

Spring Leadership Training Day ~ Saturday, May 20, 2017 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 – 12:30pm – Lunch and Vendor/Resource Fair

12:30pm – 2:00pm – Workshop #2

PTA Mini-Store will open after the morning meeting and close at the end of lunch

<u>Workshop #1</u> 9:30am – 11:00am		<u>Workshop #2</u> 12:30pm – 2:00pm
President Part 1 of 2		President Part 2 of 2
Money Matter\$: Treasurer Basics Part 1 of 2		Money Matter\$: Treasurer Basics Part 2 of 2
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
Finance for All Officers		How to Audit PTA Books
Membership Basics		Offer Reflections at Your School
Communicating in Today's PTA		Inclusive PTAs Through Communication
Parliamentarian		e-Bylaws
Historian		Secretary's Guide
PTAEZ for Everyone		Safe Routes to School
How is My School Doing?		Making the Connection: State PTA and You

11:00am – 12:30pm – Lunch

Workshop Descriptions *(in alphabetical order)*

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!

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.

Historian

- The Historian is the cheerleader for PTA who raises community awareness about the organization. We will cover key aspects of the job so you will be well prepared to take on this role.

How is My School Doing? How Do We Help Schools Improve?

- How does California's new accountability system determine how successful schools and districts are? What measures of student success and school quality are reported in the new California School Dashboard? Learn how it all supports the state's goal of continually improving education and the vital role parents can play in local decisions.

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.

Inclusive PTAs Through Communication

- Communication is essential to creating a stronger and more inclusive PTA! This workshop will be an interactive, engaging conversation to encourage everyone to sit at the same table to advocate for all children with one voice. This workshop will aid PTA members in establishing communication skills that will build unity and discourage conflict. These activities will encourage PTA members to step outside their comfort zone and invite new community members to join our organization so we can advocate and volunteer for all children and families in California.

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.

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Making the Connection: State PTA and You

- The California State PTA has three commissions you should know about: Education, Family Engagement, and Health & Community Concerns. These groups study and provide parent-friendly information about the issues affecting kids, schools, and families in your community. They represent you on various statewide groups, and support PTA advocacy in Sacramento and Washington D.C. Let's talk about how this state work can support local programs and priorities.

Membership Basics

- Watch your PTA membership grow! No need for a green thumb. We'll give you all the tools you need so your PTA membership can flourish. This is a membership basics workshop. We'll help you plant the seeds for a successful membership campaign with fun and easy ideas.

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.

Offer Reflections At Your School

- The Reflections workshop will provide an interactive and hands-on opportunity to discover what the *Reflections* Art Program entails. Everything from general program information, to implementing the theme search, to celebrating the children's achievements – this workshop is for everyone!

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!

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!

Safe Routes to School Partnership, Applying a National Model to Transform Local School Commutes

- A small band of Palo Alto PTA parents advocating for school commute safety improvements created a district-wide movement and built a partnership with the city and school district to give back independent mobility to students. Today, more than half of Palo Alto families enjoy safer, active, and more environmentally sustainable school commutes like walking, bicycling, riding a bus or carpooling instead of driving solo to school. This change has transformed school routes, campuses, and student quality of life in very positive ways. Learn how you can improve traffic safety in your community.

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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.

Spring Leadership Training Day Registration Fees

- Pre-Registered: \$20 includes continental breakfast, 2 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 up on May 20, you will be billed for the registration fee; this is necessary to cover the cost of materials and food prepared for you.
- **NOTE:** No refunds after 5/15/17.
- ONLINE information [HERE](#) or at www.capta6.org/training
- REGISTER ONLINE until Tuesday, May 16 [HERE](#);
- Late Registration: \$25 - After May 16, register at the door.

Sixth District PTA Mini Store (possible) items

Membership Envelopes

- English/Spanish - \$3.00 / 100

I JOINED PTA/PTSA Stickers

PTA VOLUNTEER Sticker

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!

The Vendor and Resource fair is open from 11 – 12:30. Everyone is invited to meet and greet with vendors who have programs for schools and with community organizations which offer free resources for schools, children and families. Training Registration is not required to attend.

We look forward to seeing you Saturday, May 20!

Questions? Please contact leadership@capta6.org

More information: www.capta6.org/training