____  (Print Name of Child's School)</p>	<p>I, _____,  (Print Full Name)  am an adult 18 years of age or older.</p> <p>_____  (Print Title)</p> <p>_____  (Print School or Organization Name)</p>
<p>I hereby grant and assign the California State PTA, its units, councils, districts and legal representatives, the irrevocable and unrestricted right to use and publish for editorial, trade, advertising or any other purpose and in any manner and medium, including website and internet promotion, <b>all photographic, video, and digital images as indicated below:</b></p>	
<input type="checkbox"/> <b>PHOTO / IMAGE <u>ONLY</u> of my child.</b>	<input type="checkbox"/> <b>PHOTO / IMAGE <u>ONLY</u> of myself.</b>
<input type="checkbox"/> <b>PHOTO / IMAGE <u>ONLY</u> of my child with SCHOOL NAME.</b>	<input type="checkbox"/> <b>PHOTO / IMAGE <u>ONLY</u> of myself with SCHOOL NAME or ORGANIZATION.</b>
<input type="checkbox"/> <b>PHOTO / IMAGE of my child with my CHILD'S NAME, and my child's SCHOOL'S NAME.</b>	<input type="checkbox"/> <b>PHOTO / IMAGE of myself with my NAME, my ORGANIZATION, and/or my TITLE.</b>

**By signing this, I hereby release the California State PTA, its units, councils, districts and its legal representatives from all claims and liability relating to said photographs, video and digital images.**

Date: \_\_\_\_\_

Parent/Guardian/Adult Signature: \_\_\_\_\_

Print Name as Signed: \_\_\_\_\_

Address, City, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Please complete and return to:

\_\_\_\_\_



1008 S. Eight Street  
Moor Field  
Alhambra, CA 91801



[DistrictEvents@PTA1.org](mailto:DistrictEvents@PTA1.org)



(626) 483-7793



[PTA1.org](http://PTA1.org)

## VACANT

*Vice President, District  
Events*

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### DUTIES

- Director of District Special Events and Convention
- Venue and event coordinator for
  - District Special Events
  - District Board Meetings
  - District Association Meetings
  - Annual Awards Meeting
  - District Leadership Conference
  - Founders' Day Celebration
  - Executive Board Installation
  - Holiday Luncheon
  - Superintendents' Conference
- Oversees
  - Convention Chair
  - Honorary Service Awards Chair





# FIRST DISTRICT PTA EVENTS



## **Administrator's Conference**

This is the opportunity for you, your superintendents and principals to enjoy time together, have lunch and participate in an educational program. We will be working to bring an informative program that everyone will gain from, you definitely don't want to miss this conference in October



## **Annual Holiday Lunch & Association Meeting**

Join us at our Holiday Luncheon in December to support our Commemorative Scholarship Fund. You will have the opportunity to shop for all those on your gift list from our amazing selection of gift baskets and item donated by our councils and units. Students will entertain us and holiday cheer will be shared by everyone on your council and unit boards



## **Founder's Day Celebrations & Association Meeting**

Join us as we celebrate our founders and the roots of our organization



## **Annual Awards Meeting**

Our Annual Awards Meeting will be held in May. At this meeting we recognize all our units and councils for their membership efforts. We invite all unit and council board members to attend and join in the celebration of all the amazing things we do in First District PTA and honor those with our Outstanding Council, Renaissance and Outstanding Service Awards



## ***FIRST DISTRICT HOLIDAY LUNCHEON DECEMBER COUNCIL/ UNIT GIFT BASKETS***

*Each year we count on your generous donations of gift baskets and other raffle items to help fund our High School Senior Scholarships.*

*Below are some helpful hints when gathering and assembling your gift baskets.*

- *Ask for donations/items early and often. You do not need to wait until November*
- *Think about making 2 baskets if the total value of the donated items is large.*
- *Ask your units to donate a basket or smaller items for our raffle/opportunity drawing*
- *Make sure to list the contents and value of the items in the basket. Also label with your council or unit.*
- *Gift Card Trees/Baskets are always a big hit!*

*For questions or more information contact [districtevents@pta1.org](mailto:districtevents@pta1.org)*



# Honorary Service Awards

Honorary Service Awards are designed as a unique way for PTA units, councils and districts to publicly acknowledge both individuals and organizations for outstanding community service to children and youth. All funds collected with this program are used exclusively to support the California State PTA scholarship and grant programs. The HSA program includes the Honorary Service Award, Continuing Service Award, Golden Oak Service Award, and the Very Special Person Award.

The applicant(s) being considered should be recognized for outstanding service to children and youth and not routine, assigned responsibilities or for retirement. Remember to consider those who work behind the scenes quietly and efficiently serving youth.

In considering candidates for the First District PTA Honorary Services Award recipients, we need your input. In the space below, please nominate an individual or organization and describe in full the contributions they have made for children and youth.

## Award to be considered for:

- |                                                                           |                                                          |
|---------------------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> VSP – Very Special Person Award                  | <input type="checkbox"/> CSA – Continuing Service Award  |
| <input type="checkbox"/> HSA – Honorary Service Award                     | <input type="checkbox"/> GOSA – Golden Oak Service Award |
| <input type="checkbox"/> EOHS – Elected Officer<br>Honorary Service Award |                                                          |

Name(s) of nominee: \_\_\_\_\_

\_\_\_\_\_

## Reason for this person(s) to be considered (use additional sheets if needed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Submissions are due by **March 16, 2023** to First District PTA HSA Chairperson, at [hsa@pta1.org](mailto:hsa@pta1.org).

## The Honorary Service Award descriptions:

- **Very Special Person Award (VSP)** – This award is given to recognize an individual or organization for their service to PTA. An award certificate is available with a contribution of \$15 or more by a PTA unit, council or district. PTAs may also purchase a VSP service pin at an additional cost.
- **Honorary Service Award (HSA)** – This award is given to recognize an individual or organization for outstanding service to children and youth in your community, going above and beyond what is asked of them. An award certificate is available with a contribution of \$30 by a PTA unit, council or district in the name of the recipient. PTAs may also purchase a HSA service pin at an additional cost.
- **Continuing Service Award (CSA)** – This award is given to recognize an individual or organization for ongoing or long-time service to children and youth, providing support year after year. An award certificate is available with a contribution of \$30 by a PTA unit, council or district in the name of the recipient. PTAs may also purchase a CSA service pin at an additional cost.
- **Elected Official Honorary Service Award (EOHSA)** – This award may be given to recognize and elected official for outstanding policy work and/or legislation that positively impacts the lives of children. This award may be given at the local, state or federal level. This award is not to be used as an endorsement of any elected official, but to celebrate the work of the elected official. An award certificate and pin is available with a contribution of \$40 by a PTA unit, council or district in the name of the recipient.
- **Golden Oak Service Award (GOSA)** – This award is given to recognize, as the most prestigious of the Honorary Service Awards, an individual or organization that has made significant contributions to the welfare of children and youth in a school or community. An award certificate is available with a contribution of \$60 by a PTA unit, council or district in the name of the recipient. PTAs may also purchase a GOSA service pin at an additional cost.

Submissions are due by **March 16, 2023** to First District PTA HSA Chairperson, at [hsa@pta1.org](mailto:hsa@pta1.org).



## AMY KAMM

*Treasurer*

---

### DUTIES

- Supports Council and OOC Unit Treasurers
- Record and report all District income and expenses
- Liaison to professional accountant
- Receive and review Council and Unit budgets, annual financial reports, audits, and tax filings
- Chair of the Budget Committee
- Chair of the Finance and Compliance Committee



1008 S. Eight Street  
Moor Field  
Alhambra, CA 91801



[Treasurer@PTA1.org](mailto:Treasurer@PTA1.org)



(818) 653-7703



[PTA1.org](http://PTA1.org)

**First District**

**PTA®**

*everychild.onevoice.®*



# PROCEDURES AND FINANCIAL CALENDAR FOR COUNCIL TREASURERS 2022 – 2023

## PROCEDURES

- All checks must be made payable to **First District PTA**.
- **Checks must have two (2) signatures, even if the bank only requires one.**
- Three (3) copies of the district remittance forms are to be completed and sent with your check and a self-addressed stamped envelope to the First District PTA office. **REMITTANCES WILL NOT BE ACCEPTED WITHOUT THESE FORMS.**
- Multiple payments can be written on a single check and listed on one remittance form.
- Special instructions and reminders are given to Council Presidents at First District PTA Board meetings. Check with your president after the fourth Monday of each month for instruction.
- **Dates listed on the calendar are due dates to First District PTA** (except where noted, i.e., Due at Attorney General, IRS, and Franchise Tax Board). These dates are FINAL to allow time for First District PTA to process information and remittances and to forward through channels to meet State PTA deadlines. **Items must be RECEIVED BY FIRST DISTRICT PTA BY DUE DATE.**
- **Submit documents to First District PTA by uploading them to MyPTEZ.com or in paper form**
  - Rather than turning in paper copies, **the following financial documents should be uploaded to MyPTEZ Document Management:** Annual Financial Report, Audit Reports, IRS Form 990EZ/990N, California Franchise Tax Board (FTB) Form 199/199N, California Office of the Attorney General (OAG) Form RRF1 and CT-TR-1, SI-100, and AIM Workers Comp Payroll Report Confirmations. MyPTEZ is free to all PTAs for this use.
  - After uploading documents, **please write 'EZ' in the appropriate column(s) when turning in the Financial Data Transmittal Form** and forward the form to First District PTA.
  - **Documents submitted via email, USPS, or delivered to meetings must include a Financial Data Transmittal Form.**

### MAIL ALL CHECKS AND REMITTANCE FORMS TO:

**First District PTA, 1008 S. 8th Street, Moor Field, Alhambra, CA 91801**

**Phone: (626) 289-1448**

[www.PTA1.org](http://www.PTA1.org)

**PLEASE NOTE: THIS CALENDAR IS ISSUED ANNUALLY.  
USE THE CALENDAR AS A CHECKLIST AND PERSONAL WORKSHEET.  
PLEASE BE SURE TO READ AND ABIDE BY ALL DEADLINES LISTED.**

## FINANCIAL CALENDAR

<b>JUNE/JULY</b>	✓	
<b>Typical Tasks</b>		Update signature cards at bank. Check bylaws for list of authorized check signers ( <i>elected officers</i> ), including president and treasurer.
		Outgoing Treasurer prepares Annual Financial Report
		Outgoing Auditor prepares Year End Audit Report
		Attend First District PTA Leadership Conference
		Relax, go to the beach, play with your children, have fun with your family! 😊

<b>AUGUST</b>	✓	<b>August 23 – District Association Meeting &amp; District Board Meeting</b>
<b>Typical Tasks</b>		<b>At first Council/Unit Association Meeting:</b> <ul style="list-style-type: none"> <li>• Present Annual Financial Report and Year-End Audit Report</li> <li>• Approve proposed programs/projects/fundraisers (if applicable)</li> <li>• Adopt updated budget and calendar</li> </ul>
		Provide copies of Bylaws to whole board; review and file for any necessary changes.
		Have Conflict of Interest / Whistleblower Forms signed by each board member and keep on file.
		<b>File Nonprofit Raffle Registration Form (CT-NRP-1)</b> with \$20.00 fee for coming year. <b>File Nonprofit Raffle Report (CT-NRP-2)</b> for any raffles conducted during previous year. <b>Both are due to the Attorney General's Registry of Charitable Trusts by September 1<sup>st</sup>.</b>
<b>Items due on or before August 23<sup>rd</sup></b>		• <b>Per capita membership dues</b> - \$5.00 (National PTA \$2.25; State PTA \$2.00; 1 <sup>st</sup> District \$0.75)
		• Council and Unit Annual Financial Reports 2020 - 2021 (FYE 5/31)
		• Council and Unit Year End Audit Reports 2020 – 2021 (FYE 5/31)
		• Council and Unit 2021 – 2022 Budgets

### IMPORTANT

If at any time you receive a letter, postcard, invoice, or other communication from a government agency such as the Internal Revenue Service (IRS), California Franchise Tax Board (FTB), California Attorney General (AG) or Department of Justice (DOJ), Secretary of State (SOS), etc., it is imperative that you **notify the First District PTA treasurer immediately.**

**Please do not call these agencies yourself – CONTACT FIRST DISTRICT PTA**

<b>SEPTEMBER</b>	✓	<b>September 26 – District Association Meeting &amp; District Board Meeting</b>
<b>Typical Tasks</b>		<b>At Council/Unit Association Meeting:</b> <ul style="list-style-type: none"> <li>• Adopt Annual Financial Report and Year-End Audit Report</li> <li>• Approve proposed programs/projects/fundraisers (if applicable)</li> <li>• Approve updated budget and calendar</li> </ul>
		<p><b>All councils and units are required to file reports with the IRS, California Franchise Tax Board, and State of CA Office of the Attorney General</b></p> <p><b>Visit the California State PTA Tax Filing Support Center <a href="#">HERE</a> for more information.</b></p> <p><b><i>CAPTA.org &gt; PTA Leaders &gt; Services &gt; Tax Filing Support Center</i></b></p> <ul style="list-style-type: none"> <li>• <b>Send taxes certified mail, return receipt, and KEEP RECEIPT</b></li> <li>• Upload copies of completed filings to MyPTEZ Document Management</li> <li>• <b>Fiscal Year End 5/31 – Tax filing due date is <b>October 15<sup>th</sup></b></b></li> <li>• <b>Fiscal Year End 6/30 – Tax filing due date is <b>November 15<sup>th</sup></b></b></li> </ul>
		<b>INTERNAL REVENUE SERVICE - FEDERAL TAX REPORT</b> <ul style="list-style-type: none"> <li>• Gross receipts equal or less than \$50,000 – Form 990N electronic postcard</li> <li>• Gross receipts \$50,000 - \$200,000 – Form 990EZ and Schedules A, G, O and B, if applicable</li> <li>• Gross receipts more than \$200,000 – Form 990 and Schedules A, G, O and B, if applicable</li> </ul>
		<b>CALIFORNIA STATE FRANCHISE TAX BOARD</b> <ul style="list-style-type: none"> <li>• Gross receipts less than \$50,000 – Form 199N</li> <li>• Gross receipts more than \$50,000 – Form 199</li> </ul>
		<b>STATE OF CA OFFICE OF THE ATTORNEY GENERAL</b> <ul style="list-style-type: none"> <li>• Charitable Trust Registration Renewal Form (RRF-1)</li> <li>• Under \$50,000 in gross revenue, must file the AG's Annual Treasurer's Report Form (CT-TR-1)</li> </ul>
		<b>Councils and Units that are <u>incorporated</u> must also file with the State of CA Secretary of State</b> <ul style="list-style-type: none"> <li>• Statement of Information Form SI-100 – due biennially in the month you were incorporated</li> </ul>
<b>Items due on or before September 26<sup>th</sup></b>		<ul style="list-style-type: none"> <li>• <b>Per capita membership dues</b> - \$5.00 (National PTA \$2.25; State PTA \$2.00; 1<sup>st</sup> District \$0.75)</li> </ul>
		<ul style="list-style-type: none"> <li>• Council and Unit Annual Financial Reports 2020 - 2021 (FYE 6/30)</li> </ul>
		<ul style="list-style-type: none"> <li>• Council and Unit Year End Audit Reports 2020 - 2021 (FYE 6/30)</li> </ul>
		<ul style="list-style-type: none"> <li>• Council and Unit 2021 - 2022 Budgets</li> </ul>
		<ul style="list-style-type: none"> <li>• Council and Out of Council Presidents' Quarterly Reports</li> </ul>

<b>OCTOBER</b>	✓	<b>October 24 – District Board Meeting and Superintendent and Administrator Conference</b>
<b>Items due on October 1<sup>st</sup></b>		Send to <b>First District PTA</b> (see top of page for address): <ul style="list-style-type: none"> <li>Dues for a minimum of 30 members to qualify for State and District “<i>Ready, Set, Remit</i>” Award</li> <li>Dues for a minimum of 50 members to qualify for State and District “<i>Ready, Set, Remit and More</i>” Award</li> </ul>
<b>Due by October 15<sup>th</sup></b>		<ul style="list-style-type: none"> <li><b>Council and Unit Federal and State tax filings due, including RRF-1 filing (FYE 5/31)</b></li> </ul>
<b>Items due on or before October 24<sup>th</sup></b>		<ul style="list-style-type: none"> <li><b>Per capita membership dues</b> - \$5.00 (National PTA \$2.25; State PTA \$2.00; 1<sup>st</sup> District \$0.75)</li> </ul>
		<ul style="list-style-type: none"> <li>Liability Insurance Premiums: Units <b>\$TBD</b>, Councils <b>\$TBD</b></li> </ul>
		<ul style="list-style-type: none"> <li><b>2021 – 2022 membership cards expire 10/31</b></li> </ul>

<b>NOVEMBER</b>	✓	<b>November 28 – District Board Meeting</b>
<b>Typical Tasks</b>		Elect Nominating Committee at Association Meeting
<b>Items due on or before November 15<sup>th</sup></b>		<ul style="list-style-type: none"> <li>Per capita membership dues. <b>Fifteen (15) memberships (minimum) must be remitted to First District PTA to remain a “Unit in Good Standing”</b></li> </ul>
		<ul style="list-style-type: none"> <li><b>Council and Unit Federal and State tax filings as well as proof of RRF-1 filing (FYE 6/30)</b></li> </ul>

<b>DECEMBER</b>	✓	<b>December 5 – Annual Holiday Luncheon - District Association Meeting</b>
<b>Typical Tasks</b>		Submit books to your auditor - according to the bylaws - for the mid-year audit (Fiscal YE 5/31)
<b>Items due by December 1<sup>st</sup></b>		<ul style="list-style-type: none"> <li>Reflections Entries and Forms</li> </ul>
<b>Items due on or before December 6<sup>th</sup></b>		<ul style="list-style-type: none"> <li><i>Worker's Compensation Annual Payroll Report and Estimated Surcharge 5%</i> (covers the period from January 5, 2022 – January 4, 2023). Write "No payment made" across the form if no workers were paid.</li> </ul>
		<ul style="list-style-type: none"> <li>Per capita membership dues</li> </ul>
		<ul style="list-style-type: none"> <li>Council and Out of Council Presidents’ Quarterly Reports</li> </ul>

<b>JANUARY</b>	✓	<b>January 23 – District Board Meeting</b>
<b>Typical Tasks</b>		Submit books to your auditor - according to the bylaws - for the mid-year audit (Fiscal YE 6/30).
<b>Items due on or before January 23<sup>rd</sup></b>		<ul style="list-style-type: none"> <li>Per capita membership dues</li> </ul>
		<ul style="list-style-type: none"> <li>Council and Unit Mid-Year Audits (FYE 5/31)</li> </ul>

<b>FEBRUARY</b>	✓	<b>February 27 – District Association Annual Meeting &amp; Founders Day</b>
<b>Typical Tasks</b>		Present mid-year audit to the executive board
		<b>Notify membership of Slate of Officers (28 days before the election)</b>
		Celebrate PTA Founders Day/Present Honorary Service Awards
		Collect and remit Founders Day Freewill Offering through channels
<b>Items due on February 1<sup>st</sup></b>		<b>DUE to CA State PTA Office:</b> <ul style="list-style-type: none"> <li>• High School Senior Scholarship Applications</li> <li>• Teachers Matter – Membership per capita paid as of 2/1/22 and applications submitted</li> </ul>
<b>Items due on or before February 27<sup>th</sup></b>		• Per capita membership dues
		• Council and Mid-Year Audits (FYE 6/30)
		• Founders Day Freewill Offerings from units and councils
		• Council and Out of Council Presidents' Quarterly Report
		• Register for California State PTA Convention (April 28 – 30, 2022, Ontario, CA)

<b>MARCH</b>	✓	<b>March 27 – District Board Meeting</b>
<b>Typical Tasks</b>		Association Meeting in March or April: Elections for next term; Adopt mid-year audit
<b>Items due on March 1<sup>st</sup></b>		<b>DUE to First District PTA (see top of page for address):</b> <ul style="list-style-type: none"> <li>• Final membership per capita remittance to qualify for State awards</li> <li>• 100% school memberships to qualify for "100% school enrollment" District award</li> </ul>
<b>Items due on or before March 27<sup>th</sup></b>		• Per capita membership dues
		• Founders Day Freewill Offerings from units and councils
		• District Commemorative Scholarship Applications

<b>APRIL</b>	✓	<b>April 24 – District Association Meeting</b>
<b>Typical Tasks</b>		Association Meeting in March or April: Elections for next term; Adopt mid-year audit
		After elections, arrange for a budget committee meeting for the following year. Check your bylaws and standing rules for members of the budget committee (typically your incoming/outgoing president and treasurer).
<b>Items due on April 1<sup>st</sup></b>		<b>DUE to First District PTA (see top of page for address):</b> <ul style="list-style-type: none"> <li>• Final membership per capita remittance to qualify for District awards, including Senior Membership Incentive Award</li> </ul>
<b>Items due on or before April 24<sup>th</sup></b>		• Per capita membership dues
		• Founders Day Freewill Offerings from units and councils
		• Registrations for June District Leadership Training Conference
		• Council and Unit Annual Historian's Report and Hours
		• Council and Out of Council Presidents' Quarterly Reports



<b>MAY</b>	✓	<b>May 22 – District Board Meeting &amp; Membership Awards</b>
<b>Typical Tasks</b>		Attend unit and council training
		Invite incoming officers to the last board meeting
		Have President-elect meeting with officers-elect: Plan, ratify chairpersons, discuss goals
		Present budget to the association for adoption
		Release funds for any summer expenses and any expenses prior to first association meeting of year
<b>Due on May 1<sup>st</sup></b>		Enter 2022 - 2023 council and unit officer contact information into MyPTEZ Officer/Board Member Contact System
<b>Items due on or before May 22<sup>nd</sup></b>		<ul style="list-style-type: none"> <li>• Per capita membership dues</li> </ul>
		<ul style="list-style-type: none"> <li>• Founders Day Freewill Offerings from units and councils</li> </ul>
		<ul style="list-style-type: none"> <li>• Registrations for June District Leadership Training Conference - FINAL</li> </ul>

<b>JUNE</b>	✓	
<b>June 10<sup>th</sup></b>		Attend First District Leadership Training Conference, location TBD
<b>Typical Tasks</b>		Pass on materials, procedure books, etc.
		Prepare Year-End Annual Financial Report
		Submit books to your auditor - according to the bylaws - for the year-end audit
<b>Items due on or before June 12<sup>th</sup></b>		DUE to <b>First District PTA</b> (see top of page for address): <ul style="list-style-type: none"> <li>• <b>FINAL</b> per capita membership for fiscal year 2022 – 2023</li> </ul>

Any questions, please contact our office or  
 First District PTA Treasurer Amy Kamm  
 at (818) 653-7703 or email at [treasurer@pta1.org](mailto:treasurer@pta1.org)

Have a wonderful year!

# Tax Filing Requirements

## Tax-exempt organizations, including PTAs, must file annual returns

Tax-exempt organizations operating in the State of California, including PTAs, are legally required to file annual returns with the following federal and state agencies:

- 1) United States Department of the Treasury *Internal Revenue Service (IRS)*
- 2) State of California *Franchise Tax Board (FTB)*
- 3) State of California *Attorney General's Registry of Charitable Trusts (AG/RCT)*

California State PTA is committed to providing information to help your PTA remain in compliance with its annual filing requirements. Please visit the California State PTA Tax Filing Support Center at <http://capta.org/pta-leaders/services/tax-filing-support-center/> for step-by-step pointers on what your PTA needs to file and other useful materials.

If your PTA requires assistance completing any of the required filings beyond information provided in the applicable forms, instructions and publications, contacting a Certified Public Accountant (CPA) or tax professional, such as an Enrolled Agent (EA), specializing in nonprofit organizations exempt from federal and state income tax as public charities is recommended.

### 1) Internal Revenue Service - Form 990 Series

- There are three forms in the Internal Revenue Service (IRS) Form 990 series. **Only ONE should be filed** which is generally based on your PTA's financial activity (refer to the chart below).

IF YOUR PTA'S GROSS RECEIPTS ARE...	FILE FORM...	COMPLEXITY
Normally \$50,000 or less (refer to Appendix B of the Form 990-EZ Instructions for guidance regarding "normally")	<b>990-N</b>	<b>Low</b>
Normally greater than \$50,000, less than \$200,000 during the year, <b>AND</b> total assets are less than \$500,000 at the end of the year	<b>990-EZ</b>	<b>Medium</b>
Equal to or greater than \$200,000 <b>OR</b> total assets are equal to or greater than \$500,000 at the end of the year	<b>990</b>	<b>High</b>

- The IRS requires the applicable form in the 990 series to be filed no later than 4 ½ months after your PTA's fiscal year ends. For example, if your PTA's fiscal year ends on June 30, the applicable form must be **filed with the IRS by November 15.\***
- For 990 series forms and instructions, please visit the following page at the IRS website: <https://www.irs.gov/charities-non-profits/form-990-series-which-forms-do-exempt-organizations-file-filing-phase-in>
- If your PTA generates *unrelated business income* equal to or greater than \$1,000 during the year, it may be required to file IRS Form 990-T, *Exempt Organization Business Income Tax Return*, in addition to form 990-N, 990-EZ, or 990. For more information, please visit the following page at the IRS website: <https://www.irs.gov/charities-non-profits/unrelated-business-income-tax>

**\* Due 15th day of the 5th month following the end of your Fiscal Year (FY). For PTAs with an FY end of June 30 the date is November 15 Check your BYLAWS for your Fiscal Year**

# Tax Filing Requirements

## 2) Franchise Tax Board - Form 199 Series

- There are two forms in the Franchise Tax Board (FTB) Form 199 series. **Only ONE should be filed** which is generally based on your PTA's financial activity (refer to the chart below).

IF YOUR PTAs GROSS RECEIPTS ARE...	FILE FORM...	COMPLEXITY
Normally \$50,000 or less	<b>199N</b>	<b>Low</b>
Normally greater than \$50,000	<b>199</b>	<b>Medium</b>

- The FTB requires the applicable form in the 199 series to be filed no later than 4 ½ months after your PTA's fiscal year ends. For example, if your PTA's fiscal year ends on June 30, the applicable form must be **filed with the FTB by November 15.**\*
- For more information on filing requirements, Exempt Organization Forms and Publications, please visit the following page at the FTB's website:  
<https://www.ftb.ca.gov/file/business/types/charities-nonprofits/annual-and-filing-requirements.html>
- If your PTA generates *unrelated business income* in excess of \$1,000 during the year, it may be required to file FTB Form 109, *California Exempt Organization Business Income Tax Return*, in addition to form 199-N or 199. For more information, please visit the page listed above for FTB Exempt Forms and Publications.

## 3) Attorney General's Registry of Charitable Trusts - Form RRF-1

- The Attorney General's Registry of Charitable Trusts (AG/RCT) requires all charitable organizations operating in the State of California, including PTA units, councils and districts, to be registered with the Registry of Charitable Trusts and to file Form RRF-1 annually.
- The AG/RCT requires Form RRF-1 to be filed no later than 4 ½ months after your PTA's fiscal year ends. For example, if your PTA's fiscal year ends on June 30, Form RRF-1 must be **filed with the AG/RCT by November 15.**\*
- Beginning with the 2019-20 fiscal year, all nonprofits, including PTAs, with gross receipts of \$50,000 or less are required to file a CT-TR-1 Treasurer's Report Form with the AG/RCT together with the RRF-1 filing. Effective 01/2021, back filings of old RRF-1s must be on the newest version of the RRF-1 form and have a CT-TR-1 form attached or it will be rejected by the Attorney General's office.
- For more information as well as the forms and instructions, please visit the following page at the AG's website: <https://oag.ca.gov/charities/renewals>
- If your PTA does not have a CT number yet, **please complete the INITIAL REGISTRATION NOW** as the process can take approximately 90 days to complete.

**\* Due 15th day of the 5th month following the end of your Fiscal Year (FY). For PTAs with an FY end of June 30 the date is November 15 Check your BYLAWS for your Fiscal Year**

## MOTIONS AND MINUTES for MEETINGS

### FOR FINANCE OFFICERS

#### Treasurer's Report – prior year

- **Treasurer:** The Beginning Balance on 5/22/22 was \$12,000; Deposits totaled \$1,000; Disbursements totaled \$3,000, leaving an Ending Balance on 6/30/22 of \$10,000.
- **President:** Any questions? (Assuming no questions.) Hearing none, Treasurer's Report will be filed for audit.
- **Secretary:** Records totals for beginning balance, deposits, disbursements, and ending balance. Recommend including the Treasurer's Report as an attachment to the master copy of the minutes.

#### Ratify checks – prior year

- Have a list of all of the checks written since the last association meeting to the end of the prior fiscal year.
- **Treasurer:** *"I move to ratify check numbers 1234 - 1254 totaling \$3,000 for the period from 5/22/22 - 6/30/22."* Motion seconded from the floor.
- **President:** Any discussion? (Pause for discussion). All in favor say Aye, those opposed say Nay. Assuming it passes, President says "Motion adopted.:"
- **Secretary:** Records the motion and either records the list of checks ratified or includes the list of checks ratified as an attachment to the master copy of the minutes.

#### Annual Financial Report – prior year

- **Treasurer:** Presents the report.
- **President:** Any discussion? (Pause for discussion). Hearing none – the Annual Financial Report will be filed for audit.
- **Secretary:** Includes the Annual Financial Report as an attachment to the master copy of the minutes.

#### Budget – current year

- **Treasurer:** *"I move to adopt the proposed budget for the 2022 - 2023 fiscal year as presented."* Motion seconded from the floor.
- **President:** Would you like to speak to your motion? *Treasurer presents highlights.*
- **President:** Asks for discussion and calls for the vote as above.
- **Secretary:** Records the motion and includes the budget as an attachment to the master copy of the minutes.

#### Release of Funds

- **Treasurer:** *"I move to release up to \$500 for the Reflections program, up to \$200 for Red Ribbon Week, up to \$900 for Spirit Wear..."*. (A report listing the budget categories being

*released may be presented instead of reading each line separately.)* Motion seconded from the floor.

- **President:** Asks for discussion and calls for the vote as above.
- **Secretary:** Records the motion and either records the list of funds released or includes the list of funds released as an attachment to the master copy of the minutes.

**REMEMBER: THE RELEASE OF FUNDS ALONE DOES NOT AUTHORIZE ANY CHAIRMAN OR OFFICER TO SPEND THE FUNDS. Plans must be presented to the executive board for approval. Individual motions are still needed to authorize each expenditure. “I move to authorize up to \$800 for the purchase of spirit wear.”**

### Treasurer’s Report – current year

- **Treasurer:** The Beginning Balance on 7/1/22 was \$10,000; Deposits totaled \$1,000; Disbursements totaled \$5,000, leaving an Ending Balance on 8/25/22 of \$6,000.
- **President:** Any questions? (Assuming no questions.) Hearing none, Treasurer’s Report will be filed for audit.
- **Secretary:** Records totals for beginning balance, deposits, disbursements, and ending balance. Recommend including the Treasurer’s Report as an attachment to the master copy of the minutes.

### Ratify checks – current year

- Have a list of all of the checks written from the beginning of the fiscal year to the current date.
- **Treasurer:** *“I move to ratify check #'s 1255 - 1275 totaling \$5,000 for the period from 7/1/22-8/25/22.”* Motion seconded from the floor.
- **President:** Asks for discussion and calls for vote as above.
- **Secretary:** Records the motion and either records the list of checks ratified or includes the list of checks ratified as an attachment to the master copy of the minutes.

### Audit

- **Auditor (or Chair of the Audit Review Committee):** “The beginning balance of the [Insert name of account (checking, savings, Paypal, Square, etc.)] account on 1/1/22 was \$22,000; Deposits totaled \$12,000; Disbursements totaled \$14,000, leaving an ending balance of \$10,000 as of 6/30/22. I/The audit committee have/has examined the records of the treasurer (and financial secretary) of \_\_\_\_\_ PTA and find them to be correct.”

\*\*\* OR \*\*\*

“The beginning balance of the [Insert name of account (checking, savings, Paypal, Square, etc.)] account 1/1/22 was \$22,000; Deposits totaled \$12,000; Disbursements totaled \$14,000, leaving an ending balance of \$10,000 as of 6/30/22. I/The audit committee have/has examined the records of the treasurer (and financial secretary) of \_\_\_\_\_ PTA find them substantially correct with recommendations. Recommendations have been communicated to the Executive Board.”

- **President:** Are there any questions?



- A motion is made from the floor: ***“I move to adopt the audit for the [Insert name of account] for the period January 1, 2022, through June 30, 2022, as presented.”*** Motion seconded from the floor.
- **President:** Asks for discussion and calls for the vote as above.
- **Secretary:** Records the motion and includes the Audit Report, Audit Checklist, Recommendations, etc. as attachments to the master copy of the minutes.

### Programs and Fundraisers

- **Program or Fundraising Chair:** ***“I move to approve the proposed programs and fundraisers for the 2022 - 2023 fiscal year as listed in the agenda/on the Sunshine PTA master calendar.”*** Motion seconded from the floor.
- **President:** Would you like to speak to your motion? *Program or Fundraising Chair presents highlights.* President asks for discussion and calls for the vote as above.
- **Secretary:** Records the motion and either records the list of Programs and Fundraisers in the minutes or includes the list of Programs and Fundraisers as an attachment to the master copy of the minutes.

# Spotlight on Finance

**Every PTA board member has a fiduciary responsibility/financial responsibility to:**

- Protect the assets of the association – financial assets, volunteers, reputation
- Ensure compliance with federal and state laws, and policies and procedures of the association
- Ensure assets are used to meet the needs of children and PTA members
- Ensure the association remains transparent to all members
- Ensure that the association will continue.

## **Specific financial duties of the president**

- Must sign all authorizations for payment (along with the secretary) and may sign checks as approved by the executive board or association.
- Upon election of officers, appoint a budget committee.
- Have all contracts and other legally binding documents approved by the executive board and the association before signing with another elected officer.
- Make sure all financial due dates are met so that the association remains in good standing with California State PTA.

## **Budget information**

- The budget committee is appointed by the president and chaired by the treasurer (or appointed by the president-elect and chaired by the treasurer-elect if the budget is being developed for the new term in advance of taking office). The committee should include the financial officers, the principal or his/her representative, a teacher, the president-elect and others.
- Goals and programs must be identified before creating a budget. The budget is a guide outlining expected income and expenditures.
- Present proposed budget at the last association meeting of the year to get preliminary approval.
- Present proposed programs, fundraisers and budget at the first association meeting of the year to get association approval.

**Adoption of the budget does not authorize the expenditure of money. Release of funds does not authorize expenditures. Plans must be presented to the executive board and authorized before expenditures are made. The association must still ratify all expenditures.**

## **REMEMBER**

**For every one fundraiser, there should be at least three non-fundraising projects/activities.**

## PTA FINANCE BASICS

**The financial health of your PTA is crucial to the success of speaking up for all children and families.** California State PTA provides guidance, support and training in board fiduciary duties and governance to support the work of your PTA.

## FINANCIAL CHECKLIST

## PTAS ARE PUBLIC CHARITIES

PTAs are legally classified as “public charities” and are organized and operated exclusively for the exempt purposes recorded in Article II of all PTA bylaws. Public charities may not carry on any activities not permitted under Section 501(c)(3) of the Internal Revenue Code (IRC).

As public charities, PTAs:

- Are eligible to receive tax-deductible contributions
- Are generally exempt from paying federal and state taxes
- Must file federal and state Returns annually
- May not use its funds to benefit a private person.

Additionally, PTAs are noncommercial and may not endorse a commercial entity or engage in activities not related to promoting the Purposes of PTA. The name “PTA” may not be used in conjunction with commercial activities, including the promotion of commercial goods and services.

## PTA OFFICERS ARE FIDUCIARIES

PTA officers and board members are PTA fiduciaries. A fiduciary is a legal and ethical relationship of trust. PTA members, supporters and donors trust PTA officers and board members to prudently:

- Carry out the purposes of PTA (per bylaws Article II)
- Protect the assets of the organization including cash, physical property, volunteers and the PTA's reputation
- Disburse assets to meet the needs of the children and members served by the PTA
- Comply with federal, state and local laws
- Ensure that the association remains transparent
- Ensure continuity of the association.

Only a highly trusted PTA member may serve as a PTA fiduciary.

## TEN FINANCIAL CONTROLS FOR ALL PTAS

Internal controls are the basic policies and procedures PTAs use to safeguard their assets, deter and detect errors, prevent fraud and theft, ensure accuracy, and produce reliable and timely financial reports:

1. Association members elects a treasurer and other financial officers annually
2. Association members approves all PTA programs, activities, fundraisers and expenditures
3. The association adopts and monitors the PTA budget, approving changes as needed
4. A minimum of two trained PTA members receive, count and record cash and checks received



5. Following approval by the association and executive board, the president and secretary sign a Payment Authorization Form for each and every PTA expenditure
6. Check-signers are not related by marriage or by blood
7. Two authorized check-signers sign every PTA check
8. The PTA auditor or another trained PTA member opens and inspects monthly Bank Statements
9. The treasurer and other financial officers report “Income Statements,” “Budget Updates,” and other financial reports at each meeting of the association and executive board
10. The PTA board orders a midterm and fiscal-year-end audit annually, which are reported to the executive board and association.

## BUDGETS

**Adoption of the budget does not authorize the expenditure of the money.** Plans must be presented to Executive Board and the Executive Board must authorize expenditures. Amend budget by a vote of the association as needed. Refer to the California State PTA [Toolkit](#).

## BASIC PTA OPERATING EXPENSES: ARE YOU COVERED?

Like any business, PTAs have basic operating expenses that should be financially supported by the annual membership campaign. When the local portion of membership dues is too low, the PTA will be challenged to meet its minimal operating expenses. Fundraising should be reserved for the added value the PTA wishes to provide for students, faculty and families. What are some of the basic operations of a PTA and why are these important?

- **Communication** to members regarding PTA activities, locally and statewide, promotes the power of the organization. This can include PTA-to-member communication – print and/or email, and possibly a PTA website.
- **Family-engagement** programs and fun events provide relevancy to the work of PTA. One or two annually are good starters: math, science, arts or family reading nights; carnivals; and international fairs. Positive discipline, study skills and other topics can inform parents on how to encourage their children and help them learn at home.
- **PTA insurance coverage** assures that the PTA can host events for members, the school and the community. Without PTA and its insurance, many school districts will not permit the scheduling of popular events.
- **Hospitality** at meetings contributes to that “walk-in-the-door” welcome. Members who feel welcomed and included over time will consider contributing time to the organization.
- **Local training** availability and at the California State PTA Annual Convention builds capacity within the PTA for its work and advocacy on behalf of students and families. Individuals attending these trainings should be reimbursed their expenses as appropriate. Training is a cost of doing business in every organization – public or private – and is an investment in success.
- **Business services** may be important for your PTA. Some PTAs’ operations are extensive and require assistance in the area of financial accounting systems, audits, or tax preparation. While these are privately available, California State PTA services now include PTAEZ, a financial accounting system and tax-preparation assistance. PTAs may consider purchasing hardware or software for the website coordinator, etc. When the PTA provides these helpful services, individuals will be more willing to accept nominations for offices or chairmanships.

- **Recognition** and honoring PTA volunteers provide multiple returns to your PTA: Volunteers feel valued, the community embraces the recognition and the recognized volunteers become role models and ambassadors. Include a volunteer recognition or Founders Day event and remember: The use of Honorary Service Awards funds the California State PTA High School Graduating Senior Scholarship Program.

Review the sample budgets in the California State PTA [Toolkit](#). How long has it been since your PTA increased its dues portion? Evaluate your basic operational expenses and the local dues portion, and make adjustments through a bylaws amendment. Then sell the work of your PTA!

## PTA FINANCES AND EMAIL: PHISHING SCAMS

**If you get an email from a fellow PTA officer asking to wire funds, do not send money.**

Both email-phishing scams and crypto-ransomware/malware are increasingly common and can have devastating impacts on businesses and non-profit associations of all sizes. As a non-profit association, PTA can be vulnerable to these types of cybercrimes at all levels and, in fact, we have heard reports of email-phishing scams happening to local leaders.

Email-phishing scams are typically fraudulent email messages appearing to come from legitimate enterprises (e.g., your PTA treasurer or president, your Internet service provider, your bank). These messages usually direct you to a spoofed website or otherwise get you to divulge private information such as bank account information or account passwords. The perpetrators then use this private information to commit identity theft or trick you to wire money.

Establish communication “backchannels” such as text messages or phone calls to verify the authenticity of the request. Additionally, remember to keep your personal and PTA computer systems and firewalls up-to-date to minimize the potential for viruses to infect your system with malware.

### Additional Resources:

- California State PTA Online Toolkit – [Finance Policies and Procedures](#)
- Osterman Research White Paper – [Best Practices for Dealing with Phishing and Ransomware](#)
- Tipwire Video – [Tips to Protect Yourself from Phishing](#)

## FUNDRAISING

It is important to note that while PTAs help raise significant resources for schools and children, **fundraising is not part of the primary mission of PTA.** Often times PTAs must fundraise in order to support the vital programs and services on campus that support student learning and family engagement.

[FUNDRAISING](#) [HEALTHY FUNDRAISING](#)

### ADDITIONAL RESOURCES

- [TOTEM Accounting Guidelines](#)
- [Twelve things to know and do](#)
- [Conflict of Interest Policy](#)
- [Whistleblower Policy](#)
- [Financial red flags](#)
- [Understanding PTA audits](#)
- [Record-keeping guidelines for PTAs](#)



- [Basic PTA operating expenses: Are you covered?](#)
- [Audit Q&A Guide](#)

## **PTA FINANCIAL POLICIES AND PROCEDURES (California State PTA Toolkit)**

[Fiduciary Responsibilities](#)

[Signs of Good Financial Procedures](#)

[Sample Financial Calendar of Activities](#)

[Records Retention Schedule and Destruction Policy](#)

[Commingling of Funds](#)

[Fiduciary Agreements and Gifts to School](#)

[Contracts](#)

[Hold Harmless Agreement](#)

### **FINANCIAL RED FLAGS**

- Unapproved annual budget and/or calendar of events
- Board unfamiliar with payment authorization procedure
- Receipts not attached to Payment Authorization/Request for Reimbursement Form(s)
- Fundraising projects that benefit a board member financially (Conflict of Interest)
- Lack of documentation of fundraiser income and expenses
- Only one person counting money; no cash verification sheets
- Only one person signing checks; only one person on bank signature card
- Signing blank checks
- Late payment of bills
- Bank statements sent to officer's house rather than the school
- Bank statements not reviewed by a non-check signer
- No treasurer's reports at executive board or association meetings
- Reports are given orally with written information to be provided "later"
- Organization not meeting Federal and California filing requirements and deadlines
- Audits not performed as scheduled
- Failure to provide a year-end audit on request

### **FINANCIAL SITUATIONS TO AVOID**

- President writes the checks because the treasurer has no experience, is unavailable, etc.
- Funding projects without going through the approval process required by PTA
- School staff member as treasurer or president
- Paying for salaries for ongoing staff positions (encumbering future boards)
- Lack of/incomplete minutes, particularly in matters involving use of funds; no motions releasing funds or approving expenses
- Banks that do not return processed checks or make copies available

# Sample Financial Calendar of Activities

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 [toolkit.capta.org/finance/policies-and-procedures/sample-financial-calendar-of-activities/](https://toolkit.capta.org/finance/policies-and-procedures/sample-financial-calendar-of-activities/)

## UPON ELECTION/MARCH/APRIL

President-elect appoints the budget committee to develop the budget based on proposed PTA programs for the upcoming year.

Treasurer-elect chairs budget committee.

Board-elect adopts preliminary budget.

## MAY/JUNE

Present proposed budget for adoption to the current executive board and the membership at the last PTA meeting of the year.

Association approves and releases any funds required prior to the next association meeting in the fall. This allows the board-elect the ability to cover routine summer expenses as outlined in the bylaws.

## AUGUST/SEPTEMBER

Re-present budget to association for adoption at its first meeting. Release any funds required prior to the next association meeting.

Present audit and year-end Annual Financial Report to association. Send approved audit, year-end Annual Financial Report and approved current year budget to council or district as directed. Upload copies of all documents to MyPTEZ.

Send the first remittance of per capita dues **through PTA channels**. Send dues as received and at least monthly thereafter. No remittance for E-membership dues.

***Through channels:*** The route of formal communications through the PTA. Typically from unit to council, council to district PTA, district PTA to California State PTA.

## OCTOBER

Confirm tax forms for prior fiscal year are filed as required with copies forwarded to council or district as directed ([Tax Requirements](#)) and uploaded to MyPTEZ. (Contact District PTA for assistance if needed.)

Send checks for insurance premiums **through channels**.

Send checks directly to the council or, if out of council, to the district, by the appropriate council or district deadline. The premium must be forwarded through PTA channels to be received in the California State PTA office by December 20, or a late fee of \$25 will be assessed by California State PTA.

## **NOVEMBER/DECEMBER**

Send per capita dues through channels. Send dues as received and at least monthly thereafter. No remittance for E-membership dues.

Balance membership totals with council and district membership reports.

Prepare books and financial records for the midyear audit.

## **JANUARY**

Submit books and financial records for mid-year audit, as specified in the bylaws.

Present budget versus actual report to the executive board and association and revise budget if necessary.

Ensure that Workers' Compensation form and additional premium, if required, have been forwarded through channels by the appropriate due dates.

## **FEBRUARY**

Send Founders Day freewill offering through channels to district PTA, when collected. The event may be held during a month other than February.

## **MARCH**

Ensure all per capita dues have been forwarded through channels. No remittance for E-membership dues.

Register for convention.

## **APRIL**

Issue convention checks for authorized expenditures for elected delegates, if necessary.

Begin transitioning with newly elected financial officers.

## **MAY/JUNE**

Attend workshops for financial officers, when offered.

Submit books and financial records to outgoing auditor for end-of-term audit, as stipulated in the bylaws (after close of fiscal year).

Give financial records and materials to the incoming financial officer (except those in audit).

Assist incoming officers with changing authorized signers at the bank as needed. The treasurer-elect should contact the bank to determine the requirements for changing authorized signers.

Prepare Annual Financial Report that reflects the fiscal year. Prepare and file tax returns (end of fiscal year) and upload to MyPTEZ. The fiscal year is listed in the bylaws and on previous tax returns. The recommended fiscal year is July 1 to June 30.

Ensure all per capita dues have been forwarded through channels so that there are no audit exceptions. No remittance for E-membership dues.

*Other pertinent dates should be added (or adjusted) to the calendar to meet time frames specific to each PTA and fiscal year.*

## myPTEZ DOCUMENT MANAGEMENT

Unit and Council Presidents should have received a login to [www.myPTEZ.com](http://www.myPTEZ.com), along with instructions to upload their roster and assign roles to their officers. If you assign the role of 'OC Admin' to your Treasurer, they can use the Document Management module to upload your financial documents.

### myPTEZ Tax/Document Management Quick Reference Guide:

Tax/Document Management provides PTA units, councils and districts the ability, at no cost to upload all required tax confirmation documents directly to California PTA. The following guide can be used as a quick reference at all levels of California PTA. For more detailed instructions, please refer to myPTEZ's online help manual located in the "Help" menu in your myPTEZ account.

**Document Management**

**FYE:** June 30      **FEIN:** 956092516      **FTB#:** 0263890      **CT#:** 018658      **CORP#:** C0263890

**My Organization**    **Council**    **Unit**      **Working with:** First District, California Congress of Parents and Teachers, Inc....

Fiscal Year	Document Type	Government ID	Status
— All —	— All —		— All —
2017 - 2018	SOS_SI 100	C0263890	N
2017 - 2018	Workers Comp Payroll Report		
2017 - 2018	Audit_Mid-Year		N
2017 - 2018	FTB_199_199N	0263890	N
2017 - 2018	Annual Financial Report		N
2017 - 2018	Audit_Year-End		N
2017 - 2018	IRS_990_990EZ_990N	956092516	N
2017 - 2018	Budget		N
2017 - 2018	AG_RRF1	018658	N
2016 - 2017	SOS_SI 100	C0263890	N
2016 - 2017	Workers Comp Payroll Report		N

**Status Legend\***    'C': Confirmed; must be uploaded.\*    'U': Uploaded; must be confirmed.\*    'N': Neither uploaded or confirmed.\*

**Upload**    **Download**    **Reports**

This is the "Document Management Screen" that will be referred to in the instructions below. This is where you will be able to view, filter and report on the document status for the Organization that you are viewing.

### "EZ" Upload Steps

1. Click on the "Admin" menu and select "Document Management"
2. You will automatically be directed to your organizations Document Management Screen. If you need to access a different organization (this only applies to Districts and Councils) select the "Council" or "Unit" tabs located next to "My Organization". You will then be directed to the Document Management Screen for the particular organization that you select.
3. Once you are on the correct Document Management Screen for the correct organization, select "Upload" on the bottom of the screen.
4. You will then be prompted to select a "Document Type" and a "Fiscal Year". The fiscal year that you select will be considered the year that the document belongs to, it is not necessarily the same fiscal year that you are currently in.
5. You will then click on "Select File". This option will not be available until you select both the "Document Type" and the "Fiscal Year". Browse through the files on your computer and double click on the file that you wish to upload.
6. Repeat steps 1-5 for all necessary documents.

### Status Legend:

U: Uploaded, must be confirmed

C: Confirmed, must be uploaded

N: Neither uploaded/confirmed

Blank: No further action needed (Both uploaded and confirmed)





## VACANT

### *Recording Secretary*

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### DUTIES

- Keeps all meeting minutes
- Creates and maintains District Master Calendar
- Maintains permanent records of First District PTA
- Collects and submits all Council and Unit Annual Historian Reports
- Submits District Annual Historian Report to CAPTA



1008 S. Eight Street  
Moor Field  
Alhambra, CA 91801



[Secretary@PTA1.org](mailto:Secretary@PTA1.org)



(626) 289-1448



[PTA1.org](http://PTA1.org)





## Secretary – Key Takeaways

- The secretary has four main roles: 1) take minutes, 2) co-sign formal papers with the president, 3) maintain and preserve PTA records, 4) handle PTA correspondence as directed by the president.
- Other responsibilities might be to send meeting notices, help prepare the agenda, present a board report and move the adoption of board recommendations at association meetings, prepare a list of unfinished business for the president to follow up on, and notify officers and committee members of their election or appointment.
- Your bylaws and standing rules contain the specific job description for the secretary of your PTA. Presidents should work with their secretary to make sure they are aware of their specific responsibilities.
- PTA minutes should: follow the agenda; state what was done, not what was said; be concise and complete; be accurate.
- PTA minutes are produced only for members and are not for public distribution. They should not be posted on any website, on social media, or in a newsletter in their entirety. For association meetings, you can provide a summary of the minutes that highlights the main actions taken at the meeting for use online or in school newsletters.
- Presidents can appoint a committee, ideally three people, to approve minutes during the term. This helps to save time at a meeting. Committee members must be members of the group involved in the meeting (board or association).
- Minutes are legal documents and must be kept as a permanent record of the association.
  - At the end of the term, the master copy of the minutes, from the board and association meetings, should be bound and passed on to their successor.
  - Alternately, your minutes can be stored electronically, as long as they are secure, IN A MANNER IN WHICH THEY CANNOT BE ALTERED (i.e., read-only and password protected). Your PTA must have exclusive access and maintenance of the cloud storage or external hard drive where the minutes are stored. The storage must NOT be accessible by the general public. Method of storage must be voted upon by the executive board and your association. Make sure that future boards have information on how to access them.

*Adapted from <http://toolkit.capta.org/job-descriptions/secretary/> and CAPTA Convention Workshop*

# PTA MEETING MINUTES

The minutes should be accurate and concise.

SHOULD CONTAIN	EXAMPLE
<b>HEADER:</b> Name of association, date, place and type of meeting (association, executive board, or special).	Sunshine Elementary PTA, Association Meeting, Monday, May 18, 2020   6:30 PM, Sunshine Elementary Library
<b>CALL TO ORDER:</b> Note name and title of presiding officer and time the meeting was called to order.	Mary Brown, president, called the meeting to order at 6:30 PM.
<b>OPENING CEREMONIES:</b> When the meeting is held in a public building, the Pledge of Allegiance should be recited. Other ceremonies are optional.	The Pledge of Allegiance was led by John Wilson. Jane Smith, historian, shared an inspiration message.
<b>ATTENDANCE LIST:</b> Include any pro-tem officers or visitors and note if quorum is present.	Mary Brown appointed Lisa Cho as parliamentary pro-tem. Courtesy seat was granted to Sam Smith. In attendance: Sign-in sheet attached – quorum was present.
<b>DISPOSITION OF MINUTES of the previous meeting:</b> Minutes are read at the next meeting or sent to committee for approval. They are approved ‘as written’ or ‘as corrected’, with a list of the corrections.	The minutes of the June 1, 2022, meeting were approved (by committee) as written. <b>OR</b> The minutes of the June 1, 2022, meeting were approved (by committee) as corrected. Corrections include...
<b>TREASURER’S REPORT:</b> Should contain the balance on hand, receipts, and disbursements for ALL PTA accounts. A statement is required to list the beginning and ending balance; receipts totaled and disbursements totaled.	John Jones, treasurer, reported the balance on hand as of May 1, 2022, was \$1,234.56. Receipts totaled \$789.00; disbursements totaled \$987.65. Balance on hand as of June 1, 2022, is \$1,035.91. <i>(Entire report should be written in the minutes or attached to the master copy of the minutes.)</i>
<b>PRESENTATION OF BILLS:</b> Approval of the budget DOES NOT authorize the expenditure of funds. Bills must be presented and payment must be voted upon by the association. Bills should be itemized as to the amount, the payee, and the purpose of payment.	<b>MOTION:</b> John Jones, treasurer, moved to pay bills in the amount of \$1,272.01. Motion seconded. <b>Motion ADOPTED.</b> <i>(An itemized list of bills should be written into the minutes or attached as a report.)</i>
<b>REPORTS OF OFFICERS AND CHAIRMEN:</b> Reports should be summarized. Written detailed reports should be filed in the chairman’s procedure book and attached to the master copy of the minutes.	Community Concerns chairman, Maria Garcia, reported that the Internet Safety presentation held on May 25, 2020, was a success.
<b>MOTIONS:</b> Record final, amended motions, including the name of the maker and whether the motion was adopted or defeated. Do NOT include the name of the person seconding the motion, any discussion, amendments that don’t pass, or motions that are withdrawn.	<b>MOTION:</b> Evelyn Brown moved that the Sunshine PTA conduct a survey of the members about programs parents would like the PTA to provide. Motion seconded. <b>Motion ADOPTED.</b>
<b>PROGRAM:</b> List name and title of speaker and type of program.	Louis Gray, program chairman, introduced the speaker, Sgt. Ed Collins, from the Sheriff’s Department. Sgt. Collins presented information about Internet Safety for children.
<b>ANNOUNCEMENTS:</b> These are detailed in the minutes, but not read.	List the announcements that were made.
<b>ADJOURNMENT:</b> Time of Adjournment of the meeting.	The meeting was adjourned by President Mary Brown at 7:30 PM.
<b>SIGNATURE:</b> Secretary’s signature, and committee members’ signatures, if applicable.	Sign name, title and note date approved. Obtain signatures of committee members, if applicable.

Sunshine Elementary



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SAMPLE

Association Meeting MINUTES (Quorum 16)

Monday, May 18, 2020 | 6:30 PM

Sunshine Elementary Library

In attendance: Sign-in sheet attached – quorum was present.

Mary Brown, president, called the meeting to order at 6:30 p.m. Boy Scout Troop 1234 presented the colors and led the Pledge of Allegiance.

Carol Black moved to adopt the agenda. Motion seconded. **Motion ADOPTED.**

**Approval of Minutes – Phoebe Hearst**

The minutes of the April 20, 2020 meeting were approved as written.

Phoebe Hearst, secretary, presented the executive board report:

- Fundraising companies were considered.
- Board recommendation: Phoebe Hearst moved on recommendation of the executive board that Sunshine Elementary PTA enter into a contract with Popcornopolis for the fall fundraiser. **Motion ADOPTED.**

**Treasurer's Report & Presentation of Bills – Frank Green**

Frank Green presented the treasurer's report for April 17, 2020 – May 14, 2020 [Attached].

	CHECKING	SAVINGS
Balance on Hand 04/17/2020	\$ 2,800.00	\$7,000.00
Total Deposits	500.00	2.00
Total Disbursements	( 499.00)	( 0.00)
Balance on Hand 05/14/2020	\$ 2,801.00	\$ 7,002.00

Frank Green moved to ratify payment of check #'s 1000 –1002 totaling \$ 499.00. Motion seconded. **Motion ADOPTED.**

Frank Green moved to pay Circus Book Fairs \$600.00 for book fair expenses. Motion seconded. **Motion ADOPTED.**

Frank Green moved to adopt the 2020 - 2021 Sunshine Elementary PTA budget [Attached]. Motion seconded. **Motion ADOPTED.**

**Officer Reports**

Carol Black, fundraising vice president, reported consideration of fundraising companies for the spring fundraiser.

John Taylor, family engagement committee chairman, moved that Sunshine Elementary PTA sponsor a multi-culture pot luck dinner in November in the school multipurpose room. Motion seconded. **Motion ADOPTED.**

John Taylor introduced Dr. William White who presented a program on how to increase family involvement at school.

**Announcements**

Mary Brown announced the next association meeting will be August 15 in the school library at 6:30 pm.

The president invited all to partake in refreshments.

The meeting adjourned at 7:30 p.m.

*Phoebe Hearst*

Phoebe Hearst, Secretary

August 15, 2020

Date approved

# Historian

## Historian Responsibilities:

- Captures, assembles, and preserves record of activities and achievements of a PTA
- Collects volunteer hours for PTA meetings and events
- Completes and submits the PTA Annual Historian Report to council/district PTA
- Reads the Annual Historian Report total hours into the minutes of the last association meeting of the year
- Provides copies of the Annual Historian Report for the secretary's minutes, the historian procedure book and, if applicable, president's memory book
- Displays or presents brief overview of PTA year at meeting near the end of the school year

## FAQs:

### ***Why do historians collect volunteer hours for a PTA?***

Volunteer hours are collected and reported to maintain PTA's federal tax exemption status. As a non-profit 501(c)(3) organization, PTA must receive 1/3 (one-third) of its support from the general public. The recorded hours from volunteers are proof of this. They are also used in advocating on behalf of children and as information in grant writing.

### ***How do I collect volunteer hours?***

Start to collect and tally all of your members' hours from the beginning of the PTA year. Consider using a sign in or tally sheet at PTA events and meetings for everyone to use to report their volunteer hours each month. To meet the due date for the PTA Unit-Annual Historian Report in your PTA council/district, usually in April/May, remind your members to project their volunteer hours through June 30 of the reporting year.

Does your PTA have a board member or chairman who serves as volunteer coordinator or does each event/activity chairperson find their own volunteers? If you have a designated volunteer coordinator, you can work with that person to communicate to your volunteer base.

You can also work with the event/activity chairs to find a system for reporting hours that works for you. If your PTA provides classroom volunteers (elementary school, usually), then perhaps you can work with the school office staff to have a PTA log book in the front office for room parents to record their campus hours.

## How to Showcase your PTA History

The historian is sometimes responsible for preserving a record of the activities and achievements of your PTA in the year you serve. Check your unit bylaws and/or standing rules to determine if this applies to your position. If so, here are some ways you can showcase your PTA's work:

- Take lots of photos at PTA events
- Set up a display board to highlight your PTA activities in your school's hall/office
- Share your PTA History at Back-to-School Night, staff luncheons and community events
- Present 'mock' check to your school board to show dollar value of volunteer hours at end of school year (You can find how much volunteer hours are worth by Googling "Value of Volunteer Time" and look for figures from Independent Sector.)
- Collaborate with Founders Day Chairman to promote PTA History
- Create a President's Memory Book to present at end of term
- Send out press releases to local media of your events

*Adapted from <http://toolkit.capta.org/job-descriptions/historian/>*

# Are You Tracking Your PTA's Volunteer Hours?

All PTAs are required to keep track of their volunteer hours. These hours are a record of how much PTA members contribute to the school and the community. As a non-profit organization, volunteer hours are collected and reported to maintain PTA's federal tax exemption status.



## What types of activities should you keep track of?

### Administrative tasks

Phone calls

Travel time

Meetings:

- General Membership meetings
- Executive Board meetings
- Meetings with administrators or teachers having to do with PTA
- School district or school board meetings that you attend as a representative of PTA
- Any other meetings attended for PTA purposes

Writing:

- Meeting agendas
- Minutes
- Treasurer's reports
- Chair/VP reports

Preparation for:

- Meetings
- Events
- Phone calls/emails

### Event tasks

Set-up/Clean-up

Actual event

Shopping for event/activity

### Thinking PTA

Promoting PTA to friends and acquaintances

Volunteering at school for PTA administered programs

Email conversations

### Attending

California State PTA Convention

National Convention

Council/District trainings

Legislation activities/conferences

**If PTA asks you to do it, count it toward your volunteer hours.**

The Annual Historian Report Form is used to report your volunteer hours. **This is a required report that must be submitted by PTA Units, Councils and Districts.**

*Adapted from <http://toolkit.capta.org/job-descriptions/historian/>*



# Historian Report Forms

Every PTA is required to prepare an Annual Historian Report. Information from these reports is compiled and forwarded to the California State PTA **through channels**.

Each historian, or someone designated by the president, shall prepare the Annual Historian Report. However, final responsibility remains with each president to see that the report is completed and submitted in accordance with due dates established by the California State PTA. Contact your council or district PTA for the due dates for reports.

## Annual Unit and Council Historian Report Forms

The Annual [Unit Historian Report Form](#) includes instructions to document pertinent information and volunteer hour totals from *July 1 and projected through June 30 of the following year*. The volunteer hour numbers are used to raise the awareness of legislators, school, and community personnel.

The volunteer hours must be totaled before the end of most school or PTA terms in order for the state office to process the information. Unit and council volunteers should project ahead and estimate as closely as possible the number of hours they will spend in PTA activities through June 30.

The district PTA report is due in the California State PTA office no later than June 1 each year. **Councils and units must set due dates to allow for adequate time for their reports to be received by the district PTA, in order that all hours may be tallied and totals submitted on the district PTA report.**

Councils should attach one copy of each unit's submitted report and send them to First District PTA, along with the Annual [Council Historian Report Form](#). Out-of-council units should submit their reports directly to First District. District PTAs should send the collected information to meet the state due date and continue to collect any reports outstanding from as many units and councils as possible.

**Annual Historian Report Forms are available online at [CAPTA.org](http://CAPTA.org) and at [PTA1.org](http://PTA1.org).**

### DUE DATES

#### UNIT PTAs (In-Council)

**Send your reports to your council historians by your council's due date.**

#### COUNCIL PTAs and OUT-OF-COUNCIL UNIT PTAs

**Your reports are due to First District PTA at the **April** First District Association meeting.**

## PTA COUNCIL – ANNUAL HISTORIAN REPORT FORM

Reporting Period – July 1 to June 30, \_\_\_\_\_

### Instructions:

Complete this form and file it in your Historian's procedure book.

Make 2 copies of your completed form:

- Give 1 copy to your council secretary to file with the minutes.
- Send 1 copy to your PTA district. Check your district due date.

### Tips – Reporting Volunteer Hours:

Total your council and units volunteer hours projected to June 30

Remember to include time spent by your members involved in:

- PTA activities benefiting children.
- Unit, council, district, state and National PTA programs, projects and training.
- PTA-related meetings as well as travel, phone, email and paperwork time.

#### Why do PTAs submit reports?

California State PTA requires filing of this report as stated in PTA bylaws. Information on volunteer hours is used for audits, advocacy and grant applications.

## COUNCIL INFORMATION *(Please Print)*

Council PTA Name: \_\_\_\_\_

Number of Units in Council: \_\_\_\_\_

Units Reporting \_\_\_\_\_ (\_\_\_\_\_%)

District PTA Number/Name: \_\_\_\_\_

State PTA Identification #: \_\_\_\_\_  
*See bylaws or mailing labels from State PTA for ID number*

**Report Completed by:**    ☐ Historian    ☐ President    ☐ Other

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

President's Name: \_\_\_\_\_

President's Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

TOTAL VOLUNTEER HOURS REPORTED = \_\_\_\_\_

COUNCIL = \_\_\_\_\_

UNITS = \_\_\_\_\_

**GRAND TOTAL – VOLUNTEER HOURS REPORTED =** \_\_\_\_\_

## PTA UNIT – ANNUAL HISTORIAN REPORT FORM

Reporting Period – July 1 to June 30, \_\_\_\_\_

### Instructions:

Complete this form and file it in your Historian's procedure book

Make 2 copies of your completed form:

- Give 1 copy to your unit secretary to file with the minutes.
- Send 1 copy – through channels – to your PTA council/district.

Check your council/district due date.

### Why do PTAs submit reports?

California State PTA requires filing of this report as stated in PTA bylaws. Information on volunteer hours is used for audits, advocacy and grant applications.

### Tips – Reporting Volunteer Hours:

Total your unit's volunteer hours projected to June 30

Remember to include time spent by your members involved in:

- PTA activities benefiting children.
- Unit, council, district, state and National PTA programs, projects and training.
- PTA-related meetings as well as travel, phone, email and paperwork time.

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## UNIT INFORMATION *(Please Print)*

PTA/PTSA Name: \_\_\_\_\_

☐ Preschool    ☐ Elementary School    ☐ Jr./Middle School    ☐ High School    ☐ Other

District PTA Number/Name: \_\_\_\_\_

State PTA Identification #: \_\_\_\_\_

*See bylaws or mailing labels from State PTA for ID number*

**Report Completed by:**    ☐ Historian    ☐ President    ☐ Other

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

President's Name: \_\_\_\_\_

President's Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

TOTAL VOLUNTEER HOURS REPORTED = \_\_\_\_\_

03/2012



## VOLUNTEER TALLY SHEET

NAME OF PTA VOLUNTEER	VOLUNTEER HOURS												TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
TOTAL													



1008 S. Eight Street  
Moor Field  
Alhambra, CA 91801



[Auditor@PTA1.org](mailto:Auditor@PTA1.org)



[PTA1.org](http://PTA1.org)

## OPEN

### *Auditor*

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### DUTIES

- Performs District year-end & mid-year audits
- Submits audit reports to District Board and District Association meetings per bylaws
- Collects and reviews council and unit year-end and mid-year audits
- Performs and/or assists councils and units with audits or records as directed by district board of directors





## 5 Point Audit Review Checklist of PTA Unit Audits (For Council Use)

---

Perform the following review procedures of each PTA unit audit in a timely manner and prior to submitting the audit to district PTA.

Indicate review by initialing and dating the Audit Report in the bottom right corner. All unit Audit Reports must be initialed and dated to be accepted by First District PTA.

- ☐ Ensure the Audit Report is complete, including:
  - Conclusion is consistent with Audit Checklist findings.
  - Report is dated.
  - Report is adopted by the unit Executive Board and Association, with adoption dates noted.
  - Report is signed by the unit auditor and Audit Review Committee members (if needed).
- ☐ Ensure ‘Dates covered by this audit’ are consistent with council’s understanding of the unit’s fiscal year end per unit bylaws.
- ☐ Ensure “Balance on Hand” at audit period end agrees to (equals) “Balance in checking account” at audit period end.
- ☐ Ensure completeness of the Audit Checklist, and ensure all “No” answers have been included in the report as recommendations to change financial procedures.
- ☐ Ensure “No” is selected for “Mismanagement”. If “Yes” is selected, contact district PTA president immediately for assistance.
- ☐ Ensure that the audit has been completed by a qualified accountant or reviewed by an Audit Review Committee.

If any errors or inconsistencies are identified through the review process, inform the unit president, treasurer and auditor. The Audit Report will need to be corrected/updated, re-adopted by the unit Executive Board and Association and re-submitted to council.



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## AUDIT REPORT

Date \_\_\_\_\_ Fiscal Year \_\_\_\_\_  
 Name of Unit \_\_\_\_\_ IRS EIN \_\_\_\_\_  
 Council \_\_\_\_\_ District PTA \_\_\_\_\_  
 Bank Name \_\_\_\_\_ Acct Name \_\_\_\_\_  
 Bank Address \_\_\_\_\_ City/Zip \_\_\_\_\_  
 Membership Dues Per Bylaws \$ \_\_\_\_\_  
 Total Members YTD \_\_\_\_\_ E-Members YTD \_\_\_\_\_

Dates covered by this audit \_\_\_\_\_ to \_\_\_\_\_

Check numbers reviewed in this audit \_\_\_\_\_ to \_\_\_\_\_

**BALANCE ON HAND** at date of last audit \_\_\_\_\_ (date) \$ \_\_\_\_\_

**RECEIPTS** since last audit \$ \_\_\_\_\_

**DISBURSEMENTS** since last audit \$ \_\_\_\_\_

**BALANCE ON HAND** as of \_\_\_\_\_ (date) \$ \_\_\_\_\_ \*

### BANK RECONCILIATION

**BANK STATEMENT BALANCE** as of \_\_\_\_\_ (date) \$ \_\_\_\_\_

**DEPOSITS** not yet credited (add to balance) \$ \_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

### UNCLEARED CHECKS (List check number and amount)

# \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_

# \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** uncleared checks (subtract from balance) \$ \_\_\_\_\_

**BALANCE** in bank account as of \_\_\_\_\_ (date) \$ \_\_\_\_\_ \*

\*These lines must balance

Read the following when the auditor's report is given: I have examined the financial records of the treasurer of \_\_\_\_\_ PTA/PTSA and find them:

- ☐ correct with no recommendations.
- ☐ correct with the attached recommendations.
- ☐ substantially correct with the attached recommendations and findings.
- ☐ partially correct. More adequate accounting procedures need to be followed so that a more thorough audit report can be given.
- ☐ incorrect.

Attach separate report of explanation and recommendations to executive board.

A separate audit form must be completed for each bank account.

Date Audit Completed \_\_\_\_\_ Date Audit Reviewed by Committee \_\_\_\_\_

Date Executive Board Adopted \_\_\_\_\_ Date Association Adopted \_\_\_\_\_

Auditor's Signature \_\_\_\_\_ Auditor's Printed Name \_\_\_\_\_

Auditor is a qualified accountant? ☐ Yes ☐ No (If Yes, Audit Review Committee is not required.)

Definition of qualified accountant can be found in the Insurance Guide.

Review Committee Signature(s) \_\_\_\_\_

(Copies to: unit president, secretary, and treasurer; council treasurer or auditor and district PTA treasurer or auditor as directed by the district PTA. Attach copies of tax filings to copies provided to next level PTA.)



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AUDIT CHECKLIST	Unit Name	Date	
DESCRIPTION	YES	NO	N/A
<b>Financial Records Provided:</b> List missing records/forms not completed on recommendation report.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Bylaws & Standing Rules <input type="checkbox"/> Budget(s) <input type="checkbox"/> Last Audit Report <input type="checkbox"/> Ledger <input type="checkbox"/> Checkbook register <input type="checkbox"/> Cancelled checks (including voids) <input type="checkbox"/> Authorizations for Payment <input type="checkbox"/> Cash Verification Forms <input type="checkbox"/> Bank statements, bank books and deposit slips <input type="checkbox"/> Bank Reconciliations <input type="checkbox"/> Receipts/bills <input type="checkbox"/> Cash receipts <input type="checkbox"/> Executive board minutes <input type="checkbox"/> Association minutes <input type="checkbox"/> Committee reports <input type="checkbox"/> Treasurer Reports (Board & Association) <input type="checkbox"/> Financial Secretary Records <input type="checkbox"/> Annual Financial Report <input type="checkbox"/> Workers' Compensation Annual Payroll Report form <input type="checkbox"/> IRS Forms 990/990EZ/990N <input type="checkbox"/> State Form 199 <input type="checkbox"/> State Form RRF-1 <input type="checkbox"/> State Form TR-1 (if required) As required for PTAs with employees or independent contractors: <input type="checkbox"/> IRS Form 941 <input type="checkbox"/> IRS Form 1099 <input type="checkbox"/> State Form DE-6 <input type="checkbox"/> State Form DE-542 <input type="checkbox"/> Other: _____			
<b>Beginning Balance Records</b>			
1. Check to see if amount shown on first bank statement (adjusted for outstanding checks and deposits) corresponds to the starting balance recorded in checkbook register, ledger, treasurer's report and ending balance of last audit	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Bank Reconciliation</b>			
1. All bank statements opened, reviewed, signed & dated monthly by non-check signer	<input type="checkbox"/>	<input type="checkbox"/>	
2. All bank statements reconciled by treasurer and reviewed, signed & dated monthly by non-check signer	<input type="checkbox"/>	<input type="checkbox"/>	
3. Ending balances (checkbook register, ledger and treasurer report) agree with last bank statement (adjusted for outstanding checks and deposits not posted to bank statement)	<input type="checkbox"/>	<input type="checkbox"/>	
4. Deposits and Checks Written: (signed by two authorized check signers per the bylaws)			
a) Recorded in checkbook register	<input type="checkbox"/>	<input type="checkbox"/>	
b) Recorded in ledger in proper line items/categories/columns	<input type="checkbox"/>	<input type="checkbox"/>	
c) Agree with treasurer reports	<input type="checkbox"/>	<input type="checkbox"/>	
5. Electronic payments and deposits recorded in checkbook register, ledger and treasurer reports	<input type="checkbox"/>	<input type="checkbox"/>	
6. Bank charges and interest recorded in checkbook register, ledger and treasurer reports	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Membership</b>			
1. Amount recorded and deposited equals total number of memberships received # _____ (members) @ \$ _____ (membership dues listed in bylaws) = \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	
2. Amount forwarded to next level PTA equals total number of memberships received # _____ (members) @ \$ _____ (per capita amount listed in bylaws) = \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Insurance</b> – premium(s) forwarded to next level PTA by due date	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Minutes</b>			
1. Original budget and updates/changes approved by association and recorded in minutes	<input type="checkbox"/>	<input type="checkbox"/>	
2. Funds released by association and recorded in minutes as released	<input type="checkbox"/>	<input type="checkbox"/>	
3. All expenditures approved and recorded in executive board minutes (List those expenditures not approved on recommendation report)	<input type="checkbox"/>	<input type="checkbox"/>	
4. All expenditures approved/ratified in association minutes (List those expenditures not approved on recommendation report)	<input type="checkbox"/>	<input type="checkbox"/>	
5. Committee minutes record plans, proposed expenditures, and total of monies earned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Authorizations for Payment</b> (signed by secretary and president)	<input type="checkbox"/>	<input type="checkbox"/>	
1. All authorizations written for approved amounts (List missing authorizations on recommendation report)	<input type="checkbox"/>	<input type="checkbox"/>	
2. All authorizations have receipt/bill attached (List missing receipts/bills on recommendation report)	<input type="checkbox"/>	<input type="checkbox"/>	
3. Authorizations match checks written	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Income</b>			
1. Deposits properly supported	<input type="checkbox"/>	<input type="checkbox"/>	
2. Cash Verification Forms used with two people counting money and signing	<input type="checkbox"/>	<input type="checkbox"/>	
3. Income received matches deposits recorded in checkbook register, ledger and treasurer reports	<input type="checkbox"/>	<input type="checkbox"/>	
4. Designated income spent as specified	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Financial Secretary Reports</b>			
1. Filed for every association and board meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Receipts/Deposits agree with ledger & register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Treasurer Reports</b>			
1. Filed for every association and board meeting	<input type="checkbox"/>	<input type="checkbox"/>	
2. Agree with ledger and checkbook register	<input type="checkbox"/>	<input type="checkbox"/>	
3. Annual Financial Report	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Committee Reports</b>			
1. Committee reports for all fundraisers submitted or report in minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reporting Forms and Tax Returns</b>			
1. Verify that all forms have been filed annually (if required)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Audit Reports</b>			
1. Audit done semiannually	<input type="checkbox"/>	<input type="checkbox"/>	
2. Audit reviewed by review committee or conducted by qualified accountant	<input type="checkbox"/>	<input type="checkbox"/>	
3. Present written report with recommendations to executive board	<input type="checkbox"/>	<input type="checkbox"/>	
4. Present audit report to association for adoption	<input type="checkbox"/>	<input type="checkbox"/>	
5. Forward report to the next level PTA	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Audit Recommendations</b>			
All "No" answers should be included in the report as recommendations to change financial procedures. <i>At the completion of the audit, meet with president and financial officers to discuss recommendations and any corrections as needed. When errors have been corrected by a financial officer and accounts are accurate, draw a double line in red ink where the audit concludes on all records. Sign &amp; date the audited materials.</i>			
<b>Mismanagement</b> – Is mismanagement suspected? (Contact district PTA president immediately for assistance if yes.)	<input type="checkbox"/>	<input type="checkbox"/>	

Fig. F-5 Audit Checklist

# **Audits**

## **A Question and Answer Guide**

How many audits must be done yearly?

- At least two per bank account

Each bank account requires a separate audit?

- Yes

When should audits be done?

- At the end of a fiscal year (usually July)
- In the middle of the fiscal year (usually January)
- Whenever a check signer resigns or is removed from office
- Whenever mismanagement is suspected

Who conducts an audit?

- The elected or appointed auditor. Auditors may not be related to any check signers by blood, marriage or cohabitation.

Who appoints an auditor if no one is elected?

- The executive board appoints an auditor and the association ratifies that appointment. Note: This is not how appointments are usually made. This is a special case so that a president, who is usually a check signer, is not appointing the person who will be auditing the financial records.

What is an audit review committee?

- An audit review committee is a committee of at least two people (which may include the auditor and/or other officers and members) who review the audit and any findings or recommendations BEFORE the audit is presented to the executive board for review and adoption.
- Check signers may serve on the audit review committee but the committee must have a majority of non-signers.
- The audit review committee should sign the audit form at the bottom of the page. The updated Audit Report in the Toolkit has space to record the date the audit is reviewed by the committee and for committee member signatures. If using an older version of the form, the audit review committee should sign and date the form in the bottom margin.

Why do we need an audit review committee?

- It's an insurance requirement. Insurance claims may be denied or coverage voided if audits are not reviewed at least annually by an audit review committee.
- An audit review committee is NOT required if the audit is performed by a qualified accountant (paid or volunteer).

- A qualified accountant is someone who has been trained/licensed to conduct audits and/or review accounting records, such as a Public Accountant or Certified Public Accountant (CPA). They do not need to be currently employed in the field and may be paid or volunteer.

Do we need an audit review committee if our audit is conducted by a council or district officer?

- Yes. An audit review committee is not required ONLY IF the audit is conducted by a qualified accountant. Council and/or district officers may serve on the audit review committee for a unit in their council/district when necessary.

What are the steps in conducting and adopting an audit?

- The auditor conducts the audit, completes the audit form and checklist and notes any findings/recommendations. The auditor signs and dates the audit.
- The audit review committee (at least two people) reviews the audit. They should sign the bottom of the audit form as described above.
- The audit is presented to the president and treasurer, then to the entire executive board at a board meeting. The executive board reviews and adopts the audit. The date the audit is adopted by the board is noted on the audit form and in the meeting minutes.
- The audit is presented to the association for adoption. The date the audit is adopted by the association is noted on the audit form and in the meeting minutes.
- The audit (original) is filed with the treasurer's records.
- A copy of the completed audit is uploaded into myPTEZ.
- The council or district is notified the audit has been uploaded and/or sent a copy of the completed audit.

## The five-minute audit for PTAs

A treasurer's report includes a lot of meaningful information, but how does the PTA know it's accurate? The unit needs to assign a non-check signer to review the bank statement each month. The most logical choices are the auditor or a member of the audit committee.

Armed with the treasurer's financial report, minutes and the bank statement the following can be checked:

<u>Treasurer's Report Nov. 1-Nov. 30:</u>			<u>Bank Statement</u>		
<b>Beginning Balance – Nov. 1</b>			<b>Bank Stmt Beginning Balance</b>		
\$3,500			\$3,550		
<b>Income</b>			<b>Deposits</b>		
Giftwrap	11/1	\$2,400✓	11/05	\$2,400✓	
Memberships	11/14	\$ 300✓	11/15	\$ 300✓	
\$2,700✓			\$2,700✓		
<b>Expense</b>			<b>Checks</b>		
CK 100	ABC Co	\$1,299✓	99	\$ 50✓	<i>last treas.rpt</i>
CK 102	Alpha PTA Council	\$ 160	100	\$ 1,299✓	
CK 103	Mary Smith	<del>\$ 250</del> <i>\$300←</i>	103	<del>\$ 300</del> ←	
<del>\$2,700</del> <i>\$1759</i>			\$1,649		
<b>Ending Cash Balance</b>			<b>Ending Bank Balance</b>		
<del>\$3,493</del> <i>\$4441</i>			<b>\$ 4,601</b>		
			<i>CK 102 -160</i>		
			<i>\$ 4441</i>		

*Call president and treasurer. Looks like Nov. treas. report  
 -check #103- needs to be corrected. Could be bank error?*

Note: If the bank statement does not include copies of checks, the unit has to obtain copies. Most banks have online access. PTAs can have online access to their bank accounts, but they must decline any access to online payment of bills.

### Step 1: Look at the checks. Verify

- Two signatures on every check
- Payee, amount and date match the treasurer's report
- Purpose of payment is included in the check's note section

### Step 2: Look at the deposits. Verify

- Date and amount match the treasurer's report
- Deposits have been timely

### Step 3: Assure no online payments or withdrawals have been made using a debit/ATM card.

### Step 4: Reconcile the bank statement to the treasurer's report.

Make adjustments for checks that have not cleared and deposits not shown.

### Step 5: Contact the treasurer to determine the source of the error(s). Corrections, if required, are included in the next treasurer's report. Report findings to unit president, treasurer and auditor (if reviewer isn't the auditor).

*Note: the five-minute audit will NOT reveal that the treasurer allocated \$100 collected for Membership Dues to Gift-Wrap Income instead, but it will point out that a \$1,000 deposit showing on the treasurer's report didn't actually make it to the bank or that a check cashed by the bank didn't show up on the treasurer's report. If this happens, ask more questions and investigate further!*

PTA resources include *Toolkit*, Finance section: 5.3 Banking, 5.3.3 Bank Statements, 5.3.6a Check Writing; Forms section: Check Sample.

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## WENDI HARVEL

*Compliance Support Officer*

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### DUTIES

- Educates units and councils on the need for financial compliance.
- Maintains tracker of "In Good Standing" status
- Works with councils and units to mitigate non-compliance.



1008 S. Eight Street  
Moor Field  
Alhambra, CA 91801



[Compliance@PTA1.org](mailto:Compliance@PTA1.org)



(818) 468-1144



[PTA1.org](http://PTA1.org)





# COMPLIANCE:

## What is it and why is it important?

In the last couple of years, the IRS has been cracking down on nonprofit organizations, and it is more important than ever to ensure that your PTA is following all of the rules. First District PTA is here to help all of our Councils and Out-of-Council Units with this so that your organizations can continue to operate.

### Why do we need to be compliant?

Federal tax law provides tax benefits to **nonprofit** organizations recognized as exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). The IRC requires that tax-exempt organizations must **comply** with federal tax law to maintain tax-exempt status and avoid penalties.

### What are the filing requirements?

- For the Internal Revenue Services (IRS):
  - Annual Informational Filing - 990 Series
- For the California Franchise Tax Board (FTB):
  - Annual Informational filing – 199 Series
- For the Office of the Attorney General (OAG):
  - Initial Registry of Charitable Trust Registration (CT Number)
  - Annual Registration Renewal Report (RRF-1)

- Charitable Trust Annual Treasurer's Report (CT-TR-1) – Only needed if your annual revenue is less than \$50,000 and you filed a 990-N.
- If you are having a raffle you must register for that with the CT-NRP-1 form. If you registered for a raffle, you need to file a Raffle Report (CT-NRP-2). Remember that you cannot hold a raffle until you get the confirmation letter from the OAG (CT-708).
- Secretary of State (SOS) if you are incorporated:
  - Bi-Annual filing of Statement of Information based on the initial registration date.

### **How can I check to see if my Council/Out-of-Council Unit is compliant?**

- **IRS** - you will need your Federal Employee Identification Number (FEIN). This can be found in your bylaws.
  - You can check status at the following three sites to confirm that all filings are up to date:
    - <https://apps.irs.gov/app/eos>
    - <https://www.charitynavigator.org>
    - <https://guidestar.org>
- **FTB** - you will need your FTB or Entity ID number (7 digits). This can be found in your bylaws.
  - Check the entity status letter:
    - <https://www.ftb.ca.gov/help/business/entity-status-letter.asp>
  - If you are looking on [myPTEZ.com](https://myPTEZ.com):
    - "N" or "U" – 199 needs to be filed with FTB
    - "C" – confirmed that the 199 has been filed with FTB.
    - If it's blank, 199 has been filed with FTB and a copy has been uploaded to [myPTEZ.com](https://myPTEZ.com).
- **OAG** – you will need your FEIN. This can be found in your bylaws.
  - Check your registry:
    - <https://oag.ca.gov/charities/content/info#status>

- If your organization's total revenue is under \$50,000, you must file form CT-TR-1:
  - <https://www.oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/ct-tr1-form.pdf>
- The RRF-1 (as well as the fee if necessary) has to be filed:
  - [https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/rrf1\\_form.pdf](https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/rrf1_form.pdf)
  - PLEASE NOTE: RRF-1 must be sent with CT-TR-1 (if applicable) OR the completed 990/990EZ.
- If you registered for a raffle, you need to ensure that the Raffle Report is submitted (CT-NRP-2) before October 1<sup>st</sup>:
  - [https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/raffle/ct\\_nrp\\_2.pdf](https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/raffle/ct_nrp_2.pdf)
- SOS – You'll need your Corporation Number or Name. This can be found in your bylaws.
  - Check status here:
    - <https://businesssearch.sos.ca.gov/?Filing=False>

### **Are there other items that we need to be compliant?**

- Annual Financial Report
- Adopted Budget
- Mid-year and Year-End Audits
- Worker's Compensation forms (complete through AIM, our insurance provider). Link can be found here:
  - [http://downloads.capta.org/Leaders/Insurance/WC\\_PaperForm\\_English\\_2021.pdf](http://downloads.capta.org/Leaders/Insurance/WC_PaperForm_English_2021.pdf)
- Conflict/Whistleblower forms
- Bylaws should be reviewed every year, but need to be renewed through channels AT LEAST every five years.

### **What's the worst thing that could happen if we're not compliant?**

- Your PTA's nonprofit status can be revoked.

- If that happens, your PTA will not be able to operate.
- You will not be able to write any checks, or accept any donations until this is cleared (a process that can take months to clear up).
- Penalty fees may be incurred, which will have to come out of your budget.
- If you attempt to operate while your status is revoked, there are huge penalties from the governing agencies.

It is vital that you have someone checking on your compliance status. While we recognize that we are having a volunteer shortage, please consider having a Compliance Chairperson or Officer added to your Executive Board. This person can help your Treasurer by ensuring that all forms have been accounted for. This will save your Treasurer valuable time and keep your Council or Unit in operation.

**PLEASE NOTE:** Our governing agencies are often behind in listing current filings. If you see an issue or if you receive a letter from any of these agencies, please reach out to your First District PTA counterparts immediately – **DO NOT ATTEMPT TO COMMUNICATE WITH IRS/FTB/OAG/SOS YOURSELF.**

## MICHELLE HURST

*Parliamentarian*

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### DUTIES

- Parliamentary advisor to District President
- Supports Council and OOC Unit parliamentarians
- Receives, reviews, and submits Council and Unit bylaws through channels
- Serves as advisor to the District Nominating Committee
- Chair of District Bylaws Committee



1008 S. Eight Street  
Moor Field  
Alhambra, CA 91801



[Parliamentarian@PTA1.org](mailto:Parliamentarian@PTA1.org)



(310) 890-8147



[PTA1.org](http://PTA1.org)

First District

**PTA**<sup>®</sup>

*everychild.one voice.*<sup>®</sup>



### What is a Parliamentarian?

- A parliamentarian is a consultant to the president.
- The role of parliamentarian is purely an advisory and consultative one since parliamentary law gives the chair alone the power to rule on questions of order or to answer parliamentary inquiries.
- The parliamentarian can only speak to the assembly if the president makes such a request.

### What can the Parliamentarian do?

The parliamentarian shall:

- Attend all meetings of the association and of the executive board and give necessary advice in parliamentary procedure when requested.
- Call the first meeting of the nominating committee, conduct election of chairman and give instructions in procedure, and may be contacted for additional information, if needed, and shall attend meetings of the nominating committee only if elected to serve as a member of the committee.
- Chair the bylaws committee and review bylaws and standing rules annually.
- Be entitled to all rights and privileges of membership including the right to make motions, debate and vote.

### How does the Parliamentarian assist the President?

- Study PTA bylaws and standing rules, Robert's Rules of Order, Newly Revised and other parliamentary resources.
- Teach the president, executive board, and members how to use parliamentary procedure.
- Listen carefully to all meeting proceedings.
- Keep a running list of members wishing to speak to an issue.
- Answer parliamentary questions as needed.

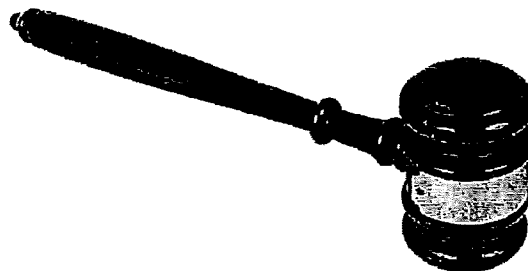
#### 5 Basic Principles of Parliamentary Law

1. **Order** – Only one piece of business at a time
2. **Equal Opportunity** – For all members to propose motions, participate in debate, vote, and share in organizational activities according to the member's talents, skill and desires.
3. **Justice** – All members have the right to ask questions and to fully understand what effect their vote will have. Complex motions should be explained by the chair. Meetings should be conducted fairly, and procedural rules should be tools, not weapons.
4. **Right of the Minority** – To be heard
5. **Right of the Majority** – To decide

## **Basic Parliamentary Procedure: Did You Know?**

- Following basic parliamentary procedure at PTA meetings ensures order, promptness and fair and impartial treatment for all.
- The parliamentary authority for PTA is Robert's Rules of Order, Newly Revised.
- Bylaws provide the basic framework for the PTA purposes and the governing structure.
- Bylaws may never be suspended.
- Bylaws should be reviewed annually to determine if any changes are needed. Follow the California State PTA procedures to amend bylaws.
- Standing rules provide detail regarding procedures for the PTA.
- A standing rule may be amended at any association meeting by a majority vote. (A two-thirds vote is required if no previous notice has been given.)
- Each board member should have a copy of the bylaws. At the beginning of a new term of office, the bylaws should be reviewed by the entire board.
- Every board member needs to know and understand the bylaws – “the rules of the game.”
- A copy of the bylaws must be provided to any member upon request.
- The executive board should be trained in parliamentary procedure in order to model it for the membership.
- The parliamentarian advises the president who rules on points of order and procedural questions.
- A motion chart may be laminated and placed between the president and the parliamentarian for easy reference at meetings.
- Many district PTAs keep a supply of standard Bylaws for Local PTA/PTSAs and Council Bylaws available for purchase.
- Units should provide the council and district PTA with a copy of their bylaws.
- A PTA position may be filled by only one person.
- One position equals one vote.
- Minutes should contain records of all actions taken by the group, including the exact wording of every motion, the maker of the motion and the actions taken on that motion.
- The secretary or chair should request that the motion be in writing if the motion is long or involved.

- **Only one action may be considered at a time.**
- **Any action** (spending money, adopting programs, etc.) to be taken requires a motion.
- **When several PTA members wish to speak to the same issue** during a meeting, the parliamentarian may assist the president by noting the names of those wishing to speak and the order in which they should be called.
- **Only members of the group that is meeting have the right to attend** unless the group grants permission for guests to attend. However, the right to vote cannot be granted to a guest.
- **PTA bylaws define each separate meeting group** – committee, executive board and association – and assign separate responsibilities and authority to each group.
- **A special meeting may be called** to consider one or more items of business requiring urgent action before the next regular meeting.
- **Voice vote is the regular method of voting on motions requiring a majority vote.** If the chair believes the vote will be close, he may call for the vote by a show of hands.
- **A rising vote is the regular method of voting on motions requiring a two-thirds vote.** It is also used to verify an inconclusive voice vote.
- **The chair may order** a “rising count” or “count of the house” to verify an inconclusive voice vote.
- **A two-thirds vote is required to change any action** previously adopted by the group, such as bylaws or the budget.
- **A standing rule may be adopted to limit the length of time** for any motion and to limit the number of speakers on each side of the issue and the time to be allotted for each speaker.
- **Voting by proxy is prohibited.**
- **The president protects the impartiality of the chair** by exercising the right to vote (or by abstaining) only when the vote will affect the outcome, i.e., to break a tie vote, or when the vote is by ballot.
- **Members must be given written notice** of all association meetings, along with an agenda that includes all action items to be considered, at least ten (10) days prior to the meeting.
- **Only members are legally qualified** to make motions, discuss and vote.



**SAMPLE PTA AGENDA WITH MOTIONS AND PHRASES TO USE**

<u>[Name of Your Unit – PTA Association Meeting]</u> <u>[Meeting Date, Time, Location]</u>	
<b>CALL TO ORDER</b> o Call meeting to order o Start on time with quorum met	• "The meeting will please come to order."
<b>OPENING CEREMONIES</b> o Pledge of Allegiance	• "_____ will lead us in the Pledge of Allegiance. Please stand."
<b>APPROVAL OF MINUTES</b> o Distribute Minutes before meeting or post at meeting o No motion needed	• "The Minutes of the meeting on _____ [date] were distributed/ posted. Are there any corrections?" • "The minutes are approved as presented." OR "The minutes are approved as corrected."
<b>FINANCIAL REPORTS</b> o Treasurer's Report o No motion needed	• "_____ will present the treasurer's report." • "You have heard the report of the treasurer. Any questions?" • "The treasurer's report will be filed for audit."
<b>AUDIT REPORT</b> o Presented semi-annually o Motion to adopt	• "_____ will present the auditor's report." • "You have heard the report of the auditor. Any questions?" <b>[MOTION TO ADOPT]</b> • "It has been moved and seconded that the audit report be adopted." <b>[Follow steps for a motion]</b>
<b>PRESENTATION OF BILLS</b> o Motion to pay bills	• "The treasurer will read the bills." <b>[MOTION TO ADOPT]</b> • "It has been moved and seconded that the bills be paid." <b>[Follow steps for a motion]</b>
<b>EXECUTIVE BOARD REPORT</b> o Summary of board actions and recommendations o Motion to approve each recommendation	• "The secretary will present the executive board report." <b>[MOTION(S) TO ADOPT – For each recommendation e.g. to approve programs, budget, calendar, fundraising, signed contracts]</b> • "Since the motion comes from the board, a second is not needed. It has been moved that ...." <b>[Follow steps for a motion]</b>
<b>COMMITTEE REPORTS</b> o Motion to approve each recommendation o Include reports from principal, teacher representative and student representative	• "_____ will present the report of the _____ committee." • "Thank you. Are there any questions?" • <b>[IF NO MOTIONS]</b> "The report will be filed." OR <b>[MOTION TO ADOPT]</b> • "Since the motion comes from a committee, a second is not required. It has been moved that ..." <b>[Follow steps for a motion]</b>
<b>UNFINISHED BUSINESS</b> o President presents items from last meeting's Minutes	• "The first item of unfinished business is _____."
<b>NEW BUSINESS</b> o Motion needed on action item before discussion and vote	• "The first item of new business is _____." <b>[IF ACTION ITEM, MOTION TO ADOPT]</b> • "Is there a second? It has been moved and seconded that ...." <b>[Follow steps for a motion]</b>
<b>PROGRAM</b> o Introduce program presenter	• "_____ will present the program."
<b>ANNOUNCEMENTS</b> o Include dates for upcoming meetings and activities	• "The next meeting is scheduled for _____." • "Thank you for joining us."
<b>ADJOURNMENT</b> o No motion needed	• "The meeting is adjourned."

## Duties of Members

### PRESIDENT'S DUTIES

- ◆ Coordinate work
- ◆ Preside at all meetings
- ◆ Make committee and chairmen appointments
- ◆ Sign all authorizations and contracts
- ◆ Understand financial procedures
- ◆ Authorized check signer
- ◆ Official representative of the association
- ◆ Responsible for annual report
- ◆ Official contact
- ◆ Meet with school/site administrator
- ◆ Perform other prescribed duties

### EXECUTIVE BOARD DUTIES

- ◆ Transact business as directed by the association and conduct business between association meetings
- ◆ Pay bills
- ◆ Create committees
- ◆ Fill vacancies
- ◆ Present reports to association
- ◆ Receive financial reports
- ◆ Protect assets of the association

### PTA ASSOCIATION

- Only group with authority to:**
- ◆ Elect the nominating committee
  - ◆ Elect officers
  - ◆ Approve/ratify all PTA expenditures
  - ◆ Approve all contracts for PTA programs, events, and projects
  - ◆ Adopt the budget
  - ◆ Adopt the audit reports
  - ◆ Elect convention delegates

***Remember ... All PTA activities must be approved by the association to comply with insurance requirements.***

## Types of Meetings

### → ASSOCIATION

**Meetings are set in the bylaws**

Attendees: Members and guests

Actions: Approves expenditures, adopts budget, and approves all other activities and programs. Elects nominating committee and officers.

### → EXECUTIVE BOARD

**Meets monthly**

Attendees: Officers, principal, teacher representative, standing committee chairmen

Actions: Review committee recommendations; handle assigned duties, recommend action to the association

### → COMMITTEE

**Meetings as deemed necessary**

Attendees: Chairman, members, president

Actions: Meets to handle preliminary work and recommends actions to the executive board

## Effective PTA Meetings

### Before meeting:

- ◆ Verify meeting location
- ◆ Review previous minutes
- ◆ Review upcoming (and past) calendar
- ◆ Prepare agenda
- ◆ Contact those who should be presenting a report

### During meeting:

- ◆ Start on time
- ◆ Agree on ground rules
- ◆ Review agenda
- ◆ Stick to the agenda
- ◆ Use parliamentary procedures
- ◆ Summarize
- ◆ Give all a chance to participate
- ◆ Restate decisions/ assignments
- ◆ End on time

### After the meeting:

- ◆ Distribute minutes promptly
- ◆ Follow up on assignments

**BYLAWS:** Before you begin anything else, read your PTA's bylaws! Go over them with the executive board so everyone understands responsibilities, quorums, meetings, elections, standing rules and basic policies of the organization. Review bylaws each year; submit updates for California State PTA approval at least every three years.

**CO-OFFICERS:** Co-officers are not recognized by the California State PTA. A committee may be appointed to assist the position if needed. Only one vote per position is permitted.

**COMMITTEES:** Committees are formed for a specific purpose; to plan, promote and implement the activities of the PTA. They function at the discretion of the membership and should be representative of the association. Individuals have the opportunity to learn about PTA, acquire leadership skills, discover resources and help develop creative solutions. Committees make recommendations; they do not make decisions. Programs must be presented to the executive board, with final approval given by the association. The president is an *ex-officio* member of every committee except the nominating committee.

**PROCEDURE BOOK:** Due to ongoing changes in leadership, PTA leaders need guidance. Each officer/chairman must have a procedure book to ensure continuity and progress. **A procedure book is NOT personal property and belongs to the office/chairman, not the individual.** A procedure book should contain: materials needed to carry out the work of the office, job description, bylaws/standing rules, agendas/minutes, finance, calendar, reports and a directory.

## Who Runs Your PTA?

### General Membership -- The Association:

- ◆ The most important component of your PTA is the membership. The members are your organization.
- ◆ Members should approve the budget, all expenditures of funds, programs and activities.
- ◆ Executive board meetings do not replace the necessity of reporting and obtaining approval of PTA business.
- ◆ All association meetings and proposed action items must be publicized at least 10 days in advance and provide members an opportunity to speak at meetings, no matter how many attend. General meetings are held in the months stated in your bylaws.

### Executive Board:

- ◆ Must be members of the PTA.
- ◆ Meets monthly during the school year.
- ◆ Plans and carries out activities, programs and expenditures, with final approval from the membership.
- ◆ The president sets the agenda for each meeting, with input from the executive board members.
- ◆ All board members may make motions and suggestions, including the principal and teacher representative.
- ◆ Follows PTA protocol at all times.

### Principal:

- ◆ Serves as an advisor to the nominating committee and the executive board.
- ◆ Has prior approval of PTA information sent home with students.
- ◆ Works with the president and board on unit programs and activities.
- ◆ Is a full voting member of the executive board.
- ◆ Has no control over the PTA's money.



## PTA GLOSSARY

**3-to-1 Rule:** PTA recommendation that there should be at least three non-fundraising programs aimed at helping parents or children or advocating for school improvements for every one fundraiser.

**Advocacy:** The act of mobilizing individuals to work with other parents in their unit, community, district, state and national PTA to spark changes in programs and policies that benefit children.

**Amend:** To change the wording of a motion by inserting, adding, striking out, and inserting, or by substitution.

**Annual Report:** (aka Historian or Unit Report) Every PTA is required to prepare an Annual Report, containing volunteer hours and brief descriptions about successful PTA program activities from July 1 and projected through June 30.

**Annual Financial Report:** The Treasurer will report gross receipts and disbursements for the fiscal year. The report is distributed to the executive board and to the membership. Copies of these reports must also be forwarded to the council and district PTAs, as required in the bylaws.

**Approval of Minutes:** The secretary addresses the chairman and reads the minutes. Or with the approval of the group, the minutes may be posted, distributed in advance or assigned to a committee of three or more for approval or correction, especially for the last association meeting.

**Association:** The voting body for all action taken, including adopting bylaws, adopting the program and budget for the year, electing the nominating committee, electing officers and approving all moneys spent by the organization.

**Auditor's Report:** A written Auditor's Report must be presented semiannually to the executive board and association after the books and financial records of the association have been audited. The association must adopt both the mid and end-of-year audits. An Audit Checklist is required for each account. If all is in order, the auditor or audit committee prepares a report, and the auditor or each member of the committee signs it.

**Audit Schedule:** All PTAs must conduct audits semiannually or upon resignation of the treasurer, financial secretary, any check signer, or at any time deemed necessary by the executive board. The months to conduct the audit, present a written report of the audit to the executive board and association for adoption are listed in each PTA's bylaws.

**Budget:** The budget is a financial representation of the activities and operations a PTA expects to conduct during a specified time period. The budget estimates income and expenses for the fiscal year and must be presented to the association for approval and recorded in the association minutes. The budget should coincide with the association's fiscal year.

**Bylaws:** Specific rules that govern the operation of business for every PTA and non-profit. All PTA bylaws have specified sections in common. Any change in bylaws requires a two-thirds vote of the association with thirty days' prior written notice to the membership once bylaws have been returned after being reviewed and approved by the CA State PTA parliamentarian. Bylaws should to be reviewed every year and need to be revised and submitted for CA State PTA approval every three years.

**Call to Order:** (on time, quorum met) The president stands, raps the gavel once and calls the meeting to order. "The meeting will please come to order."

**Carry-over Funds:** Carry-over funds represent the amount set aside to begin operations at the beginning of the next PTA fiscal year, prior to the onset of fundraising activities.

**Cash Verification Form:** Used by two PTA members when counting monies to document and verify cash and checks received. Form and monies are then given to the financial secretary or treasurer.

**Certificate of Insurance:** Document issued by the insurance broker certifying that an insurance policy covering general liability is in force. A Certificate of Insurance is included in the Insurance and Loss Prevention Guide mailed to all PTAs in good standing and on-line at [www.pta.bbt-knight.com](http://www.pta.bbt-knight.com).

**Channels:** (aka Up the Chain) The route of formal communications through the PTA. Typically from unit to council, council to district PTA, district PTA to California State PTA, CAPTA to National PTA.

**Charitable Trust Number (CT#)** – required for all PTAs by Dec 2012, listed in bylaws, used to file an RRF-1 every year .

**Commingling of Funds:** PTA is a nonprofit, private organization and as such can handle only those funds over which it has full control. PTA monies and other assets are the property of the PTA and shall be administered through its own accounts. PTAs **shall not** deposit funds from other groups or organizations in the PTA account; Deposit PTA funds in a personal account; or Deposit PTA funds in school or school district accounts.

**Continuing Service Award (CSA):** A Continuing Service Award may be given to an individual or organization in special recognition of continued service to children and youth. Typically the recipients are recognized at a Founders Day event. The recipient may or may not have received a previous Honorary Service Award. This award is available by a contribution in the name of the recipient. The award and pin is available from the CA State PTA, the order form is included in the “forms” section of the CA State PTA Toolkit. The term Continuing Service Award cannot be used if you are not registering the award by purchasing it through CAPTA.

**Convention:** The annual California PTA business meeting; where representatives from local units elect state officers, amend bylaws, adopt resolutions, and attend workshops. It is usually held at the end of April or the first part of May. The unit should budget enough money to cover the cost of registration, hotel room, transportation and food for the allowed number of delegates based on the unit’s membership

**Council:** A group of three or more local unit PTAs organized by the state PTA for the purposes of conference, leadership training and coordination of the efforts of local PTAs.

**District:** A geographic division of the state PTA established for convenience in administering PTA programs and projects.

**Diversity:** PTAs must be reflective of their communities to assure we speak for every child with one voice. A PTA membership should reflect the cultures of the surrounding neighborhoods. PTA values and appreciates diversity, which enriches and strengthens the structure of our society within our state and nation.

**EIN:** Employer Identification Number. The EIN is necessary for a unit’s tax return. A unit’s EIN is listed in the bylaws. A PTA receives their EIN upon organization of their PTA.

**Executive Board:** (aka Executive Committee): PTA executive board consists of the elected and appointed officers, the principal and the teacher representative plus the standing committee chairmen and others as written in the association’s bylaws. The executive board meets monthly to handle the transaction of necessary business and details between meetings of the association. The executive board is responsible for accepting and studying recommendations to be presented to the membership for approval. The bylaws and standing rules provide details about the executive board’s responsibilities and procedures.

**Facilities Use Permit:** A permit required by most school districts that, when approved, authorizes the PTA to use school site facilities.

**Fiduciary Agreement:** An agreement between a PTA and school/school district that defines a donation from a PTA to a school/school district and its intended use. When making gifts, a Fiduciary Agreement should be

completed by the PTA and signed by all involved so that all parties acknowledge and agree to gift restrictions. If a Fiduciary Agreement is not completed, gifts to the school that are accepted by the school district become the property of that district and can be moved or used at any school within the school district. A fiduciary agreement form is included in the “forms” section of the CA State PTA Toolkit and more information is available in the financial section of the Toolkit.

**Fiduciary Responsibility:** Every PTA board member has responsibility to: 1) protect the assets of the organization, 2) ensure compliance with all laws, 3) ensure the assets are used to meet the needs of the children and members served by the PTA, 4) ensure continuity of the association by preserving assets for the future and not encumbering future boards, 5) ensure that all members are given the opportunity to participate in decision making and to view financial reports and 6) ensure the association is carrying out the purposes of PTA.

**Founders Day:** Each year in February (17<sup>th</sup>), PTA honors the three founders as well as past and present PTA leaders. Through special programs and events, PTA also attempts to increase the awareness of its members and the community by highlighting achievements, activities, projects and goals. Founder’s Day can be celebrated at the local unit, council, district and state levels. Founders Day (aka Honorary) awards and pins are available from the CA State PTA, the order form is included in the “forms” section of the CA State PTA Toolkit.

**Freewill Offering:** Contributions commemorating the founders of PTA. Contributions are forwarded through channels to the California State PTA and set aside in a special fund for leadership services. The contributions are considered as “funds not belonging to the unit, council, or district” and are not included as income in the budget.

**Fundraiser:** PTAs should use the 3-to-1 rule: There should be at least three non-fundraising programs aimed at helping parents or children or advocating for school improvements, for every one fundraiser. Fundraising income is the gross income from fundraisers. The expenses for conducting each fundraiser should be listed under Expenses individually by fundraiser.

**Golden Oak Service Award (GOSA):** The most prestigious PTA award in California. This award may be given to an individual or organization that has made significant contributions to the welfare of children and youth in the school or community. This award is available by making a contribution in the name of the recipient. A Golden Oak Service pin is available at an additional cost. The Golden Oak Service award and pin are available from the CA State PTA, the order form is included in the “forms” section of the CA State PTA Toolkit. This term cannot be used if you are not registering the award by purchasing it through CAPTA.

**Grants:** Specific funds given to an organization to perform specific functions. CAPTA has grants for local units under categories of: 1) Parent Education, 2) Outreach Translation, 3) Cultural Arts, 4) Healthy Lifestyles and 5) Leadership Development (to go to convention). Check the [www.capta.org](http://www.capta.org) site for specific CAPTA deadlines.

**Gross Income:** This includes the total amount of income for the year, excluding council, district, State and National PTA portions of the per capita dues and freewill offerings

**Honorary Service Awards (HSA):** An Honorary Service Award may be given to an individual or organization in special recognition of outstanding service to children and youth. This award is available by making a contribution in the name of the recipient. An HSA pin is available at an additional cost. The HSA and pin are available from the CA State PTA, the order form is included in the “forms” section of the CA State PTA Toolkit. The term Honorary Service Award cannot be used if you are not registering the award by purchasing it through CAPTA.

**Honorary Service Awards Program:** This program recognizes the service and dedication of both individuals and organizations. The HSA Program includes the Very Special Person, Award, the Honorary Service Award, the Continuing Service Award, the Golden Oak Service Award, and donations to the HSA Program. A person may receive more than one of any of these awards and in any order.

**Inclusive:** To provide maximum opportunities to achieve the broadest representation of, and participation by, all families and individuals. Inclusion is a commitment to involve the entire school community in planning, as well as enjoying, PTA programs and activities. Bringing in many different views is the key to building a robust and meaningful PTA presence in your community. Some communities your PTA can reach out to include cultural and ethnic groups, non-English speakers, single parents, working parents, stepparents, foster parents, grandparents, students, teachers, school staff, school administrators, peace officers, government agencies, and businesses.

**Insurance:** Participation in the California State PTA insurance program is required of all PTAs in California. Units are notified of the premium amounts in September. The premium must be forwarded through PTA channels to be received in California State PTA office by the specified due date, or a late fee of \$25 will be assessed by CAPTA.

**Letter of Determination (LOD):** A letter of determination is proof that a PTA is a constituent organization of the California State PTA, it is a packet consisting of:

- Letter dated 1943 from the Internal Revenue Service
- Letter from the California Franchise Tax Board
- Current cover letter from the California State PTA office indicating the specific unit is a constituent unit and is in good standing. The letter also includes the unit's EIN.

The letter of determination should be filed with the PTA's permanent financial records.

**Loss Prevention Guide:** Insurance guide that provides direct to help units select fundraising activities, sponsored programs, and events. It outlines the risks associated with planned activities. The guide is mailed to unit, council and district PTAs annually. Each PTA president is responsible to review the guide annually.

**Majority Vote:** One more than half of the votes cast.

**Member:** Any individual who subscribes to the Purposes and basic policies of the PTA becomes a member upon payment of dues to a PTA or PTSA unit. A person, by joining a local PTA, becomes a member of both the national and state PTAs.

**Membership Dues:** Membership dues may differ in amount in each PTA. A unit's dues are listed in the local unit bylaws and can only be changed by updating the unit bylaws and submitting them through channels for approval by the California State PTA parliamentarian and the association's approval. Membership dues include per capita dues. The remaining portion stays in the unit.

**Membership List:** Each PTA membership chairman is required to maintain a list of the PTA's current members, including dates of membership and contact information. A current list of members shall be kept on file with the president, secretary, and membership chair. The membership list should be available at association meetings from the secretary to determine who is eligible to vote and be provided to the nominating committee. The membership list of the association shall be for the exclusive use of the PTA associations and shall not be available for distribution or purchase by any other organization or commercial entity. Membership lists are kept for 3 years, while the envelopes of forms can be disposed of after 1 year.

**Membership Card:** Each member receives an official membership card from the unit PTA that they paid dues to. The membership card issued shows that the dues paid to the unit also include membership in the California State PTA and national PTA. The same PTA membership card is used by all PTAs. The cards are made available from your District or Council and may not be copied. The expiration date is October 31 of the following year.

**Membership Year:** The California State PTA membership year and fiscal year is July 1 to June 30.

**Motion:** A formal proposal made to bring a subject before an assembly for its consideration and action.

**Parliamentary Procedure:** The consistent set of rules governing deliberative assemblies and designed to maintain order, expedite business and fair and impartial treatment for all.

**Payment Authorization/Request for Reimbursement Form:** A written request for an expenditure or reimbursement.

**Per Capita Dues:** Portion of dues specified in the bylaws as payable to the Council, District PTA, California State PTA and National PTA. The amount of per capita that units keep ("monies belonging to the unit") should be distinguished from the amount that is forwarded through channels ("monies not belonging to the unit") in monthly treasurer's reports, budgets and annual financial reports. Reconciliation occurs between the number of members reported and the amount of per caps submitted.

**Petty Cash:** Units **may not** have petty cash on hand. Funds may be withdrawn as petty cash before a fundraiser or event and then returned to the bank account as "returned petty cash" at the conclusion of the fundraiser or event. All other expenditures must be by check and signed by two elected officers.

**Presentation of Bills:** Since the approval of the budget does not authorize the expenditure of funds, bills must be presented, and their payment voted upon at association meetings. Bills should be itemized as to amount, whom to pay, and what payment covers. Any association bills authorized and paid by the executive board must be ratified and recorded in the association minutes. Ratified bills should be itemized as to amount, who was paid, and what the payment covers.

**Procedure Book:** Materials necessary to the work of a particular office or committee that should be compiled for their own use during their term and passed on to their successors. Procedure books are not the personal property of individuals. A procedure book can be maintained electronically.

**Pro tem:** Refers to any person temporarily acting in place of the presiding or other officer.

**PTA AND PTSA** (NOT P.T.A. or P.T.S.A.): Parent Teacher Association and Parent Teacher Student Association are registered service marks of the National Parent Teacher Association or National PTA. **No periods separate the letters.** Only organizations chartered by PTA may use its name.

**PTAEZ:** Online accounting software program developed specifically for PTAs (cost associated). Go to [www.PTAEZ.com](http://www.PTAEZ.com) to view a demo and sign up.

**PTA Logo:** PTA's can obtain official PTA logo's and reproducible graphics from the CA State PTA website. To customize the logo use an Arial font above "PTA".

**Professional Governance Standards:** Principles involved in governing responsibly and effectively that were developed to support PTA boards in their efforts to enhance their membership's and the community's understanding about the responsibilities of the PTA board.

**Quorum:** The minimum number of qualified voting members that must be present at a meeting to legally conduct business. There are different quorums for association and executive board meetings, both being specified in each PTA's bylaws.

**Ratification:** The approval by the membership at an association meeting of an action taken by the PTA executive board as specified in bylaws.

**Ready, Set ... Remit!:** Membership incentive award given by CAPTA to units who have submitted per capita dues for 30 or more members before Oct 30.

**Red Ribbon Week:** A week-long drug awareness program held on school campuses.

**Reflections:** An arts recognition and achievement program for students by the national PTA that begins at the local level and progresses through councils, districts, and state PTA to the National PTA. The Reflections

Program provides opportunities for students to express themselves creatively and to receive positive recognition for original works of art inspired by a pre-selected theme, while increasing community awareness on the importance of the arts in education.

**Reimbursable Expenses:** A PTA should reimburse executive board members for any approved out-of-pocket expenses. Appropriate out-of-pocket expenses include photocopies, office supplies, etc. Receipts must be submitted for all reimbursable expenses.

**Release of Funds (aka Preauthorization):** Authorization vote by the association to spend up to a certain amount of money for an agreed upon purpose.

**Remittance Form:** Finance form that accompanies the per capita dues, insurance premiums, freewill offerings and other payments submitted through channels.

**RRF-1:** This is the Annual Registration Renewal Report; every non-profit organization must file annually declaring the most current information of the group.

**Resolution** (convention): New business is brought before the convention by resolutions. When adopted by the California State PTA convention delegates, a resolution becomes an official PTA position that provides authority and direction for action by the California State PTA and its constituent associations.

**Restricted Reserve:** It is permissible for PTAs to have a savings account to hold undistributed funds for more than one year. An example of why a PTA might have a large sum of undistributed funds is a PTA is financing a long-term projects or programs, i.e., playground project.

**Robert's Rules Of Order:** A book of parliamentary procedure used as the basis for conducting meetings. The rules contained in the current edition shall govern the National PTA and its constituent organizations when they are not in conflict with the bylaws of California PTA, National PTA or articles of incorporation.

**Roster:** A listing of all current PTA officers' names and contact information.

**Scholarships:** The California PTA offers the following scholarships to PTA members: 1) Graduating High School Senior Scholarship (due to CAPTA) , 2) Continuing Education Scholarship for Credentialed Teachers and Counselors 3) Continuing Education Scholarships for PTA volunteers and 4) Continuing Education Scholarship for School Nurses. Check [www.capta.org](http://www.capta.org) for applications, guidelines and due dates

**Special Committee:** Committee appointed as the need arises to perform a specific task, then is dissolved.

**Spotlight Award Program:** Award recognition program of CAPTA that recognizes the achievements of local units in specific categories. Categories are 1) Leadership Development, 2) Student Support and Achievement, 3) Environmental, 4) Family Involvement, 5) Membership and Outreach 7) Collaboration and Advocacy. There is one application that allows applicants to qualify for consideration in multiple categories. To be eligible for the PTA Unit Spotlight Award, a unit must qualify for the Ready, Set ... Remit! Award in the year in which it applies for the award, and its bylaws must be current.

**Staff/Teacher Appreciation:** PTA resources may be used for hospitality for staff/volunteer appreciation as long as it does not represent a significant amount. "Not of a significant amount" is defined by the IRS as an amount that does not exceed 5 percent of the nonprofit organization's annual budget. **PTA funds cannot be used to purchase personal gifts for staff or volunteers, such as gift cards.**

**Standing Committee:** Permanent committee created to perform a continuing function.

**Standing Rules:** The details of administration of an association. They are adopted by majority vote as needs arise by the body they govern. Standing rules outline the procedures of the organization that are not included in the bylaws and must not restate or conflict with the bylaws. Standing Rules are the details of monthly PTA work that may be changed from administration to administration or from meeting to meeting.



**Tax Exemption:** PTAs are exempt from taxes under Section 501(c)(3) of the Internal Revenue Code. To retain the tax-exempt status, PTAs must pay attention that fundraising does not become the primary focus. While PTAs are exempt from paying taxes, all PTAs are required by the IRS to annually file taxes (some version of a 990 and some version of a 199) by 5 and ½ months after the end of their fiscal year.

**Toolkit:** The California State PTA Toolkit provides guidance, instruction, and ideas for ensuring a successful term as a PTA officer or chairman. One copy of the publication is sent to each PTA president in California when published (every other summer). The Toolkit is designed to be shared and is posted on the California State PTA website, [www.capta.org](http://www.capta.org).

**Treasurer's Report:** Report that includes balances at the beginning and end of the period covered; amounts credited to the general fund and any special funds; and receipts and disbursements with separate sections for amounts belonging to the PTA and amounts NOT belonging to the PTA with a detailed written report posted and/or distributed. Copies of the report must be provided to the president and secretary and added to the treasurer's file. Treasurer's reports are not approved by the board or association, but rather are 'filed for audit.'

**Unallocated Reserve:** Unallocated reserve funds represent the amount remaining after making allocations for budgeted programs and activities and may be used to cover any unexpected or unplanned expenses in the current fiscal year with approval of the association.

**Unit:** A self-governing PTA unit, usually associated with a school, that plans programs and activities to meet the needs of children and youth. The local unit is required to observe the policies and procedures of the California State PTA and/or National PTA.

**Unit In Good Standing:** Defined as a local unit that: 1) Adheres to the Purposes and basic policies of the PTA; 2) Has a minimum of 15 members including three officers: president, secretary and treasurer; 3) Submits per capita dues, insurance premiums and member names and addresses by the California State PTA deadlines; and 4) Has bylaws approved according to the procedures of the California State PTA. California PTA will notify Units Not In Good Standing (NGS) in writing by April 30. NGS units risk having their charter withdrawn.

**Very Special Person Award (VSP):** The Very Special Person Award may be given to individuals or PTA constituent organizations to recognize having contributed to the school community in a special way. This award is available by making a contribution (however a certificate to present to the recipient is not included). A VSP pin is available at an additional cost, the order form is included in the "forms" section of the CA State PTA Toolkit.

**Volunteer Hours:** Collection of volunteer hours is important to maintain PTA federal tax exemption. An organization granted nonprofit charitable status must receive one-third of its support from the general public. Valuation of service hours expended in carrying out the purposes for which it was formed will also positively affect the public support and leverage of PTA. The Historian generally collects and tallies the volunteer hours (rounded up to nearest hour) and reports in the Annual Report.

**Voting Member:** To be qualified to vote, a member must have paid annual per capita dues and been a member of the association for at least 30 days