

PTA CONVENTION THINGS TO REMEMBER

You are being supported by your units to attend convention. You have a fiduciary responsibility to attend all of the general assembly meetings. Take advantage of the workshops to expand your knowledge of the mission of PTA, and bring the information you learn back to your units.

BRING FROM HOME

- Your bar-coded **confirmation letter**
- Your current **PTA membership card**

WORKSHOPS

- **Convention badge:** You must wear your credential (name badge) for admittance to the convention floor, exhibit hall and workshops. *Credentials may not be shared.*
- **Dress:** Business casual. **COMFY SHOES!**
- **Handouts:** Print or download handouts online at **CAPTA.org**
- **Take notes:** Use your smartphone, tablet or notepaper to take adequate notes to prepare a report for your unit when you get home. Include events, general-meeting activities, new ideas and trainings you received at convention.
- **Share the materials you bring home with your unit** to help spread the word about all you've learned to help your PTA, students and school.

GENERAL ASSEMBLY MEETINGS

- **Attend the convention general meetings and conferences.** You are the elected convention delegate representing your local PTA. If you are a VOTING delegate, members of your unit, council or district are depending on you to represent them and vote on their behalf. Arrive on time and remain until adjourned.
- **Voting cards are provided to voting delegates at registration and are not replaced if lost.**
- **We've been told that NO FOOD will be allowed in the general assembly hall.** Pick up any trash you see. First District PTA will be billed for clean up if we leave a mess in our section.
- **Be courteous.** Give attention to speakers on the floor. Minimize side conversations. Turn cell phones **off** or silence them.
- **Network.** Take this unique opportunity to make new friends and share ideas with others from all over California.

EXHIBITORS HALL

- Caution: **DO NOT SIGN ANY CONTRACTS** on behalf of your association. All contracts must be approved by your association prior to signing and must be signed by your association president and one other board member.
- **Visit exhibits.** Find information on exciting new programs and products for your students and school.
- **Be courteous to the vendors.** Vendors support the PTA conventions.
- **Do not take too many items from vendors.** Vendor items are samples to bring back to your units, not gifts for your friends and family.

THROUGHOUT THE WEEKEND

- **Keep track of your receipts.** Reimbursement for meals requires receipts. PTA does not cover alcoholic beverages.
- **Carpool with friends.** Be safe and travel together if you go out on the town.

....AND HAVE FUN!!