



RSVP by May 25th!

Peralta District PTA's

ANNUAL TRAINING FOR PTAs

*All PTA officers, chairmen, & administrators in Alameda County are invited!
Please join us! Training is a legitimate PTA expense.*

SATURDAY, JUNE 1, 2013 ... 8:15 AM TO 2:15 PM

**at Canyon Middle School
19600 Cull Canyon Road, Castro Valley**

Cost: \$15/person includes continental breakfast & lunch
Please respond early so we have enough handouts and food!
Those registered by May 25th receive a 2nd ticket for door prize drawings.

CONFERENCE SCHEDULE:

8:15 - 9:00	<i>Registration / continental breakfast</i>
9:00 - 10:00	GENERAL SESSION & Association Meeting <ul style="list-style-type: none">• Hear about the Reflections program• Observe a correctly run Association Meeting
10:00 - 10:15	<i>Break</i>
10:15 - 11:45	WORKSHOPS - Session I
11:15 - 12:15	<i>Lunch with "stump the experts" in meeting room</i>
12:30 - 2:00	WORKSHOPS - Session II

2 SESSIONS of WORKSHOPS OFFERED:

Session I (10:15 - 11:45)

- **Financial Responsibilities for all Officers**
- **Treasurers**
- **Programs**
- **Membership**
- **Bylaws**
- **Reflections (repeated in session II)**

Session II (12:30 - 2:00)

- **Presidents**
- **PTA EZ**
- **Grant Writing Made Easy**
- **Communications**
- **Secretaries**
- **Reflections (repeat of session I)**

WORKSHOP PRESENTERS and DESCRIPTIONS

Financial Responsibilities for all Officers

Sherry Elkington, Finance Commission, CAPTA and Carol-Ann Koch-Weser, Advisor, Peralta District PTA

Understand the big picture of PTA and PTA basics with emphasis on financial procedures because every board member has IRS mandated fiduciary responsibilities.

Presidents

Susan Nathan, President, Peralta District PTA, Cheryl James, President-Elect, Peralta District PTA and Carol-Ann Koch-Weser, Advisor, Peralta District PTA

Understand your role as president: the resources and support that are available, types of meeting and how to run a successful one, following procedures, what's due when, with time for Q&A.

Treasurers

Linda Mei Contreras, Treasurer, Peralta District PTA

This workshop will help you start and complete your job. Topics include: banking, money handling, authorizations and reimbursements, and required reporting in PTA format.

PTA EZ

Linda Mei Contreras, Treasurer, Peralta District PTA and Sherry Elkington, Finance Commission, CAPTA

PTAEZ® is a web-based application created to meet the financial management needs of PTAs, including helping your PTA quickly set up an online store, and preparing to file tax forms.

Programs

Maggie Steele, Vice President of Programs and Member Services and Vice President-Elect for Family Engagement, California State PTA

Take your PTA to the next level! Check out what is available with tips and how-to's for organizing dynamic PTA Programs to grow community, parent engagement and student achievement. Share your success stories and network with other PTA leaders in this interactive workshop.

Grant Writing Made Easy

Maggie Steele, Vice President of Programs and Member Services and Vice President-Elect for Family Engagement, California State PTA

Tired of selling gift-wrap and cookie dough? In tough budgetary times, grants are a great source of additional funding for your PTA programs. Learn the how-to's for successful grant writing and relationship building with potential funders.

Membership

Patti Christiansen, Vice President of Membership and Vice President-Elect for Communications, California State PTA

Learn the basics of planning a successful PTA membership year. Workshop strategies include campaign planning and implementation, marketing and promoting your PTA, and the how-to's for electronic delivery of membership cards.

Communications

Patti Christiansen, Vice President of Membership and Vice President-Elect for Communications, CAPTA

How does your PTA reach out to members and potential members? Creative communications is the key! Learn the how-to's of basic PTA communications, social media tips, and communication strategies to move your PTA into the 21st Century!

Bylaws & Parliamentary Procedures

Melinda Kufeld, President, Fremont Council PTA

Every PTA needs to rely on their bylaws and keep them current. Learn how to update your bylaws using PTA's electronic bylaws system. Understand how to use parliamentary procedures to help you run efficient meetings.

Secretaries

Nancy Mitchell, Financial Secretary, Peralta District PTA and Secretary, Fremont Council PTA

Learn the responsibilities and record keeping required of the PTA secretary. Understand the importance of accurate minutes and the requirements of parliamentary procedure.

Reflections (repeated in next session)

Linda Dewlaney, Reflections Chairman, Peralta District PTA

Learn how you can bring the fun and excitement of the Reflections Arts Recognition Program to your Unit or Council! Reflections is a national recognition and achievement program for students that also increases community awareness of the importance of the arts in education.

Reflections (repeat of previous session)

Linda Dewlaney, Reflections Chairman, Peralta District PTA

Learn how you can bring the fun and excitement of the Reflections Arts Recognition Program to your Unit or Council! Reflections is a national recognition and achievement program for students that also increases community awareness of the importance of the arts in education.

PERALTA DISTRICT PTA ANNUAL CONFERENCE - SATURDAY, JUNE 1, 2013
REGISTRATION FORM

Number of registrants on this form _____ x **\$15.00 per person** = \$ _____

- **Make check payable to:** Peralta District PTA
- **Mail to:** Nancy Mitchell, 44999 Cree Court, Fremont 94539

Name of PTA:		Council or City:	
Attendee #1:		PTA Office Held in 2012-13:	PTA Office for 2013- 2014:
Street Address:			
City and zip:		Phone:	
Email:			
Session I (indicate choice - one of the 6):		Session II (indicate choice - one of the 5):	
<input type="checkbox"/> Financial Responsibilities for All <input type="checkbox"/> Treasurer <input type="checkbox"/> Programs <input type="checkbox"/> Membership <input type="checkbox"/> Bylaws <input type="checkbox"/> Reflections		<input type="checkbox"/> Presidents <input type="checkbox"/> PTA EZ <input type="checkbox"/> Grant Writing <input type="checkbox"/> Secretary <input type="checkbox"/> Communications <input type="checkbox"/> Reflections	
Indicate sandwich choice: <input type="checkbox"/> BEEF <input type="checkbox"/> TURKEY <input type="checkbox"/> VEGETARIAN OR ... <input type="checkbox"/> VEGGIE SALAD			
Attendee #2:		PTA Office Held in 2012-13:	PTA Office for 2013- 2014:
Street Address:			
City and zip:		Phone:	
Email:			
Session I (indicate choice - one of the 6):		Session II (indicate choice - one of the 5):	
<input type="checkbox"/> Financial Responsibilities for All <input type="checkbox"/> Treasurer <input type="checkbox"/> Programs <input type="checkbox"/> Membership <input type="checkbox"/> Bylaws <input type="checkbox"/> Reflections		<input type="checkbox"/> Presidents <input type="checkbox"/> PTA EZ <input type="checkbox"/> Grant Writing <input type="checkbox"/> Secretary <input type="checkbox"/> Communications <input type="checkbox"/> Reflections	
Indicate sandwich choice: <input type="checkbox"/> BEEF <input type="checkbox"/> TURKEY <input type="checkbox"/> VEGETARIAN OR ... <input type="checkbox"/> VEGGIE SALAD			
Attendee #3:		PTA Office Held in 2012-13:	PTA Office for 2013- 2014:
Street Address:			
City and zip:		Phone:	
Email:			
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