

Spring Leadership Training Day ~ Saturday, May 19, 2018 At A Glance

Peterson Middle School ~ 1380 Rosalia Dr., Sunnyvale, CA 94087

AGENDA

8:00am – 8:30am – Check In & Registration, Continental Breakfast

8:30am – 9:15am – Welcome & Association Meeting

9:15am – 9:30am – Break

9:30am – 11:00am - Workshop #1

11:00am – 11:15am – Break

11:15am – 12:45pm - Workshop #2

12:45pm – 2:00pm – Lunch, Resource & Vendor Fair

2:00pm – 3:30pm - Workshop #3

PTA Mini-Store will be open during lunch

Workshop #1 9:30am – 11:00am	- Break 11:00am – 11:15am	Workshop #2 11:15am – 12:45pm	Lunch 12:45pm – 2:00pm -	Workshop #3 2:00pm – 3:30pm
President Part 1 of 2		President Part 2 of 2		You've Got Questions, We Have Answers
Money Matter\$: Treasurer Basics Part 1 of 2		Money Matter\$: Treasurer Basics Part 2 of 2		
Council 1: Officer Training		Council 2: Unit Financials		PTA-EZ
Lo Básico de la PTA (en Español) Parte 1 PTA Basics in Spanish 1		Lo Básico de la PTA (en Español) Parte 2 PTA Basics in Spanish 2		Finding & Motivating Volunteers
Finance for All Officers		How to Audit PTA Books		
Positive PTA Programs		Cross-Cultural Communication		Communicating in Today's PTA
Make Your Members Matter		Secretary's Guide		
Parliamentarian		e-Bylaws		
Advocacy 101				Advocacy 101
		Managing People and Conflict		Managing People and Conflict

Workshop Descriptions (in alphabetical order)

Advocacy 101

- Are you curious about how best to communicate with your child's teacher & Principal? Is there a system for addressing your concerns? What is the role of the School District & School Board members and why does it matter? This workshop is an introduction to advocacy at the unit level. Please join us to learn more about how best to advocate for your child at your school!

Communicating in Today's PTA/PTSA

- Learn how to effectively utilize social media and websites to communicate in today's PTA/PTSA. Explore multiple forms of social media, learn about best practices for social media policy and gain traffic for your PTA/PTSA. This workshop will give insight to the virtual world of marketing and communications that is proving to be more effective and reachable for members across the state!

Council 1: Officer Training

- It's different outside the individual unit! Understand your new role as a council leader. Required officer positions will be covered. You are an important link in the PTA structure, and there are resources and tools to help you support your members.

Council 2: Unit Financials provide a window into the Unit

- Council and District PTAs have the responsibility to collect and review financial reports and tax filings. *What does that mean?* Let's get together and discuss the financial documents you should be collecting (and forwarding to Sixth District), what you're looking for in these documents, and how to communicate with units what you found in reviewing their financial documentation. We have the cheat sheets and can help you develop a strategy for collecting and reviewing. Financial health is only one indication of the health of a PTA.

Cross-Cultural Communication: Keeping PTA Inclusive

- Language. Culture. Ethnicity. These are challenges PTAs/PTSAs must overcome to remain inclusive. Learn how to empower your diverse community to get involved. Improve your awareness, knowledge and skills to reach out or interact appropriately in all situations. Build a place at the table for everyone through effective communication. Our resources will be your companion for doing great work on behalf of all children and families in your communities.

e-Bylaws

- In this workshop we will briefly review the content of bylaws and standing rules and then we'll cover the use of the e-Bylaws program and helpful worksheets.

Finance for All Officers

- Managing the PTA's finances is not just the treasurer's job. Discover how all board members fit into the finance picture. Attendees will understand the importance of complying with federal government standards needed to protect the assets of the PTA.

Finding & Motivating Volunteers

- Understanding volunteers: what is different today? How do you recruit them? What do they want and need? How best to appreciate them. Let's share strategies that have worked at your PTA.

How To Audit PTA Books

- Don't wait until the end of the year to prepare for the audit. Get simple strategies and tips for making audits a piece of cake! Learn how to plan, conduct and report the outcome of your PTA audit. Reassure your members their resources are being managed in a businesslike manner which complies with all regulations. This workshop is not just for auditors; any officer, especially the president, treasurer and secretary, would benefit from understanding what is required to pass a PTA audit.

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Lo Básico de la PTA (en Español) PTA Basics in Spanish

- Parte 1 y 2 ¿Sabía usted que la PTA ha estado en el distrito de Santa Clara desde hace más de 100 años? Hablaremos de lo que hacen PTAs, cómo podemos hacer una diferencia, la estructura de la PTA, las prácticas básicas de finanzas, y los recursos de la PTA. Vamos hacer un paseo a través del año entero, empezado con sus planes de programas, presupuesto, calendario y mas.

Make Your Members Matter! Every Member Counts!

- Get inspired to Make Your Members Matter! Come learn more about the Sixth District Incentives for the 2018-2019 school year. Membership is essential! Learn about making year round campaigns and developing the right channels to communicate by building strong and unified PTAs to advocate and volunteer for all children.

Managing People and Conflict

- Presented by California State PTA VP of Leadership, Tom Horn - This workshop will focus on developing leadership skills to assist in creating and managing cohesive relationships in your PTA work. We will walk you through practical steps to prevent and manage conflict, and the information learned in this workshop can also be useful in other aspects of your personal life.

Money Matter\$: Treasurer Basics

- Parts 1 & 2 - This workshop provides an in-depth discussion of financial procedures. Attendees will be guided step-by-step through an entire financial year. Topics include banking, budgets, money handling and financial reports. We will explore in detail fundraising, workers' compensation and more.

Parliamentarian

- We will discuss the role and duties of the parliamentarian. We will also review unit bylaws. Learn what is in your bylaws and why. Knowing what's in your bylaws can make you a better officer and PTA member. Make your PTA life easier — Get the most out of your bylaws!

Positive PTA Programs

- Programs are at the heart of PTA. Learn how to develop your own effective, engaging PTA programs. We'll tackle the Nuts and Bolts of PTA programs and we'll share best practices and practical tips. We'll also find out about the great programs offered by California State PTA and National PTA. We'll share free resources, and program ideas that won't cost you a cent.

President

- Parts 1 & 2 - Excited about your election to the presidency? But a bit nervous also? This workshop will provide the basics of PTA policies, structure and support that are available to help you in your new role. We will help you learn how to successfully lead your PTA with confidence.

PTAEZ for Everyone

- PTAEZ is an all-in-one PTA finance tool allowing PTA leaders to manage their financial, membership, and fundraising information with ease. From basic ledger transactions to managing your own personalized web store, PTAEZ has everything a PTA treasurer needs – all in one easy-to-use program. We will show you how easy it is to setup PTAEZ!

Secretary's Guide

- Whether you use a pen and paper, electronic tablet, laptop, cell phone or quill, bring it to this workshop and learn how to be the best secretary ever! Get a better picture of what you are required to record during meetings. Learn about the roles and responsibilities of being a secretary.

You've Got Questions, We've Got Answers

- Whether you are a new or seasoned PTA leader, let us answer all those burning questions you have. Come sit and talk with Sixth District PTA officers about any questions or concerns you have on a variety of topics including developing your team, finances, bylaws, and anything else you may want to discuss.

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Spring Leadership Training Day Registration Fees

- Pre-Registered: \$15 includes continental breakfast, 3 workshops and association meeting, lunch and all workshop materials
- **NOTE:** No registration is required for the Association Meeting, PTA Mini Store, or Vendor/Resource Fair.
- Scholarships are available. Please contact leadership@capta6.org if you need a scholarship to attend training.
- **NOTE:** if you preregister, do not prepay and do not show, you will be responsible to pay for your registration; lunch and workshop materials will have been prepared for you.
- **NOTE:** No refunds after 5/11/16.
- ONLINE information [HERE](#) or at www.capta6.org/training
- REGISTER ONLINE until Friday, May 11 [HERE](#);
- Late Registration: \$20 - After May 11, register at the door.

Sixth District PTA Mini Store items

Membership Envelopes

- English/Spanish - \$3.00 / 100

I JOINED PTA/PTSA Stickers

PTA VOLUNTEER Sticker

PTA officer pins

PTA Buttons

PTA Lawn Signs

PTA Window Posters

PTA Ballpoint Pen

PTA Chip Clip

PTA Sticky Note Pad

Robert's Rules of Order in Brief

PTA Balloons (package of 100)

PTA Pencils

The a-b-c's of Parliamentary Procedure Booklet

Stop by to see what other goodies we have!

We look forward to seeing you Saturday, May 19!

Questions? Please contact leadership@capta6.org

More information: www.capta6.org/training