

Seventeena PTA Newsletter from the 17th District PTA - September 2013

Website: 17thdistrictpta.org

This is sent to all PTA Presidents. **Please forward this newsletter to your PTA officers.**

I hope this information will help your group of parents achieve your goals & support your students!

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Training for all PTA Officers – September 16 – Sign up by Sept 11

All new and returning officers at all school PTAs are invited to a free PTA Training Event on Monday, September 16, at 6:30 pm including dinner. It will be at Ponderosa School, 295 Ponderosa Road, South San Francisco. This event is put on by the South San Francisco and San Mateo-Foster City Council PTAs.

Please respond by Sept 11 by mailing or emailing the PDF form on the 17th District PTA website:

<http://17thdistrictpta.org/wp-content/uploads/2013/08/2013-Fall-Officer-Training-PDF.pdf>

Overview of Who We Are & Channels Explained

The 17th District PTA is a board of volunteers who support unit PTAs with leadership resources.

The 17th District PTA oversees the 97 local PTA/PTSA associations (units) and 7 PTA councils in San Mateo County, with almost 20,000 active PTA members. About 75% of our unit PTAs are organized in Council PTAs (based on school districts). Units which have not been organized under a council are deemed as Out-of-Council units, and report directly to the 17th District PTA, with an Area Counselor for advice. Contact information for Council PTA Presidents and Area Counselors is on the 17th District PTA Website at:

<http://17thdistrictpta.org/about/>

Channels to send dues, reports, grant applications, bylaws, Reflections, etc:

In-Council - Unit (school) PTA to Council PTA to District PTA to State PTA to National PTA

Out-of-Council - Unit (school) PTA to District PTA to State PTA to National PTA

Due dates are different for In-Council and Out-of-Council PTAs.

Meeting & Event Dates 2013-14 – Oct General Meeting on Common Core

All PTA Presidents and PTA members are invited to the 17th District PTA General Meetings and Events:

Wednesday, October 23 at 7 pm – Topic: Common Core State Standards and How Parents Can Help

Tuesday, November 26 at 11:30 am – Superintendents Luncheon

Tuesday, February 25 at 11 am – Founders Day Luncheon with Teachers of the Year

Monday, May 19 at 5:30 pm – Spring Training

Watch the 17th District Website for details and locations.

All Council PTA Presidents attend the 17th District PTA **Board Meetings** (2nd Wednesdays at 7 pm).

17th District PTA Board Meeting Dates for the 2013-14 school year: Sept 11, Oct 9, Nov 13, Dec 11, Jan 8, Feb 12, Mar 12, April 9, May 14, June 11.

Membership – How to Get Envelopes and Cards

PTA Membership Envelopes cost \$15 for 500.

Unit PTAs in council order their PTA Membership envelopes from their council PTA. Out-of-Council unit PTAs order envelopes from 17th District PTA using the form at:

<http://17thdistrictpta.org/wp-content/uploads/2007/07/PTA-Envelopes-Order-Form-for-2013-14-pdf.pdf>

Printed PTA Membership Cards are being delivered to Councils and Out-of-Council Units on demand. There are Membership Card Resources (Word and Excel templates for mail merge printing of school name and National ID #) on the National PTA Website at:

<http://www.pta.org/members/content.cfm?ItemNumber=3721>

New emailable eCards: please email president@17thdistrictpta.org to ask for the PDF template which can be pasted into emails to your PTA members. This fillable (but not save-able) template must still be customized with your school ID# and school name. The PDF must NOT be posted on any website.

Ready, Set...Remit! Membership Award is for unit PTAs who send in at least 30 membership per capita dues to reach 17th District PTA by Oct 15 (to their Council PTA by Sept 30).

Due Dates for PTA Dues, Insurance, Tax Filing, and Workers Comp Report

Dues: All unit PTAs must **remit at least 15 membership per capita dues to reach 17th District PTA by Nov 15** (to their Council PTA by Oct 31) to be "In Good Standing". Please remit additional dues monthly, with the final installment in May. **The total amount of dues for District, State, and National PTAs is \$4.00 per capita. Your council also receives dues.** Be aware that the State PTA is proposing a dues increase next year.

Insurance: PTA Insurance premiums are due to reach 17th District PTA **by Nov 15 (to their Council by Oct 31)**. Insurance premium for **unit PTAs: \$202**. Insurance premium for **council PTAs: \$134**.

Tax forms must be filed to IRS and FTB (CA Franchise Tax Board) by November 15 (if your fiscal year ended June 30) (15 days after the end of the fourth month following the end of your fiscal year). **All PTAs** must file tax forms. The type of tax form depends on the gross income of your PTA. Please ask for help from the 17th District PTA Treasurer if you have questions. The California State PTA also offers PTAs tax help.

Workers Compensation Annual Payroll Reports must be completed by **all** unit and council PTAs. They are due to 17th District PTA **by Jan 15 (to Council PTAs by Dec 20)**. If total direct payments to all employees exceed \$1000 for the Jan 5, 2012 to Jan 4, 2013 year, a workers compensation insurance **surcharge of 5%** of the amount paid is due at the same time as the report. Any DE-6 and DE-542 forms must accompany the report. The Workers Comp Report is here:

<http://17thdistrictpta.org/wp-content/uploads/2007/07/Workers-Comp-Form.pdf>

Please send us these documents NOW: Year-end Audit, Annual Financial Report, new Budget

Please send copies of these financial reports (through Council PTA) to the 17th District PTA Treasurer Susan Bell as soon as they are prepared, by mail or email to 17th District PTA Treasurer at treasurer@17thdistrictpta.org.

Please send us these documents LATER: Copy of Tax Return & RRF-1, Mid-Year Audit

Tax returns for most PTAs are due Nov 15 – send us a copy after you file. Your bylaws state when a Mid-Year Audit will be done (often Dec or Jan). Please send copies of these financial reports (through Council PTA) to the 17th District PTA Treasurer as soon as they are prepared, by mail or email to 17th District PTA Treasurer at treasurer@17thdistrictpta.org.

Support our Court & Community Schools and Foster Youth – Donate

The 17th District PTA asks all PTAs in San Mateo County to help support the at-risk students at the Court and Community Schools, since they do not have PTAs. There is a line on the remittance form where your PTA can donate. Some unit PTAs have sent amounts ranging from \$50 to \$500. Last year, we supported lecturers, library books, and teacher appreciation. We have a separate fund to support Foster Youth.

Due Dates for Scholarship and Grant Applications – Nov 15 in California State PTA Office

Have you heard about the California State PTA grants to PTAs for **parent education** and **healthy lifestyle programs**? Have you read about the California State PTA grants to PTAs for **cultural arts** and **translation**? Do you know that California State PTA gives continuing education scholarships to **volunteers** and **teachers**? Find out about these on the California State PTA website at:

<http://www.capta.org/sections/programs/grants.cfm>

Reflections – Online Webinar, Winning Entries due to 17th District PTA by Dec 6

Theme: Believe, Dream, Inspire

Please send the name and email address of your PTA's Reflections Chair to president@17thdistrictpta.org.

Now is the time for your students to believe that they are artists, dream about their projects, and inspire their parents to support the arts at their schools. Students make their own original art in any of 6 categories: Visual Arts, Photography, Literature, Dance Choreography, Music Composition, or Video Production. Entries are judged by volunteers at the school level. Only the winning entry in each category and age group from a unit PTA advances (through Council PTA) to 17th District PTA for another round of judging. **Entries are due to 17th District PTA on Dec 6.** Collection location to be announced later. Our winners advance to California State PTA, and could advance from there to National PTA.

Reflections committees can find a lot of helpful resources (including the important Local Student Entry Form under the 2nd tab) on the California State PTA website under the 3 tabs at the right hand side of this page:

<http://www.capta.org/sections/programs/reflections.cfm>

They should also watch the webinar Guide to Online Registration; find it by scrolling down to PTA Leader Video Training at <http://www.pta.org/programs/content.cfm?ItemNumber=2897>

Historian – Start counting volunteer hours now

Every year, PTAs report the total hours that volunteers spent on supporting and enriching their school community. Hours can include meetings, telephone conversations, transportation time as well as projects. Please encourage your volunteers to track the time they spend as it happens, so that they do not have to guess about their hours when compiling the Unit Annual Report next May. It is easy to have a paper chart posted where people can write on it through the year or passed around at each monthly meeting. If you are computer savvy, you can set up a Google doc where volunteers can record their hours for each project during the year.

Bylaws – Is this the year you update?

All PTAs must update their bylaws at least every three year. If this is the year to update your PTA's bylaws, review them and then use e-Bylaws to fill in the blanks of the most recent version. Find out procedures and all about e-Bylaws on the California State PTA website at:

<http://www.capta.org/sections/management/e-bylaws.cfm>

Print out 6 paper copies, using both sides of the paper, making sure that the page numbers print and that the "shadow" date on the front cover is legible. Keep one and send 5 copies (though your Council PTA) to 17th District PTA Parliamentarian Kathryn Cross. If you have questions, please contact her at kathryncross@comcast.net.

Roster of 17th District PTA Board

President – Emily Sarver – esarver@17thdistrictpta.org – 650-592-6129

Treasurer – Susan Bell - sbell@17thdistrictpta.org

Secretary – Bill Elting - belting@17thdistrictpta.org

VP Programs & Convention – Ellen Fitzpatrick - efitzpatrick@17thdistrictpta.org

VP Leadership – Colette Rudd - crudd@17thdistrictpta.org

VP Education & Health – Van Nguyen-Do – vnguyen-do@17thdistrictpta.org

Auditor – Heather Jones - hjones@17thdistrictpta.org

Historian – Napoleon Garcia - ngarcia@17thdistrictpta.org

Parliamentarian – Kathryn Cross - kcross@17thdistrictpta.org

Mailing address:

17th District PTA

c/o San Mateo County Office of Education

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