



**Get your year off to a great start with  
2018 Fifth District PTA  
Summer Leadership Training and Exhibitor Fair**

On June 16, 2018, Fifth District will host our annual summer workshop for all PTA/PTSA leaders. Learn how to keep your unit/council running smoothly. Included are two sessions with a variety of topics, presented by CA State PTA and local presenters, exhibitor fair, continental breakfast, and a box lunch. To register, complete the registration form within this flier and mail to Fifth District PTA along with your payment today. This workshop is a legitimate PTA/PTSA expense and can be included in your unit's budget.

Class size is limited so register early.



## Workshop Course Descriptions

**President-** This is basic training for new presidents. So you're the president now, what does that mean? Does that mean you do all the work? Does that mean it's your way or the highway? Learn how to be an effective facilitator of a successful PTA/PTSA unit by working together with fellow board members and school site administrators. Also, learn to keep your unit in compliance with all government agencies, California State PTA requirements, and the effective use of the Insurance and Loss Prevention Guide.

**You're on the Board, Now What? PTA Basics-** This class touches on multiple positions of the PTA unit at the basic beginner level. Just got suckered in? This is your class!

**Membership: How to Have a Successful Campaign-** Whether you're the membership vice president or part of the membership committee, come discover ways to increase your unit's membership numbers by setting goals and working together to run a fun and energetic campaign.

**Financial Training -** A must for the new treasurer and the seasoned alike. You will be taught the workings of being a PTA financial officer. Income, expenditures, reconciliation, treasurers reports, commingling of funds, budgeting, 3-1 rule and much more will be explained in detail making the job much less overwhelming.

**Parliamentarian-** Learn the roll of a parliamentarian. These basic procedures will enable PTA leaders to conduct meetings efficiently and confidentially. What unit bylaws are used for and when? Why unit bylaws should be reviewed and renewed. Using the eBylaws system.

**Secretary-** Why do I need to take this class? I take notes at every meeting when I'm not looking at my phone. Pencil is okay, right? I just write on any old piece of paper I can find, no big deal. Um...see you in the secretary's class, there's a little more to it.

**Historian-** The historian's duties are sometimes misunderstood. Why is it important to track volunteer hours? Come discover just what it is that they do and why.

**Auditor-** 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.

**Fundraising-** Fundraising is the method of raising money to finance programs and projects. Find out about the basics of fundraising like the 3-1 rule, advertising versus sponsorship, donations, hold harmless agreements, fiduciary responsibilities and much more.

**Social Media** – Learn about the tools of communications and the PTA guidelines behind them. Including tools like websites, Facebook and Twitter.

**Diversity** – Diversity is all about being inclusive. Learn how others can contribute to your PTA.

## Workshop Agenda

8:00	-	10:00	Check-in, continental breakfast, Exhibitors
10:00	-	10:30	General Meeting
10:30	-	10:45	Passing Period
10:45	-	12:15	1 <sup>st</sup> Session
12:15	-	1:00	Lunch
1:00	-	1:15	Passing Period
1:15	-	2:45	2 <sup>nd</sup> Session

- ✓ Class size is limited.
- ✓ Carpooling is encouraged.
- ✓ Pre-registered check-in table is for everyone that registered prior to Noon on 6/7/2018. Stop here to pick up your name badge, bag, lunch ticket and drawing ticket.
- ✓ On-site registration table is for everyone that is registering on-site (or registration was sent late). Please bring completed registration form and payment.
- ✓ Attendance at the exhibitor fair is not mandatory.
- ✓ If you will need a beverage during the workshops bring a bottle of water (no beverages other than water allowed in classrooms). Water will be provided with your lunch.

# 2018 FIFTH DISTRICT PTA WORKSHOP AND EXHIBITOR FAIR

**WHO:** All PTA unit and council members      **WHEN:** June 16, 2018      **TIME:** 8:00 a.m. – 2:45 p.m.

**WHERE:** Alta Loma High School, 8880 Baseline Rd., Rancho Cucamonga, CA 91701

**REGISTER BY Noon on 6/7/2018:** \$30.00, Includes handouts, workshops, lunch and exhibit area.

**ON-SITE REGISTRATION:** \$35.00 (rec'd after Noon on 6/7/2018 is considered on-site), Includes handouts, workshops and exhibit area. **On-site registration will not include lunch and session choices cannot be guaranteed.** For additional forms you can make copies or go to [fifthdistrictpta.org](http://fifthdistrictpta.org).

**Fifth District will provide PTA training to volunteers in the following areas.**

**Session 1 (10:45 am - 12:15 pm) – Check one**

- A01 – President (Auditorium)
- A02 – Secretary
- A03 – Power Up your Board (PTA Basics)
- A04 – Parliamentarian/Bylaws
- A05 - Membership
- A06 – Auditor
- A07 – Historian
- A08 – Social Media
- A09 – Fundraising
- Unable to attend morning session

**Session 2 (1:15 pm - 2:45 pm) – Check one**

- P01 – Financial Training (Auditorium)
- P02 – Secretary
- P03 – Power Up your Board (PTA Basics)
- P04 - Parliamentarian/Bylaws
- P05 – Membership
- P06 – Auditor
- P07 – Diversity
- P08 – Social Media
- P09 – Fundraising
- Unable to attend afternoon session

**PRINT CLEARLY**

Name of Unit:		Council:	
Name of Attendee:		Phone:	
Email:		Check #:	
Lunch Choice:	Sandwich <input type="checkbox"/> Turkey <input type="checkbox"/> Ham <input type="checkbox"/> Roast Beef <input type="checkbox"/> Vegetarian	<b>NO CHANGES TO MEAL SELECTION After June 7, 2018</b>	

**Remember to:**

- ✓ Submit your registration ASAP to guarantee your session choice.
- ✓ **Include payment, registration forms are not accepted without payment.**
- ✓ Keep a copy of this completed registration form as a receipt for your PTA treasurer.
- ✓ Send completed registration forms (**one form per person attending**) and **ONE** check to:

Fifth District PTA  
 c/o Ray Kinyon  
 13738 Ochre Lane  
 Victorville, CA 92394

**No babysitting services will be provided.**

Attending the Workshop is a legitimate PTA expense and should be a line item in your budget!

For more information, (760) 524-2842 or [1VP@FifthDistrictPTA.org](mailto:1VP@FifthDistrictPTA.org)