

**Are you new or returning to the PTA board
and have NO idea of how to do this?**

This is the perfect place to come to get your questions answered!

Please join Seventeenth District PTA for our annual

Spring Training



PTA/PTSA Officer Workshops

on

Monday, May 16, 2011

5:30 to 9:00 p.m.

Dinner will be provided

Bayside S.T.E.M. Academy

2015 Kehoe Avenue

San Mateo, CA 94403

Meet some of the California State PTA Board of Directors, Seventeenth District Board of Managers, and fellow board and committee members from throughout San Mateo County. There will be training for all PTA officer and chairman positions!

For more information, please contact :

Sara Otus-Green

Spotlight@17thdistrictpta.org

Message from Colette



Congratulations to our newly elected officers of 17th District PTA! At the general meeting on Founders Day, Susan Bell, our current financial secretary and former treasurer, was elected as president-elect. All of our new officers will be introduced in the next issue of the *e-Seventeena*.

I encourage all PTA board members in San Mateo County to join us for **Spring Training** on the evening of **May 16!** We are planning to have a dozen or more different sessions. The incoming president California State PTA is a guest speaker and will also lead the President's training session. Leaders for other workshops include state board members Colleen You (VP Health), Carol-Ann Koch-Weser (VP Membership), Debby Look (Legislation/Advocacy), and Margaret Steele (Leadership Commission) and Seventeenth District PTA officers. (See page 1.)

San Mateo County Children and Youth Summit, and Youth Conference. Please attend these events, which have been organized by the Peninsula Partnership Leadership Council (PPLC), and encourage others to attend. Registration information is included on pages 3-4.

Tax/California Charitable Trust Update. All treasurers and financial secretaries should plan to come to a training this year to learn about the new reporting requirements for PTAs (and all non-profits) from the California Franchise Tax Board. All units will also need to apply for a Charitable Trust number from the California State Attorney General's office.

PTA Convention, Long Beach. There is still time to register! Please join us for the 17th District Convention Orientation on April 20 at 7 p.m. (see page 8). See you there!

Sincerely,
Colette J. Rudd
President, 17th District PTA
president@17thdistrictpta.org

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*The mission of the 17<sup>th</sup> District PTA is to empower local PTA/PTSA associations to support the school community by providing training, resources, education and communication to promote the value of PTA membership, programs, advocacy and networking opportunities*  
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San Mateo County Children and Youth Summit

Destination 2025: Mapping the Course for Our Kids

Welcome to San Mateo County
Children and Youth
Population: **162,870**

Saturday, April 2, 2011
9:00 am - 12:30 pm

San Mateo County
Event Center, Fiesta Hall
2495 S. Delaware Street
San Mateo, CA 94403

Free admission
Free continental
breakfast

Keynote Speaker:
Angela Glover Blackwell
Founder and CEO, PolicyLink
Author, Heard on NPR

Learn.
Have a Voice.
Get Involved.

In San Mateo County:

54% of 3rd graders are
proficient readers

28% of 7th graders have
an unhealthy weight

32% of 11th graders have
felt sad and hopeless

**If you believe that
100% of our kids
should be healthy,
hopeful and educated,
please join us for this
important summit.**



To register:
www.destination2025.eventbrite.com or call
(650) 363-4526

The mission of the PPLC is to formulate policies that effectively address the needs and foster the healthy development of children, youth and families in San Mateo County.



What is the San Mateo County Youth Conference?

San Mateo County is inviting youth to share their ideas and passions in a setting that allows for everyone to be heard. As this is the first time many youth will be speaking while adults are listening, our theme is: "The Tables are Turning". Come hear youth from all over San Mateo County! "Destination 2025: Mapping the Course for Our Kids" will precede this in the morning.

When is the San Mateo County Youth Conference?

Saturday, April 2nd from 11:30 AM to 4:30 PM

Where is it being held?

The San Mateo Event Center, near CalTrain and various SamTrans routes.

How can I attend?

You can register today! Registration is available online (see the link below.) Both youth and adults may attend. If you register early, you will automatically be entered into a raffle for free prizes! The conference is free.

Featuring Youth Activist Michael Tubbs! There will also be FREE lunch! For more information and early registration, please visit: <https://sites.google.com/site/smcyouthconference>


Tax Update

Congratulations to all those PTAs that have successfully filed their *Form 990*'s with the IRS! Remember, all units must file *Form 990* tax returns each year, or an extension request *Form 8868*, by the 15th day of the fifth month after the fiscal year-end.



New tax filing requirements:

Internal Revenue Service

- There are new tax filing requirements for the 2010 tax year. For example, the 990N limit has been increased to \$50,000. Go to www.capta.org and click on the  TAX FILING UPDATES button on the home page for specific information.


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Franchise Tax Board

- The Franchise Tax Board recently started issuing state entity identification numbers for all PTAs in California. These are not the same as Employer Identification Numbers (EINs) that the federal Internal Revenue Service (IRS) already assigns every PTA.
- Starting with the 2010 tax year, the California State Franchise Tax Board (FTB) is requiring all tax-exempt organizations to file the electronic *Form 199N* or *Form 199*. In the past, PTA units and councils were not required to file a *Form 199* if they were unincorporated. **Based on this new reporting requirement, all units, councils and districts must now file the *Form 199*. Returns are due the 15th day of the fifth month after the fiscal year-end.**

State Attorney General's Office of Registry and Charitable Trust

- In the past, all unincorporated PTA unit were not required to file for a charitable trust number with the Registry of Charitable Trusts. Recently, the State Attorney General's Office has announced a new requirement that **all unincorporated units must register with the Attorney General's Office, Registry of Charitable Trusts, and must start filing the *RRF-1* form annually, beginning no later than 2012.**
- If you are planning a raffle or gaming activity, you must obtain a charitable trust number before you can apply for your raffle or gaming certificate.

Additional instructions, fill-able forms and checklist are available at www.capta.org and click on the  TAX FILING UPDATES button on the home page. Please keep checking www.capta.org for the latest updates.

--Finance Commission
California State PTA

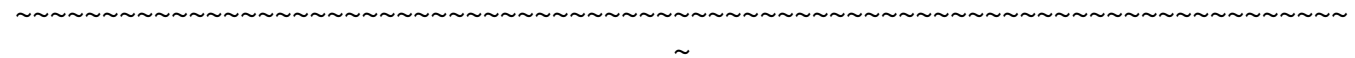
Charitable Trust number checklist

To complete initial registration for a Charitable Trust number, complete the following checklist and forward all documents to the Registry of Charitable Trusts:

- ❑ 1. *Form CT-1* (go to www.capta.org for the fillable form and sample instructions)
- ❑ 2. Founding documents, as follows:
 - If you are incorporated:
The articles of incorporation, all amendments, current bylaws and *IRS Form 1023*
 - If you are not incorporated:
The current unit, council, or district bylaws
- ❑ 3. Request a Letter of Determination from the California State PTA office at sales@capta.org
- ❑ 4. \$25 initial registration fee (pay with check)
- ❑ 5. **Mail all of the above documents to:**

California Attorney General’s Office Registry of Charitable Trusts
 P.O. Box 903447
 Sacramento, CA 94203-4470

Note: There are no incorporated units in Seventeenth District PTA



Incoming Transition

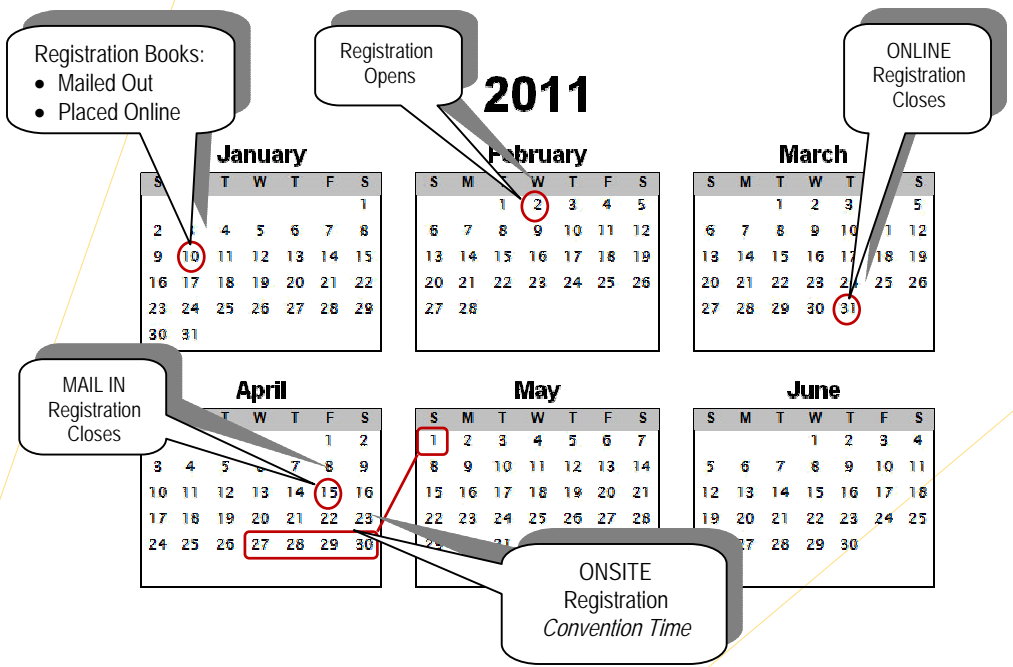
Congratulations on your election! Now get busy! The board-elect should begin work as soon as possible after election. The board-elect may set goals and prepare a master calendar. With the help of current officers, review evaluations of current term activities and prepare the proposed budget for the following term. In accordance with the bylaws, propose programs and fund raisers, fill any board vacancies and ratify the president-elect’s appointments, including the parliamentarian, corresponding secretary and chairmen. The board-elect cannot write checks or call meetings of the association.

As the board-elect plans and prepares, each member must keep in mind that he/she has not yet taken office. Other than making plans, members of the board-elect should not assume their new duties until the date outlined in the bylaws and should be respectful of those still holding office. Refer all matters and questions regarding your future position to the current officer or chairman. Attend workshops and officer training provided by the council, district PTA and California State PTA.

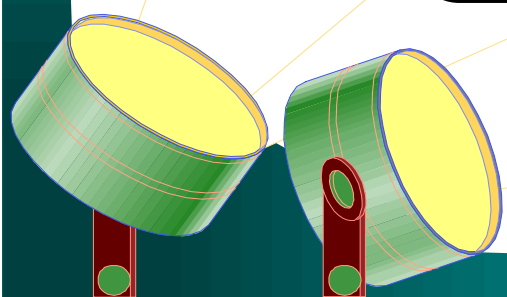
Have you started planning, yet?

Top ten reasons to go to convention

1. **Hear** top speakers from around the world
2. **Network** with thousands of PTA members
3. **Vote** on children's and family issues
4. **Get answers** to your urgent questions
5. **Choose** from more than 80 hands-on workshops
6. **Experience** the best conference for a low price
7. **Visit, see, and hear** Reflections winners from across the state
8. **Take home** great fundraising ideas and lots of free samples
9. **Shop** for hot PTA Store items
10. **Recharge** your PTA battery



<p>NEW THIS YEAR</p> <ul style="list-style-type: none"> Tote Station in its own special location Discount registration fees Increased hours for the Exhibit Hall Hearings later in the day Convention Center food carts <p>BACK BY POPULAR DEMAND</p> <ul style="list-style-type: none"> Fewer general meetings Election of new officers Special Event 	<p>ENCORES</p> <ul style="list-style-type: none"> Ribbon Pack Diversity & Inclusion Workshops Credentials mailed to address of choice Exhibit Hall FREE on Thursday Entertainment by student performers Convention shirts and pins
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Convention Orientation!

Get information and get prepared to attend the 2010 California State PTA Convention in Long Beach!

Convention delegates will have a convention orientation meeting on Wednesday, April 20, 2011 from 7:00 to 8:30 p.m.

*Location: Home of Sara Otus-Green
Appetizers will be served!*

*Please rsvp by Sunday, April 17
To Sara Otus-Green at Reflectionslady@aol.com*

or

Home: (650) 358-9178 or Cell: (510) 499-2591

17th District PTA 2010-2011 Calendar

Wed., April 13, 2011 7:00 p.m.	Board of Managers (BOM) Meeting SMCOE
Wed., April 20 7:00 – 8:30 p.m.	Convention Delegates Orientation Meeting Contact Sara Otus-Green at Reflectionslady@aol.com
Apr. 28 - May 1, 2011	California State PTA Convention, Sacramento, CA
Wed., May 11, 2011 7:00 p.m.	Board of Managers (BOM) Meeting SMCOE
Mon., May 16, 2011 5:30 p.m. – 9:00 p.m.	<u>PTA Officer Spring Training</u> Bayside S.T.E.M. Academy 2025 Kehoe Avenue, San Mateo, CA 94403
Wed., June 8, 2011	17th District Board of Managers End-of-Year Dinner (location TBA)

H I S T O R I A N T I M E L I N E

The following is a suggested timeline for unit Historians so you can meet your council/district deadlines:

When you are elected Historian...

1. Meet with the former Historian and get her/his procedure book...if she/he doesn't have a procedure book, now would be a great time to start one;
2. Read the California State PTA "Job Description for Historian";
3. Contact your council or district historian to learn their deadline date...it's important they know who you are and have your e-mail address so they can get information to you in a timely manner;
4. Set YOUR deadline date...be sure to give yourself enough time to collect the hours of your unit/council members, write and submit your report (signed by your president) and make enough copies to send to your council or district historian;
5. Make sufficient copies of your "School PTA Parent Volunteer Hours for Children" for your school volunteers to be kept in the school office...collect these on a weekly basis and make additional copies of the form as needed – there should be one on the counter the first day of school because an hour not counted is an hour lost;
6. Have your "Historian Tally Sheet – Total PTA Volunteer Hours" with you at each board meetings so every one can report their hours...keep a copy with your records just in case the original gets misplaced.
7. Take pictures at events for your unit's scrapbook or have someone take them for you...if you update your scrapbook after each event, it will be ready to give to your president at the end of her/his term; and
8. You can download the Unit and/or Council Annual Historian Report forms from our District website...www.17thdistrictpta.org.

Some helpful hints:

- Always make a copy of all material received relating to your job for your procedure book;
- Never hesitate to call your council or district historian for assistance...we've all been where you are and remember how scary it can get;
- Kinko's, Office Depot, etc., can help with the "CHECK"; and
- Watch for information in your council/district newsletters.

Linda Benedetti, 17th District PTA Historian
Linda_benedetti@att.net

RECORDING YOUR PTA'S HISTORY

What am I to do?

As historian for your PTA unit or council, you are to collect the hours that are reported by your parent and/or teacher volunteers for the period July 1 through June 30 (hours from your council's or 17th District's deadline date to June 30 need to be estimated).

Why?

These hours are used to record how much PTA members contribute to their school and community; and they also are used by the State PTA to help advocate for children, which is one of PTA's main purposes.

How?

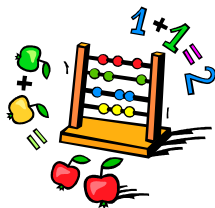
Use one of the sample "Volunteer Tally Sheets"...

- On a clipboard in the school office so all members can keep track of their hours as they enter or leave the school;
- As the attendance sheet at unit or council board meetings...committee chairmen should report committee hours for all committee members;
- Record telephone time regarding PTA business; and
- On a clipboard at the entrance to your PTA membership meetings, or circulate during the business portion of the meeting, or count members and multiply by length of meeting.

(Look in the next *Seventeena* for an on-line way to tally your hours.)

What hours should be counted?

- Time spent writing PTA agendas, minutes, correspondence, reports, e-mails, newsletter articles;
- Time spent on preparing for PTA-related activities at school or within the community;
- Telephone time regarding PTA business;
- Travel time to and from PTA activities;
- Attendance at meetings, workshops and other functions related to PTA work; and
- Convention attendance (except time spent sleeping and eating...unless you dream PTA and/or discuss PTA-related subjects while eating).



Linda Benedetti 17th District PTA Historian
Linda_benedetti@att.net

Congratulations to our 17th District PTA Reflections program awardees!

“Together we can ... ”

Award of Merit: Film Production

Mark Helsel, grade 8, Bowditch Middle School
Christian Collins, grade 12, Carlmont High School

Award of Merit: Literature

Sara Schreck, grade 11, Carlmont High School

Award of Merit: Music

Felicia Brut, grade 4, Baywood Elementary

Convention Display

Photography:

Haley Sorenson, grade 12, Carlmont High School

Visual Arts:

Samuel Yang, grade 3, Brewer Island Elementary

Congratulations to all of the students who were recognized in the PTA Reflections program at California State PTA! The four students listed above will receive the Award of Merit at convention, and two more students will also have their work exhibited at convention.

A big thank you to all of the Reflections chairmen for all of your hard work! If you have an opportunity to attend the California State PTA convention, in Long Beach from April 28 to May 1, 2011, be sure to check out the amazing Reflections program artworks on display and the Reflections program performances by students during the general meetings.

Artwork that went on to State will be returned about two weeks after convention.
If you have any questions, please call or e-mail.

Contessa Messiana
17th District PTA Reflections Chairman
(650) 995-3883



Board of Managers for 2009 – 2011

Please visit our website at www.17thdistrictpta.org for more information about open positions.

President – Colette Rudd

president@17thdistrictpta.org

1st VP: Programs & Convention –

Sara Otus-Green

programs@17thdistrictpta.org

2nd VP: Leadership – Vacant

leadership@17thdistrictpta.org

3rd VP: Member Services –

Virginia Chang-Kiraly

memberservices@17thdistrictpta.org

4th VP: Communications – Emily Sarver

communications@17thdistrictpta.org

5th VP: Education – Lori McBride

education@17thdistrictpta.org

6th VP: Health/Community Concerns –

Vacant health@17thdistrictpta.org

Secretary – Elizabeth Luaulu

secretary@17thdistrictpta.org

Treasurer – Helen Geimer

treasurer@17thdistrictpta.org

Financial Secretary – Susan Bell

financialsecretary@17thdistrictpta.org

Historian – Linda Benedetti

historian@17thdistrictpta.org

Parliamentarian – Kathryn Cross

parliamentarian@17thdistrictpta.org

Auditor – Myra Gruschka

auditor@17thdistrictpta.org

Outreach Chair – Vacant

outreach@17thdistrictpta.org

Membership Chair – Vacant

membership@17thdistrictpta.org

Legislation Coordinator – Deborah Kemper

legislation@17thdistrictpta.org

Student Involvement Chairman – Vacant

studentinvolvement@17thdistrictpta.org

Reflections Chair – Contessa Messiana

reflections@17thdistrictpta.org

Superintendents Luncheon–Christine

Semenza

superintendentsluncheon@17thdistrictpta.org

Honorary Service Awards Chair – Pat

Targgart

hsa@17thdistrictpta.org

PTA Officer Spring Training Chairman –

Sara Otus-Green

spotlight@17thdistrictpta.org

Founders Day Chairmen –

Kathryn Cross, Myra Gruschka, Lori McBride

foundersday@17thdistrictpta.org

Student Aid/Community Schools – Deborah

Kemper

studentaid@17thdistrictpta.org

Seventeena Newsletter – Kathryn Cross

seventeena@17thdistrictpta.org

Webmaster – Douglas Bell

webmaster@17thdistrictpta.org

Council Presidents and Area Counselors

Belmont-Redwood Shores Council: Danielle Zimmermann

brscouncil@17thdistrictpta.org

Burlingame Council: Amy Sanford

burlingamecouncil@17thdistrictpta.org

Coastside Area: Kathryn Cross

coastsidearea@17thdistrictpta.org

Jefferson Council: Nadine Samorano

jeffersoncouncil@17thdistrictpta.org

San Bruno Park Council: Marcie Gigena

Marcie_gigena@earthlink.net

San Mateo-Foster City Council: Christine Semenza

smfccouncil@17thdistrictpta.org

South San Francisco Council: Karin Jweinat

ssfcouncil@17thdistrictpta.org

Sequoia High School District Area: Lori McBride

sequoiahsdarea@17thdistrictpta.org

Millbrae Council: Patty Koel

millbraecouncil@17thdistrictpta.org

Pacifica Area: Colette Rudd

pacificaarea@17thdistrictpta.org

Redwood City Area: Virginia Chang-Kiraly

rwcarea@17thdistrictpta.org

San Carlos Council: Janet Hall

sancarloscouncil@17thdistrictpta.org

San Bruno Park Area: Jennifer Blanco

sanbrunoarea@17thdistrictpta.org

South County Area: Virginia Chang-Kiraly

southcountyarea@17thdistrictpta.org