



# Spring 2017

## PTA/PTSA Officer Training

Presented by 17<sup>th</sup> District PTA, San Mateo County

Wednesday, May 24  
5:00 p.m. to 8:30 p.m.

Bayside S.T.E.M Academy (gymnasium)  
2025 Kehoe Avenue  
San Mateo, CA 94403

PTA Officers, committee chairmen and interested members:  
Learn the best practices for running your PTA now!

Please register by May 17 for the free dinner!

Register at <http://bit.ly/2olj4ce>

Check in at 5:00 p.m. - Networking  
Dinner at 5:30 p.m. with speakers on Advocacy,  
followed by PTA General Meeting,  
Installation of 2017-2019 Officers,  
Workshops

### Workshop Topics (Spanish Translation on request)

- President / Vice President (new)
- President / VP (returning)
- Secretary
- Treasurer & Financial Secretary
- Auditor
- Parliamentarian / Bylaws

**Handouts with Information for Historian, Membership, Reflections, Fundraising, School Smarts**

**Directions:**

**From 101 North:** Exit Kehoe Ave in San Mateo and proceed to 2025 Kehoe Ave.

**From 101 South:** Exit at Third Ave **East** (crossing over the freeway toward the bay). Turn right at South Norfolk, then turn left onto Kehoe Ave and proceed to 2025 Kehoe Ave.

**Parking** is available in two front parking lots and behind the school.

**Questions?** Contact Van Nguyen-Do, 17th District PTA VP of Programs, [consultingvan@yahoo.com](mailto:consultingvan@yahoo.com), (248)494-0301