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2023 – 2024 Master Calendar

**Board of Directors (BOD) Meeting (Quorum 7)**

**Who:** First District PTA Officers  
**When:** Second Monday of the month (subject to change due to holidays)  
**Time:** 9:30 AM  
**Where:** First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801

**District Board Meeting (Quorum 19)**

**Who:** Council Presidents or designated representative from the Council board  
Out-of-Council (OOC) Unit Presidents or designated representative from the OOC Unit board  
First District PTA Officers and Chairs of Standing Committees  
Immediate Past First District PTA President (unless elected or appointed to another office)  
All California State PTA and National PTA officers and chairs residing in the district.  
*A courtesy seat may be granted to other council & unit leaders or guests with prior approval from the First District PTA 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:** Unless otherwise noted, Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101 (pending contract approval)

**District Association Meeting (Quorum 56, representing 19 associations)**

**Who:** 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  
All Council Presidents or their alternate  
Immediate Past First District PTA President (unless elected or appointed to another office)  
First District Officers and Chairs of Standing Committees  
All California State PTA and National PTA officers and Chairs residing in the district  
*A courtesy seat may be granted to other Council & Unit leaders or guests with prior approval from the First District PTA 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 30, 2023, Covina-Valley District Field, Hanes Center, 220 W. Puente Street, Covina, CA 91723  
**December** Annual Holiday Luncheon – Monday, December 4, 2024, 9:00 AM-1:00 PM, Sheraton Fairplex Hotel & Conference Center, 601 W McKinley Ave, Pomona, CA 91768  
**February** Reflections Arts Program Reception/First District Awardees – Saturday, February 3, 2024, **TBD**  
**June** District Leadership Conference – Saturday, June 8, 2024, Edgewood High School, 1625 W Durness St, West Covina, CA 91790

**Due Dates and Deadlines**

Dates listed on the calendar are **DUE DATES TO FIRST DISTRICT PTA OFFICE** (except where noted, i.e., DUE at the State PTA office).



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## 2023 – 2024 Master Calendar

These dates are **FINAL** to allow time for First District PTA to process information & remittances and to forward through channels to meet State PTA deadlines.

**Please note that items must be received in the District office prior to noon of the DUE DATE.**

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

**First District Membership Theme: "The Path to Sweet Adventure  
- Celebrating Our Commit'mint' to Membership Growth"**

**District Membership Challenge: "Yes, You Can-dy!"**

**State PTA Membership Theme: Available Available 8/21/23**

**State PTA Membership Unit Challenge: Available 8/21/23**

**National PTA 2023 - 2024 Reflections Theme: "I Am Hopeful Because..."**

### July

- 1 Annual Membership Campaign begins 2023-2024
- 1-9 District Office closed
- 10 District Office reopens virtually and by appointment

### August

- 14 **BOD Meeting** – 9:30 AM; First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801
- 14\* **District Board Meeting** - 6:30 PM; via Zoom  
**DISTRICT Business:** Adopt Master Calendar, Budget, Annual Financial Report and YE Financial Review; Approve Contracts: & Financial Reports; Approve Presidential Appointments
- 16 First District Reflections Training 6 PM - 8 PM via Zoom for Council and Unit leaders
- 17-19 California State PTA Summer Board of Managers Meeting - Hilton Arden West, Sacramento, CA 95815-3306
- 21 **Out-of-Council President Orientation** – 6:30 PM, Via Zoom
- 28 **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 91723  
**DISTRICT Business:** Adopt Master Calendar, Budget, Annual Financial Report and YE Financial Review; Approve Contracts & Financial Reports; Ratify Presidential Appointments  
**Due:**
  - **Membership per capita (due monthly)**
  - Council and Unit Annual Financial Reports, YE Financial Reviews (Fiscal YE 5/31)
  - Council and Unit 2023 - 2024 Budgets

### September

- 4 **District PTA Office Closed -- Labor Day**
- 11 **BOD Meeting** – 9:30 AM; First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801
- 13 First District PTA Reflections Training 6 PM - 8 PM via Zoom for Unit and Council leaders via Zoom
- 25 **District Board Meeting & President's Round Table** – 6:00 PM Presidents' Round Table; 7:00 PM District Board Meeting, Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101  
**Due:**
  - **Membership per capita (due monthly)**
  - Council and Unit Annual Financial Reports, YE Financial Reviews (FYE 6/30)
  - Council and Unit 2023 - 2024 Budgets
  - Council/OOC Presidents' Quarterly Reports

### October

- 1 Due to California State PTA:



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### 2023 – 2024 Master Calendar

- Grant Apps – Cultural Arts, Outreach/Translation, Healthy Lifestyles, Parent Education
- Continuing Education Scholarship Apps – School Nurses, Credentialed Teachers, Counselors, and PTA Volunteers

- 2 **Due to First District PTA** - California State PTA Membership Challenge **TBA**
- 9 **BOD Meeting** – 9:30 AM; First District PTA Office
- 15 **Due to First District PTA** - **California State PTA Membership Challenge** - 30 members remitted to qualify for “Ready, Set, Remit”
- 23-31 Red Ribbon Week
- 30\* **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 91723  
**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)
- 30 Due to California State PTA: “Ready, Set, Remit” membership challenge – Thirty (30) memberships due to California State PTA
- 31 **2022 - 2023 PTA Membership Cards EXPIRE**

### November

- 1 **2023 - 2024 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 First District PTA** - “Membership **TBD**”  
**Due to California State PTA** - DRAFT Resolutions
- 13 **BOD Meeting** – 9:30 AM; First District PTA Office
- 14 **Election Day – VOTE**
- 14 **Due to DISTRICT: Membership dues – 1st required remittance** – minimum 15 members **to be in good standing**
- 16 -18 California State PTA Fall Board of Managers - DoubleTree Hilton, Ontario, CA 91764
- 27 **District Board Meeting & Presidents’ Round Table** – 6:00 PM President’s Round Table; 7:00 PM District Board Meeting begins, with Nomination & Elections Mini-training; Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101  
**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)

### December

- 1 **Due to DISTRICT - Virtual REFLECTIONS Entries and Forms** via Google Docs
- 4\* **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 91768  
**DISTRICT Business:** Approve Contracts & Financial Reports; Ratify Presidential Appointments  
**Due:**
  - **Membership per capita (due monthly)**
  - Council/OOC Presidents’ Quarterly Report
- 11 **BOD Meeting** – Location TBD 9:30 AM
- 12 **Due to DISTRICT - California State PTA Membership Challenge **TBD**** - members remitted necessary to



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qualify

15 District Office closes for Winter Break – return Tuesday, January 2nd

20 **DUE TO AIM - Liability Insurance Premiums – \$\$ for Units, \$\$ for Councils (premium cost available 08/21/23)**

**January 2024**

2 District Office Re-Opens (by Appointment) – Kick off Mid-Year Membership Campaign

5 Due to California State PTA: FINAL Resolutions (Requires council/district approval, cover letters & signatures)

8 **BOD Meeting** – 9:30 AM First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801

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

22-23 **California State PTA Legislation Conference** - Embassy Suites Riverfront, Sacramento, CA 95814

29\* **District Board Meeting & President’s Round Table** – 6:00 PM Presidents’ Round Table; 7:00 PM District Board Meeting begins, with Financial Review Mini-Training; Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101

**Business:** Adopt First District PTA Mid-Year Financial Review P.E. 12/31/2023

- Due:**
- **Membership per capita (due monthly)**
  - Council/Unit Mid-Year Financial Reviews (FYE 5/31)

31 Due to State PTA: Workers’ Compensation Annual Payroll Reports and Estimated 5% Surcharge (1/5/2023 – 1/4/2024), if any

**February**

1 Due California State PTA: California State PTA Graduating High School Senior Scholarship applications

3 **First District PTA Reflections Reception** – 10:30AM - 12:00PM Location TBD

7-8 California State PTA Winter Board of Managers - Hilton Arden West, Sacramento, CA

12 **BOD Meeting** – 9:30 AM First District PTA Office, 309 S. 3rd Street, Alhambra, 91801

17 National PTA Founders Day honoring the three PTA founders, past and present PTA leaders & volunteers

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

21 **Due to DISTRICT - California State PTA Membership Challenge “TBA”**

26 **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 91723

**Business:** Elect district voting delegates to California State PTA Convention; Select National PTA Convention district delegates; Adopt mid-year Financial Review; Approve Contracts & Financial Reports

**Program:** Celebrate Founders Day

- Due:**
- **Membership per capita (due monthly)**
  - Council/OOC Presidents’ Quarterly Report
  - Council/Unit Mid-Year Financial Reviews (FYE 6/30)
  - Founders Day Freewill Offerings (units & councils remit forwarded funds)

**March**

1 Phoebe Apperson Hearst Innovation in Family Engagement Award applications due to National PTA

11 **BOD Meeting** – 9:30 AM First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801

12-13\* National PTA Legislation Conference - Alexandria, VA

15 **Honorary Service Award Nominations DUE** to First District PTA

25 **District Board Meeting & President’s Round Table**– 9:00 AM Presidents’ Round Table; 10:00 AM District Board Meeting begins, with Board Transition Mini-training; Committee Meetings follow as necessary; Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101

**Due:**

- **Membership per capita (due monthly)**



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- CAPTA Membership Challenge “TBD” - members remitted necessary to qualify
- Founders Day Freewill Offerings (units & councils remit forwarded funds)
- District Commemorative Senior Scholarship Applications from Council PTAs

April

- 1 **Due: Final Membership per capita remittance to qualify for DISTRICT membership awards**
- 8\* **BOD Meeting – 9:00 AM** First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801  
*Determine Commemorative Scholarship recipients*
- 22 **District Association Meeting and Membership Awards – location TBD**  
**Announce and Present: Commemorative Senior 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
  - 2024–2025 council and unit roster information input in MyPTEZ Officer/Board Member Contact
- 27 **Due to DISTRICT - CAPTA Membership Challenge “TBD” - members remitted necessary to qualify**

May

- 1 **Due: 2024–2025 council and unit roster information input in MyPTEZ Officer/Board Member Contact**
- 1-2 California State PTA Spring Board of Managers – Doubletree Hotel, Ontario, CA
- 2 California State PTA Leadership Symposium, Doubletree Hotel, Ontario, CA
- 3-5 **California State PTA Convention** - Doubletree Hotel, Ontario, CA
- 13 **BOD Meeting – 9:30 AM**, First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801
- 20 **District Board Meeting – 6 PM** District Board Meeting begins; Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101  
**Due:**
  - **Membership per capita (due monthly)**
  - Final Founders Day Freewill Offerings (units & councils remit forwarded funds)
  - Payment/Registrations for June District Leadership Training Conference
- 27 **District Office closed - Memorial Day Observed**

June

- 8 **District Leadership Training Conference – 7:00 AM - 3:00 PM**; Edgewood High School, 1625 W Durness St, West Covina, CA 91790
- 10 **BOD Meeting – 9:30 AM** First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801
- 13 **Due: FINAL Membership Dues Per Capita for fiscal year 2023-2024**
- 27-30 National PTA Virtual Convention
- 30 Fiscal Year-End  
**Due to California State PTA: Final membership per capita for 2023-2024**

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