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2024 - 2025 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

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 PLUS one (1) delegate or their alternate selected by the association prior to the first meeting of the district
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 28, 2024, Covina-Valley District Field, Hanes Center, 220 W. Puente Street, Covina, CA 91723
December Annual Holiday Luncheon – Monday, December 9, 2024, 9:00 AM-1:00 PM, location TBA
February Reflections Arts Program Reception/First District Awardees – Saturday, February 1, 2025, location TBA
June District Leadership Conference – Saturday, May 17, 2025, 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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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:

District Membership Challenge:

State PTA Membership Theme: "Path to a Million - Make a Difference"

State PTA Membership Unit Challenge:

National PTA 2024 - 2025 Reflections Theme: "Accepting Imperfection"

July

- 1 Annual Membership Campaign begins 2024-2025
- 1-14 District Office closed
- 11 First District Board of Directors Retreat
- 15 District Office reopens virtually and by appointment

August

- 03 Spanish language local leader training - location TBA
- 12 **BOD Meeting** – 9:30 AM; First District PTA Office, 309 S. Third Street, Alhambra, CA 91801
- 12* **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
- 14 First District PTA Reflections Training 6 PM - 8 PM via Zoom for Unit and Council leaders via Zoom
- 19 **Out-of-Council President Orientation** – 6:30 PM, via Zoom
- 26 **District Association Meeting** – 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 2024 - 2025 Budgets

September

- 2 **District PTA Office Closed -- Labor Day**
- 9 **BOD Meeting** – 9:30 AM; First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801
- 11 First District PTA Reflections Training 6 PM - 8 PM via Zoom for Unit and Council leaders via Zoom
- 23 **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
District Business: Elect Nominating Committee for 2025 BOD
Due:
 - **Membership per capita (due monthly)**
 - Council and Unit Annual Financial Reports, YE Financial Reviews (FYE 6/30)
 - Council and Unit 2024 - 2025 Budgets
 - Council/OOC Presidents' Quarterly Reports



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October

- 1 Due to California State PTA:
- Grant Apps – Cultural Arts, Outreach/Translation, Healthy Lifestyles, Parent Education
 - Continuing Education Scholarship Apps – School Nurses, Credentialed Teachers, Counselors, and PTA Volunteers
- 1 **Due to First District PTA** - California State PTA Membership Challenge **TBA**
- 7 **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
- 28 **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 **2023 - 2024 PTA Membership Cards EXPIRE**

November

- 1 **2024 - 2025 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
- 5 **Election Day – VOTE**
- 1 **BOD Meeting** – 9:30 AM; First District PTA Office
- 14 **Due to DISTRICT: Membership dues – 1st required remittance** – minimum 15 members **to be in good standing**
- 18 **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 12:00PM - Noon
- 9 **Annual Holiday Luncheon and Association Meeting** – 9:00 AM Check-in, 10:00 AM Meeting begins, 11:00 AM Luncheon begins, **location TBA**
- DISTRICT Business:** Approve Contracts & Financial Reports; Ratify Presidential Appointments
- Due:**
- **Membership per capita (due monthly)**
 - Council/OOC Presidents’ Quarterly Report



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- 11* **BOD Meeting** – Location TBD 9:30 AM
- 12 **Due to DISTRICT - California State PTA Membership Challenge TBD** - members remitted necessary to qualify
- 16 District Office closes for Winter Break – return Monday, January 6th
- 20 **DUE TO AIM - Liability Insurance Premiums** –~*** for units, ~*** for Councils (announce 8/10/24)

January 2024

- 6 District Office Re-Opens (by Appointment) – Kick off Mid-Year Membership Campaign
- 6 Due to California State PTA: FINAL Resolutions (Requires council/district approval, cover letters & signatures)
- 13 **BOD Meeting** – 9:30 AM First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801
- 20 **District Office Closed** – Martin Luther King Jr. Day

- 27 **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. 12/31/2024
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 (1/5/2024 – 1/4/2025), if any

February

- 1 Due California State PTA: California State PTA Graduating High School Senior Scholarship applications
- 1 **First District PTA Reflections Reception** – 10:30AM - 12:00PM Location TBD
- 3-4 **California State PTA Legislation Conference** - Embassy Suites Riverfront, Sacramento, CA 95814
- 10 **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
- 17 **District Office Closed - Presidents’ Day**
- 19 **Due to DISTRICT - California State PTA Membership Challenge “TBA”**
- 24 **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: Election of 2025-2027 Board of Directors; Elect district BOD voting delegates to California State PTA Convention; Elect National PTA Convention district BOD voting 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
- 10 **BOD Meeting** – 9:30 AM First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801
- 11-12 National PTA Virtual Legislation Conference
- 13 **Honorary Service Award Nominations DUE** to First District PTA



2024 - 2025 Master Calendar

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

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

April

1 **Due: Final Membership per capita remittance to qualify for DISTRICT membership awards**

14 **BOD Meeting – 9:00 AM** First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801
Determine Commemorative Scholarship recipients

28 **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

28 **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**

2-4 **California State PTA Convention** - Doubletree Hotel, Ontario, CA

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

19* **District Board Meeting and Installation – 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

7 **District Leadership Training Conference – 7:00 AM - 3:00 PM**; Edgewood High School, 1625 W Durness St, West Covina, CA 91790

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

12 **Due: FINAL Membership Dues Per Capita for fiscal year 2024-2025**

26-28 National PTA Virtual Convention

30 Fiscal Year-End

* = Change - not 2nd or 4th Monday