



Many resources are available to make your job easier. The PTA Toolkit has valuable information and can be accessed at the PTA website at [toolkit.capta.org](http://toolkit.capta.org). Additional printed materials are provided free in the summer mailing from CAPTA. When in doubt, contact your counterpart at Council PTA.

- **Burbank Council PTA:** [www.burbankcouncilpta.org](http://www.burbankcouncilpta.org)
  - Like us on Facebook at Burbank Council PTA
  - Follow us on Twitter @BurbCouncilPTA
- **First District PTA:** [www.pta1.org](http://www.pta1.org)
- **California State PTA**
  - **Website:** [www.capta.org](http://www.capta.org) → PTA Leaders → Run Your PTA
  - **PTA Toolkit:** The online version of the PTA Toolkit is available at <http://toolkit.capta.org>.
  - **Insurance Information:** Current insurance information is available at: [capta.org/pta-leaders/services/insurance/](http://capta.org/pta-leaders/services/insurance/)

**CAPTA INSURANCE BROKER:**

Association Insurance Management, Inc.

PO Box 742946, Dallas, TX 75374-2946

800-876-4044 or 214-360-0801

Email: [capta@aim-companies.com](mailto:capta@aim-companies.com)

Website: [www.aim-companies.com](http://www.aim-companies.com)

Additional information: <https://capta.org/pta-leaders/services/insurance/>

- **National PTA:**
  - **Website:** [www.pta.org](http://www.pta.org) → Run Your PTA
  - **Fundraising:** [www.pta.org/home/run-your-pta/marketplace/PTA-Fundraising-Marketplace](http://www.pta.org/home/run-your-pta/marketplace/PTA-Fundraising-Marketplace)
  - **Local Leader Kit:** [www.pta.org/home/run-your-pta/local-leader-kit](http://www.pta.org/home/run-your-pta/local-leader-kit)
  - **eLearning:** <https://www.pta.org/home/run-your-pta/elearning>

**Your Friendly Neighborhood Burbank Council PTA Contacts are:**

Lori Little

President

[President@BurbankCouncilPTA.org](mailto:President@BurbankCouncilPTA.org)

Wendi Harvel

1<sup>st</sup> VP Leadership

[Leadership@BurbankCouncilPTA.org](mailto:Leadership@BurbankCouncilPTA.org)

**Please make sure to cc both of us on any emails.**

## DOING THE JOB - MONTH BY MONTH

Serving as president of a PTA includes the responsibility to lead that PTA toward specific goals chosen by its members. The goals must be consistent with the purposes and basic policies of the PTA. The president is the presiding officer and the official representative of the association.

Throughout the year, mailings will be sent from the California State PTA and National PTA that contain important material to assist the unit. Distribute and discuss these materials with the appropriate officers, chairmen and membership when appropriate.

*PTA presidents should encourage and model legislative advocacy.*

For PTA training, counseling, or information, contact your council PTA president.

**All written materials produced by PTA (e.g., newsletters, fliers, website postings, and print or electronic notices) are to be cleared with the PTA president and school principal before publishing.** The principal is responsible for the accuracy of school information and compliance with the State Education Code and school district policy. The PTA president is responsible for the accuracy of PTA information and compliance with PTA policies.

### MARCH THROUGH MAY

- Work with predecessor** to understand job responsibilities.
- Work with outgoing board** to ensure smooth transition
- The president-elect should confer with the school principal and call meetings, as necessary, of the board-elect (elected officers and principal) soon after election to ratify appointed officers, fill any vacant offices and make plans and set goals for the coming year.**
- Appoint a budget committee and prepare your budget for the next school year and present it to the executive board. One PDF of the proposed budget are due to council PTA in June, even though it will not have been adopted by the association yet. (See "Budget")**
- Prepare a master calendar. Work with your principal when planning your events and fundraisers for the year. Include other school site parent groups in this meeting, if applicable. One PDF of the proposed calendar are due to Council PTA in June. (See "Calendar")**
- Present budget and calendar to the membership for preliminary approval at last association meeting of the year**
- Prepare Use of Facilities Permit Application for August association meeting and present at the last association meeting of the year (See "Contracts")**
- Review bylaws with new board
- Hold brainstorming session(s) with the board-elect to establish unit goals.** Review past unit activities, become familiar with National PTA and California State PTA goals and purposes, set realistic goals and prioritize projects.
- Evaluate current chairman positions and decide which are needed.** Ask for suggestions of people to fill chairmanships.

- Appoint chairmen and committees.** Select first those whose work begins immediately: program, budget and finance and membership. If the standing rules or bylaws designate some of these duties to the vice president(s) or treasurer, appoint additional members to their respective committees.
- A special meeting of the board-elect may be called **to ratify the appointment of all chairmen** so they can begin their activities. The executive board fills any vacant offices and ratifies additional chairmen and committee members before the school term starts.
- Names and addresses of additional executive board members should be sent to added to PTAEZ for council and/or district PTA for their respective directories.
- Attend workshops (LIST)** offered by council or district PTA and urge incoming board members to attend.
- The **president-elect is one of the unit's delegates** to the **California State PTA Convention**
- Prior to taking office, **request the outgoing president's files** and review all material received from previous president. Have outgoing president remind outgoing officers and chairman to pass on all materials to their successors.
- Coordinate with treasurer-elect to have the **signature cards for bank accounts updated** with new officers and submitted to the bank at the beginning of the new term.

### **SUMMERTIME**

- Review summer service mailing materials from the CA State PTA and National PTA.** This includes your toolkit and other helpful booklets for your officers.
- Attend training**, if offered (Leadership In-Service Training [LIST] offered by Council PTA).
- Hold an **executive board meeting** to plan and prep for the start of school.
- Meet with committee chairmen as needed to plan and prep for the start of school (this would especially include all chairmen with events in August and September, of course).
- Order PTA materials that will be helpful to officers/chairmen in fulfilling their responsibilities.

### **BACK TO SCHOOL / AUGUST**

- Prepare a Use of Facilities Permit Application** covering all PTA meetings for the year.
- Remind event chairmen to prepare Use of Facilities Permit Applications for their events.
- Secure babysitting for your meetings, if offered.**
- Work with committees in charge of activities scheduled before school begins**, such as student registration and welcome for teachers, new students, and parents.
- Remember: All fliers must be approved by you AND the school site administrator before printing and distributing.**
- ATTEND PRESIDENT AND COUNCIL PTA MEETINGS – FIRST MONDAY or TUESDAY OF EACH MONTH, 6:15 pm – about 9:00 pm, starting in August.**
- BRING TO COUNCIL PTA in August:**
  - Council assessment fee payable to Burbank Council PTA
  - Membership dues collected, if any.
  - Payment for membership envelopes
- DUE TO COUNCIL PTA in August:**

- One PDF of your proposed budget
- One PDF of your proposed calendar
- One PDF of your Annual Treasurers Report
- One PDF of the completed and not adopted end-of-the-year Auditor's Report
- One PDF of the May, June and July Treasurer's Reports
- FIRST ASSOCIATION MEETING OF THE YEAR:**
  - Adopt budget
  - Adopt calendar
  - Adopt Use of Facilities Permit Applications (See "Contracts")
  - Present Annual Treasurers Report
  - Present May 2020, June 2020 and July 2020 Treasurer & Financial Secretary Reports
  - Present year end Auditor's Report
  - Ratify appointed officers: parliamentarian and corresponding secretary, if necessary
  - Ratify appointed chairs
  - Appoint a committee to review and/or revise the bylaws.
- Due to the state Attorney General's office by **September 1st: Non-Profit Raffle Program application** with fee if raffles are planned.

#### **SEPTEMBER**

- Attend President and Council PTA meetings.**
- Submit items to Council PTA Google Drive as indicated in Financial Calendar**
- Attend Let's Talk meeting with Dr. Hill**

#### **OCTOBER**

- 990EZ/990 Federal income tax returns due to IRS on or before October 15<sup>th</sup>.**
- 199/199N State income tax returns are due to California Franchise Tax board by October 15<sup>th</sup>.**
- RRF-1 Charitable Trust fee as well as CT-TR-1 forms (if needed) due to CA Atty General's office.**
- Attend President and Council PTA meetings.**
- Submit items to Council PTA Google Drive as indicated in Financial Calendar**
- Attend Let's Talk meeting with Dr. Hill, if scheduled.**

#### **NOVEMBER**

- Elect your nominating committee**
- Appoint your Honorary Service Awards committee**
- Attend President and Council PTA meetings.**
- Submit items to Council PTA Google Drive as indicated in Financial Calendar**
- Attend Let's Talk meeting with Dr. Hill, if scheduled.**
- Appoint your Audit Review Committee.**

#### **DECEMBER**

- Attend Council PTA meeting.**
- Submit items to Council PTA Google Drive as indicated in Financial Calendar**
- Mid-year audit begins – treasurer submits books to auditor**

## **JANUARY**

- Attend President and Council PTA meetings.
- Submit items to Council PTA Google Drive as indicated in Financial Calendar
- Attend Let's Talk meeting with Dr. Hill, if scheduled.
- Attend Council PTA Reflections awards event.
- At your association meeting this month, nominating committee presents their report to announce nominations for election.

## **FEBRUARY**

- Attend President and Council PTA meetings.
- Submit items to Council PTA Google Drive as indicated in Financial Calendar
- Attend Let's Talk meeting with Dr. Hill, if scheduled.

## **MARCH**

- Attend President and Council PTA meetings.
- Submit items to Council PTA Google Drive as indicated in Financial Calendar
- Conduct the election of officers at the annual meeting (The second week of April is the LATEST a unit should conduct its election)
- Register delegates for State PTA Convention
- Attend Let's Talk meeting with Dr. Hill, if scheduled.
- Order Past President's Pin from CA State PTA office
- Order HSA/CSA pins and certificates (HSA chairman)
- Honorary Service Award presentations

## **APRIL**

- Attend President and Council PTA meetings.
- Submit items to Council PTA Google Drive as indicated in Financial Calendar
- Attend Let's Talk meeting with Dr. Hill, if scheduled.
- Attend Honorary Service Award Dinner
- Work with the historian on the Annual Historian's Report
- Begin transition with president-elect
- Work with the president-elect to plan an installation ceremony for incoming officers for May Association meeting.

## **MAY**

- Attend President and Council PTA meetings with your unit's incoming president.
- Submit items to Council PTA Google Drive as indicated in Financial Calendar
- Attend the BCPTA Officer Installation Luncheon with your incoming president and principal.
- Attend the California State PTA Convention
- Motions for executive board to pay summer bills
- Present budget and calendar to the membership for preliminary approval at last association meeting of the year (as prepared by board-elect)

- Present Use of Facilities Permit Application for August association meeting as prepared by incoming president at the last association meeting of the year (See “Contracts”)
- Present procedure book to president---elect; follow up with officers/chairmen for same
- Be available for advice --- when asked
- Nominate Year-End Audit Review Committee

#### **YEARLONG DUTIES**

- Attend BCPTA president and council meetings
- Be the official representative of the association
- Communicate with school administrator(s)
- Preside at all unit and executive board meetings
- Sign all payment authorizations and contracts as approved by association
- Be an authorized check signer
- Make committee and chairmen appointments
- Coordinate work of officers and chairs
- Understand financial procedures

Refer to the CA State PTA Toolkit online at [CAPTA.org](http://CAPTA.org), **JOB DESCRIPTIONS** tab, **REQUIRED OFFICERS** section, for a full job description for unit president.



Joaquin Miller Elementary



everychild.one voice.®

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**ASSOCIATION MEETING AGENDA**

**August 20, 2021, 7:00 pm**

**Elementary School Cafeteria (Or ZOOM)**

**DOORS OPEN AT 6:45 PM**

**Call to Order** – Wendi Harvel, President

- Establish Quorum:
- Courtesy Seats:
- Excused Absences:
- Approval of Agenda

**Opening Ceremonies**

- Pledge of Allegiance
- President's Welcome/Inspiration

**Presentation and Approval of Minutes of the May 11, 2021 Meeting** –Recording Secretary

**Report of the Executive Board** –Recording Secretary

- Approve Use of Facilities Form for Meetings

**Financial Reports**

**Financial Secretary**

- Annual Financial Secretary's Report
- May, June & July 2021 Financial Secretary's Report

**Treasurer**

- Annual Treasurer's Report
- Presentation of the 2021 -2022 Budget
- May, June & July 2021 Treasurer's Reports (Checking & Savings)
- Presentation of Bills

**Audit Report** –Outgoing Auditor

**New Business** – 1<sup>st</sup> VP Leadership

- Presentation of the 2021 - 2022 Calendar
- Ratification of Appointed Officers
- Ratification of Chairpersons

**Reading of Communications** –Corresponding Secretary

**Reports of Committees**

- Bylaws – Parliamentarian
- Membership –First Vice President, Membership
- Book Fair – Chair
- Box Tops – Chair
- Fall Family Picnic – Chair
- Historian – Chair
- Kindergarten Tea/Welcome Back Staff Lunch - Chair
- Outreach – Chair
- Reflections – Chair
- Room Parent Organizer – Chair
- Website – Chair

Yearbook – Chair

**Principal’s Report -**

**Guests –**

**President’s Report –**

**Unfinished Business**

**New Business**

*NOTE: A motion is necessary before discussion and vote on any new business. At least fourteen (14) days’ notice, in writing, must be given to the president in order to have an item of business or an announcement placed on the association agenda. When a recommendation for an item of business or an announcement that has not had prior consideration by the executive board is brought to an association meeting, it shall be referred to a committee and/or the executive board for study. (Miller PTA Bylaws)*

**Announcements**

The next PTA association meeting: Thursday, September 10th at 6:30 pm in the \_\_\_\_\_ School Library.  
**Please join us after this meeting for refreshments and meet-and-greet with PTA officers.**

**Adjournment**



**ASSOCIATION MEETING AGENDA**

**August 20, 2021, 7:00 pm**

\_\_\_\_\_ Elementary School – Cafeteria (Or Zoom)

**Call to Order** – Wendi Harvel, President

- Stand, rap gavel once, and "The meeting will please come to order. It is \_\_\_\_ o'clock, Madame Secretary."
- Establish Quorum – (Parliamentarian) \*Members as of July 20th, 2021\*
- Courtesy Seats:
- Excused Absences
- GROUND RULES:**
  - Please turn your cell phones off or to silent mode.
  - No question is a dumb question.
  - Robert's Rules of Order prevail.

**Opening Ceremonies**

- Pledge of Allegiance: " \_\_\_\_\_ will now lead us in the Pledge of Allegiance. All rise."
- Inspiration (Here's some examples)
  - I am only one, but I am one. I cannot do everything, but I can do something. And I will not let what I cannot do interfere with what I can do. ~Edward Everett Hale***
  - Think left and think right and think low and think high. Oh, the things you can think up if only you try! ~Dr. Seuss***

**PRESIDENT'S WELCOME**

- "The mission of the California State PTA is to positively impact the lives of all children and families by representing our members, and empowering and supporting them with skills in advocacy, leadership and communications."***
- Introduce officers & chairmen present
- Thank you to all who helped before school even started: Welcome packet distribution, welcome back luncheon for teachers and staff, Kindergarten tea, etc.
- Open chairmanships
- Direct attendees to the information packet: Budget, calendar, volunteer survey, email opt-in, chairmanships, job descriptions
- Point out fliers on table
- FLIERS FROM BURBANK COUNCIL PTA**

\_\_\_ **Presentation and Approval of Minutes of the last Association Meeting (May 11, 2021)** –Recording Secretary

At association meetings a summary report (not the minutes) is read for the information of the members. Recommendations should be voted on one at a time, the secretary moving the adoption of each one.

**“The Secretary will present the Minutes from the last Association Meeting”**

(\*\*Secretary will need to have three members approve this evening’s minutes; one should be a financial officer)

**“The secretary will now present the report of the executive board” – Any Action Items should be read**

- **Approve Use of Facilities Form for Meetings, any upcoming events taking place on school property after school hours**

\_\_\_ **Financial Reports** –Financial Secretary (If your unit has one)

*No motion is needed for adoption of the reports.*

**“[Insert Financial Secretary’s Name Here] will present the Annual Financial Secretary’s Report”**

**“You have heard the report. Are there any questions?”**

**“The report will be filed for the audit.”**

**“[Insert Financial Secretary’s Name Here] will now present the May, June & July Financial Secretary’s Report”**

**“You have heard the reports for May, June & July of 2021. Are there any questions?”**

**“The report will be filed for the audit.”**

\_\_\_ **Financial Reports** –Treasurer

*No motion is needed for adoption of the reports.*

**“[Insert Treasurer’s Name Here] will present the Annual Treasurer’s Report”**

**“You have heard the report. Are there any questions?”**

**“The report will be filed for the audit.”**

\_\_\_ **Presentation of the Proposed 2021 - 2022 Budget** –Treasurer

\*\*They must move to approve the Proposed Budget and this needs a second.

**“It has been moved and seconded to approve the Proposed 2021 -2022 Budget; any discussion?”**

**Vote**

\_\_\_ **Presentation of the May, June & July Treasurer’s Report** –Treasurer

**“[Insert Treasurer’s Name Here] will present the May, June & July Treasurer’s Reports.”**

The balance forward for the checking account is \$8,725.48 (whatever the beginning balance of your checking account treasurer's report is).

Total receipts were \$63,766.29

Total disbursements were \$ 67,517.58 .

The balance on hand for the checking account as of May 31st is \$4,974.19

**“You have heard the reports for May, June & July of 2020. Are there any questions?”**

**“The report for the checking account will be filed for the audit.”**

The balance forward for the savings account is \$ 1000.57 (whatever the beginning balance of your savings account treasurer's report is).

Total receipts were \$ .24

Total disbursements were \$ 0.00

The balance on hand for the savings account as of May 31st is \$ 1000.81.

**"You have heard the reports for May, June & July of 2020. Are there any questions?"**

**"The reports for the savings account will be filed for the audit."**

#### **Presentation of Bills** –Treasurer

*Since the approval of the budget does not authorize the expenditure of funds, bills must be presented, and their payment voted upon. Bills should be itemized as to amount, whom to pay, and what payment covers. Any association bills authorized and paid by the executive board must be ratified and recorded in the association minutes. Ratified bills should be itemized as to amount, who was paid, and what the payment covers.*

**"The treasurer (or the person assigned) will read the bills."**

**"It has been moved and seconded that we pay the bills. Is there discussion?" Vote.**

**"It has been moved and seconded that we ratify payment of bills since last meeting. Is there discussion?" Vote.** (Authorizing Expenditures 5.2.5) (Follow the steps of a motion, Parliamentary Procedures, 2.1.6.)

I have the warrant form dated [May 13] through [August 18] for check numbers 4084 to 4098.

I move to ratify the bills paid on the August 18th warrant form.

**(President: "It has been moved and seconded that we ratify payment of bills since the last meeting. Is there discussion?" VOTE.)**

I move to release funds up to the budgeted amount for the following items (can be the Treasurer for the things he or she needs to release or can be from the Chairpersons for their specific event/program):

- **Council PTA Assessment**
- **Insurance**
- **RRF-1**

#### **Audit Report** – Outgoing Auditor

*A motion is needed for adoption of this report.*

The next item of business is to approve the Year End Audit for 2021 -2022.

"I have examined the financial records of the \_\_\_\_\_ PTA and find them to be correct." (Or with changes depending on the Auditor's findings)

"I move to ratify this report." [Second]

**"It has been moved and seconded that the audit report be adopted" Vote.**

**(Follow the steps of a motion, Parliamentary Procedure)**

#### **Reading of Communications** – Corresponding Secretary

## \_\_\_ **Reports of Committees**

President calls for the report of the committee. The person making the report moves the adoption of any recommendations.

“ \_\_\_\_\_ will present the report of the \_\_\_\_\_ committee.”

“Are there any questions regarding the report?”

“If not, the report will be filed,” or “You have heard the recommendation such as a motion to release funds up to the budgeted amount for programs through the next meeting (Preliminary Planning, 7.3.1):” (Follow the steps of a motion. Parliamentary Procedure, 2.1.6.) Vote(s).

\_\_\_ Bylaws -- Parliamentarian

\_\_\_ Membership –First Vice President, Membership Chair

*RELEASE FUNDS?*

\_\_\_ Book Fair –Chair

*RELEASE FUNDS*

\_\_\_ Box Tops – Chair position open

*RELEASE FUNDS*

\_\_\_ Fall Family Picnic –Chair

*RELEASE FUNDS*

\_\_\_ Historian –Chair

\_\_\_ Kindergarten Tea/Welcome Back Staff Lunch – Chairman

*RELEASE FUNDS*

\_\_\_ Outreach – Chair

*RELEASE FUNDS*

\_\_\_ Reflections – Chair

*RELEASE FUNDS*

\_\_\_ Website/Inkspots – Chair

*RELEASE FUNDS*

\_\_\_ Yearbook – Chair

*RELEASE FUNDS?*

## \_\_\_ **Principal’s Report**

## \_\_\_ **Guests**

## \_\_\_ **President’s Report** –

- **Council PTA Meeting**
- **Open Chairs – please look at the book and let us know if there’s something you can do – would hate for our programs to fall by the wayside!**
- **LCAP**
- **Let’s Talk with Superintendent Matt Hill on Wednesday 9/21 – Email me any questions you might have by 9/14.**

\_\_\_ Unfinished Business

\_\_\_ New Business

\_\_\_ **Announcements**

- We are accepting donations of art supplies and board games for the PTA childcare room.
- The next PTA association meeting will be on Thursday, September 8th at 6:30 pm in the \_\_\_\_\_ School Library.
- Please join us after this meeting for refreshments and meet-and-greet with PTA officers.

\_\_\_ **Adjournment**

*No motion is necessary to adjourn.*

**"Is there any further business to come before this meeting?" "If not, the meeting is adjourned."**

*President raps the gavel once.*

**MAKING A MOTION**

A motion to take action is introduced by a member, seconded, discussed, and is voted upon. Only persons who have been members for at least 30 days are legally qualified to make motions, discuss, and vote. The steps are:

1. Member stands and waits to be recognized.
2. **Chairman recognizes the member.**
3. The member presents the motion by stating, "I move..."
4. The motion is seconded by another member. This shows that more than one person is interested in bringing the business before the group for discussion.
5. **The chairman restates the motion. This ensures all members understand what is to be discussed.**
6. **Discussion** is held on the motion. During discussion, all members participate fully.
7. **The chairman puts the motion to a vote by stating, "All those in favor say 'aye.'" (Pause for vote) "Those opposed say 'no.'**
8. The chairman announces the result of the vote to assure all members know whether the motion carried or failed.

**AMENDMENTS**

An amendment is a way to change a motion already on the floor before the vote is taken on a motion. It may be amended by:

- Inserting or adding words.
- Striking words.
- Striking words and inserting others.

- Substituting one paragraph or resolution for another.

**Amending Examples**

**Main motion:** "I move we have a parenting program at the park."

**Inserting:** "I move we have a parenting program in October at the park."

**Striking:** "I move we have a parenting program in October." (striking "at the park.")

**Striking & inserting:** "I move that we have a parenting program in November on the school grounds."  
(striking "October" and inserting "November on the school grounds.")

**Substituting:** "I move we have an ice cream social."

PERSONAL

**JOHN MUIR MIDDLE SCHOOL PTA  
ASSOCIATION MEETING AGENDA**

**AUGUST 25, 2021, 7:00 PM, CAFETERIA (OR ZOOM)**

**CALL TO ORDER - PRESIDENT**

Ensure quorum of 14 members  
Pledge of allegiance

**Welcome - President**

Excused Absences –  
Adopt 2020-2021 Calendar  
Thank you for helping- Registration, Welcome  
Back  
Teacher Brunch, Jamba Juice, PTA Board and Chairs!

**Approval of Minutes –Recording Secretary**

Appoint committee of three for August 25<sup>th</sup> minutes

**Principal Report - Principal**

**Financial Reports:**

Financial Secretary

Treasurer -

Adopt 2021-2022 Budget

Treasurer's Report

Bills to be paid or ratified

Release funds

Year-End Audit

**New Business – motion to approve appointed**

Parliamentarian –

Motion to approve Chairperson's (as listed on side)

**Committee, Officers and Chairmen Reports:**

1<sup>st</sup> VP – Programs -

2<sup>nd</sup> VP – Fundraising -

3<sup>rd</sup> VP – Volunteer Coordinator –

Historian -

Membership -

**Unfinished Business**

**Adjournment**

**PTA CALENDAR**

**August**

25 PTA Meeting – Cafeteria 7 pm  
31-9/4 Scholastic Book Fair

Sept ? Reflections begins, Theme: "Let  
your imagination fly"

2 *Back to School Night*

4 *Scholastic Book Fair ends*

7 No School - Labor Day

15 PTA Meeting – Library 7 pm

25 Jamba Juice – FRONT of school,  
after school

25 Around the Muir Walk (Parent &  
Student Event)

Oct 2 Rockin' Family Fun Night

13 PTA Meeting – Library 7 pm

? Reflections Ends

Nov 11 No School – Veterans Day

10 PTA Meeting – Library 7 pm,  
REFLECTIONS WINNERS

25-27 No School –Thanksgiving  
Holidays

**Chairpersons to be Ratified**

**Art –**

**Coordinating Council –**

**E-script/Ralphs -**

**HSA -**

**Jamba Juice -**

**Mall Cash Back for Schools -**

**Membership -**

**Promotion -**

**Reflections -**

**Teacher Luncheons (TAG) -**

| Action  | What to Say   | Can Interrupt Speaker? | Need a Second | Can be Debated? | Can be Amended? | Votes Needed   |
|---|---|------------------------|---------------|-----------------|-----------------|----------------|
| <b>Introduce main motion</b>                                | "I move to..."  | No                     | Yes           | Yes             | Yes             | Majority       |
| <b>Amend a motion</b>                                       | "I move to amend motion by..." <i>(Add or Strike words or both)</i> | No                     | Yes           | Yes             | Yes             | Majority       |
| <b>Move item to committee</b>                               | "I move that we refer the matter to committee."                     | No                     | Yes           | Yes             | Yes             | Majority       |
| <b>Postpone item</b>  | "I move to postpone the matter until ..."                           | No                     | Yes           | Yes             | Yes             | Majority       |
| <b>End debate</b>   | "I move to the previous question"                                   | No                     | Yes           | No              | No              | 2/3            |
| <b>Object to procedure</b>                                  | "Point of order"  | Yes                    | No            | No              | No              | Chair decision |
| <b>Recess the meeting</b>                                   | "I move that we recess until ..."                                   | No                     | Yes           | No              | Yes             | Majority       |
| <b>Adjourn the meeting</b>                                  | "I move that we adjourn the meeting"                                | No                     | Yes           | No              | No              | Majority       |
| <b>Request information</b>                                  | "Point of information"  | Yes                    | No            | No              | No              | No Vote        |
| <b>Overrule the chair's ruling</b>                          | "I move to overrule the chair's ruling."                            | Yes                    | Yes           | Yes             | No              | Majority       |
| <b>Extend the allotted time</b>                             | "I move to extend the time by ___ minutes."                         | No                     | Yes           | No              | Yes             | 2/3            |
| <b>Enforce the rules or point out incorrect procedure</b>   | "Point of order."   | Yes                    | No            | No              | No              | No Vote        |
| <b>Table a motion</b>                                       | "I move to table ..."   | No                     | Yes           | No              | No              | Majority       |
| <b>Verify voice vote with count</b>                         | "I call for a division."  | Yes                    | No            | No              | No              | No Vote        |
| <b>Object to considering some undiplomatic matter</b>       | "I object to consideration of this matter ..."                      | Yes                    | No            | No              | No              | 2/3            |
| <b>Take up a previously tabled item</b>                     | "I move to take from the table ..."                                 | No                     | Yes           | No              | No              | Majority       |
| <b>Reconsider something already disposed of</b>             | "I move to reconsider our action to ..."                            | Yes                    | Yes           | Yes             | Yes             | Majority       |
| <b>Consider something out of its scheduled order</b>        | "I move to suspend the rules and consider ..."                      | No                     | Yes           | No              | No              | 2/3            |
| <b>Close the meeting for executive session</b>              | "I move to go into executive session."                              | No                     | Yes           | No              | No              | Majority       |
| <b>Personal preference - noise, room temp, distractions</b> | "Point of privilege"  | Yes                    | No            | No              | No              | No vote        |



## Types of Motions:

**Main Motion:** Introduce a new item

**Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)

**Privileged Motion:** Urgent or important matter unrelated to pending business

**Incidental Motion:** Questions procedure of other motions (must consider before the other motion)

**Motion to Table:** Kills a motion

**Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

## Every Motion Has 6 Steps:

**1. Motion:** A member rises or raises a hand to signal the chairperson.

**2. Second:** Another member seconds the motion.

**3. Restate motion:** The chairperson restates the motion.

**4. Debate:** The members discuss and debate the motion.

**5. Vote:** The chairperson restates the motion, asks first for affirmative votes, and then negative votes.

**6. Announce the vote:** The chairperson announces the result of the vote and any instructions.

*\*\* If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And, then state any instructions.*

## Obtaining and Assigning the Floor

**1.** A member raises their hand (or rises, depending on your rules) and waits to be acknowledged.

**2.** The chair recognizes the member by name.

*It is never proper to raise your hand or rise to be acknowledged while another is speaking. If your point or motion is one of the kind that can interrupt the speaker, make your point or motion without waiting for recognition.*

## Requesting A Point of ...

*Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away.*

**Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.

**Point of Information:** A member may need to bring up an additional point or additional information (in the form of a non debatable statement) so that the other members can make fully informed votes.

**Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions.

**Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

## Establishing a Quorum

*A quorum is the minimum number of voting members who must be present at a properly called meeting in order to conduct business in the name of the group. A quorum should consist of a number that is as large as can be depended upon for being present at all meetings, when the weather is not exceptionally bad.*

*In most cases, the bylaws will state the rules for a quorum. In the absence of a stated definition, a simple majority constitutes a quorum.*

## Meeting Minutes

*Minutes are a legal record of meetings and the organization. They document what is done at a meeting, not what is said. Minutes should include:*

- 1.** Name, date and location of meeting
- 2.** List of attendees (note presence of a quorum)
- 3.** Time meeting was called to order
- 4.** Conflict of Interest & Antitrust Avoidance Affirmation
- 5.** Approval of previous meeting minutes
- 6.** Motion text and name of maker
- 7.** Status/results of motions
- 8.** Time meeting was adjourned

*Minutes do not include discussion, personal opinion, motions withdrawn or entire reports (attach reports to minutes.) Name of seconder of a motion is also not necessary.*

# INSURANCE AND LOSS PREVENTION GUIDE

This publication has been developed to assist PTA leaders in selecting appropriate fundraising activities, sponsored programs and events. Using this publication will help prepare for the risks associated with these activities. Please only use the following forms and do not modify the form wording.

## CAPTA Package Coverages:

| Coverage                     | Limit             | Carrier                                  |
|------------------------------|-------------------|--|
| General Liability            | \$1,000,000       | Gotham Insurance Company                 |
| Officers Liability           | \$1,000,000       | Gotham Insurance Company                 |
| Bond (Crime)                 | \$25,000          | Gotham Insurance Company                 |
| Workers Comp (if applicable) | \$1ML/\$1ML/\$1ML | Oak River Insurance (Berkshire Hathaway) |
| Umbrella Liability           | \$10,000,000      | Indemnity Ins Co of North America        |

## CAPTA Insurance Broker:

AIM Association Insurance Management Inc.  
8144 Walnut Hill Ln Suite 900 Dallas TX 75231  
(800) 876-4044 • FAX (214) 360-0802  
Email: [CAPTA@aim-companies.com](mailto:CAPTA@aim-companies.com)

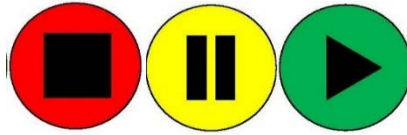
Additional information: <https://capta.org/pta-leaders/services/insurance/>

As referenced in this guide, information regarding California State PTA policies and procedures can be found in the Toolkit. You can access the Toolkit online at <http://toolkit.capta.org/>.



2327 L Street, Sacramento, CA 95816-5014

(916) 440-1985 • FAX (916) 440-1986 • Email [info@capta.org](mailto:info@capta.org) • [www.capta.org](http://www.capta.org)



## Red Light, Yellow Light, Green Light

**It is critical that the RED, YELLOW and GREEN list be reviewed before planning any PTA activities.** Certain activities and events are prohibited because they are excluded by the insurance policy and/or because they are dangerous and/or jeopardize the safety of our children and youth. This list is not all-inclusive. If you are interested in sponsoring an activity not included in the list, contact AIM to ensure it is covered by your insurance policy.

### **Red Light**

Certain activities and events are prohibited and are not covered under your insurance policy. Individual PTA officers may be held personally liable for conducting any of the events noted in RED on the following page of this guide. The RED light activities are prohibited activities.

### **Yellow Light**

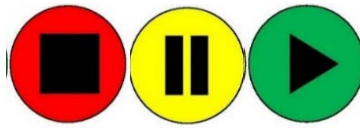
Occasionally, PTAs want to sponsor activities which may require waivers of liability and certificates of insurance. PTAs must strictly adhere to PTA guidelines and/or other special arrangements. All conditions must be met before undertaking any activities noted in YELLOW on the following page of this guide. The insurance broker must be consulted.

### **Green Light**

Approved activities and events are noted in GREEN on the following page of this guide. Please refer to the California State PTA Toolkit and the National PTA Quick-Reference Guides for more information about appropriate PTA fundraising activities.

## **DO NOT SIGN**

**Under no circumstances should any unit, council or district PTA sign a Hold Harmless Agreement for a vendor/concessionaire/service provider or agree in any way that the PTA will be held responsible for liability. This prohibition is in place regardless of the activity's place on the red, yellow, green list. Review all contractual arrangements very carefully to make sure that they do not contain such provisions. If a contract includes a Hold Harmless Agreement or Indemnity Clause, contact the California State PTA Insurance Broker prior to signing.**



## Red Light, Yellow Light, Green Light



**RED - STOP:** This activity is excluded from your policy.



**YELLOW -PAUSE:** Use caution. Even though this event is potentially covered under your policy, this is a high-risk event and you need to take extra precaution when hosting.



**GREEN -PLAY:** Covered event



After School Programs



Archery



Aircraft



All Night Lock-Ins



Animal Rides



Apple Bobbing



Arts & Crafts Activities



Asbestos Exposure



Athletic Leagues, Clinic, Camps



ATVS



Auctions



Babysitting at Meetings



Bake or Food Sales



Balloon Artists



Baseball Toss



Beautification Projects



Bike Rodeos



Book Fairs



Bounce Houses



Bowling



Broom Hockey



Bungee Jumping



Cake Walks



Camps - Outdoor Enrichment/Science



Candy/Wrapping Paper Sales



Car Wash



Carnivals



Color Runs



Colored Sand Painting



Concession Stands



Confetti Eggs



Costume Parties



Cow Bingo



Crossing Guards



Dances, Line Dancing



Dinners



Drones



Dunk Tanks



E-Waste



Egg Toss



Enrichment Programs



Face Painting



Family Portraits



Farmers Market



Fashion Shows



Fireworks



Fishing (from land)



Food Sales



Football Throw



Fortune Telling



Fun Runs



Gift Wrapping



Golf Tournaments



Grad Nights



Haunted Houses



Hobby Shows



Hot Air Balloons



Ice Cream Socials



Inflatable Slides



Jump Rope



Litter Cleanup



Magic Shows



Mechanical/Motorized Rides



Moon Walks



Motorized Watercraft



Movie Night



Open Houses



One Day Athletic Events



Paint Ball Guns



Parent Education



Pee Wee Golf



Performing Arts



Petting Zoos



Picnics and picnic games



Pizza Night



Raffles



Ring Toss



Rock Climbing Walls



Rocketry



Sale of Weapons



Science Fairs



Skating Rink (roller and ice skating)



Spelling Bees



Sumo Wrestling



Swim Parties



Talent Shows



Trampolines



Velcro Walls



Water Balloon Toss



Water Slides (no homemade)



Workshops



Zip Lining

## **Best Practices Guidelines**

### **WAIVERS**

Obtain a signed PTA student waiver (see waiver on page 13) from each student's parent or guardian for all events off-site and/or involving any physical activities. A waiver may be signed for a whole year's activities; place it in the school packet at the beginning of the year. You will need to adapt and add the wording "as respects all PTA-sponsored events for the school year 2019-2020." Participants and volunteers 18 or older may sign their own waiver.

### **VENDOR REQUIREMENTS**

Complete all requirements listed in page 21 of this guide.

### **EVENTS**

If a unit, council or district PTA chooses to sponsor activities or events that are allowed under PTA policy but that the insurance company has excluded or does not provide coverage for, the unit, council or district PTA must purchase the necessary additional participant liability insurance for that activity, **and** the entire organization (the California State PTA, its units, councils and districts) must be named as the Named Insured. Please contact the California State PTA Insurance Broker, for requirements for additional insurance. The California State PTA Insurance Broker understands the necessity of protecting the entire organization and will ensure that such additional coverage will match the existing PTA liability insurance and that California State PTA will be protected.

Please note: The PTA cannot purchase insurance nor engage in activities noted as red light activities.

### **JOG, FUN RUN, AND WALK-A THONS**

These activities are allowed with the public. You need the following: 1) a prearranged course that is separate from traffic; 2) proper supervision (security & police in place); 3) water stations and; 4) participants' waivers and parent approval and student waivers completed for all participants.

### **BABYSITTING**

The only babysitting that is allowed is at PTA meetings or sponsored events where parents are continually on campus **AND** the following conditions are met: the babysitters do not change diapers, there are at least two unrelated adults (18 years or older - may be under 18 if certified babysitter) in attendance at all times, and coffee or other hot fluids are kept outside of the babysitting room or area. If there are over 11 children in attendance, one additional babysitter, who may be under 18, is recommended to be onsite. Refer to the "PTA-Provided Babysitting Services" in the Finance section of the California State PTA Toolkit. While PTA insurance fully covers the PTA itself (at any level of the organization), the only individuals covered by the policy are salaried employees of the organization and its volunteers. PTA's liability coverage does not extend to covering independent contractors or vendors who are being paid for their services. If babysitters are paid, they are considered a vendor and required to have their own insurance.

### **BINGO GAMES AND POKER NIGHTS FOR CHARITABLE PURPOSES**

Refer to the finance section of the California State PTA Toolkit. Please consult local government for any additional ordinances.

### **RAFFLES**

Information on how to conduct a legal raffle can be obtained by going to the California Attorney General's website. (See [www.ag.ca.gov](http://www.ag.ca.gov) Section 320.5 Gambling Charitable Raffles.)

## **Best Practices Guidelines**

### **LITTER CLEAN UPS**

Adequate supervision must be provided. Reflective vests and rubber gloves must be used. Waivers must be signed. Clean-up must not be done on freeways.

### **GRADUATION OR PROM NIGHT**

See Programs section of the California State PTA Toolkit.

### **CONTRACTS YOU ARE ASKED TO SIGN**

If you are required to sign a contract by the vendor/concessionaire/service provider you **must** submit a copy of the contract to the California State PTA Insurance Broker [capta@aim-companies.com](mailto:capta@aim-companies.com) for review prior to signing.

### **PURCHASING PLAYGROUND EQUIPMENT**

Gift the money to the school to purchase and install the equipment. Do not install any playground equipment.

### **PURCHASING A DIFIBRILLATOR**

If you purchase a defibrillator, it is important that you gift it to the school and not be responsible for the operation or training of the defibrillator.

### **HOMECOOKED FOOD**

Check with your school district and County Health Department to see if home-cooked items are allowed.

### **SCHOOL DROP-OFF & PICK-UP/CROSSING GUARD VOLUNTEERS**

Volunteers must be at least 18 years of age and must sign California State PTA's *Participation Waiver* form annually. The program must follow guidelines contained in *Safe Routes to School Guide – Student Drop-off and Pick-up* ([http://guide.saferoutesinfo.org/pdf/SRTS-Guide\\_Dropoff-Pickup.pdf](http://guide.saferoutesinfo.org/pdf/SRTS-Guide_Dropoff-Pickup.pdf)), including use of safety vests, properly designated loading zones, single file approach, and all other safety rules and procedures contained therein.

### **TRANSPORTATION**

When funding classroom field trips, it is recommended that funds be paid directly to the school district and include a request that they be deposited into the school district general fund for the unit's school and earmarked for the payment of buses and/or admission fees. While California State PTA's insurance does include limited coverage for hired and non-owned automobiles (see page 25 of this guide), it is recommended that PTA members refrain from transporting students for PTA events.

### **COVID**

Your policy has a standard exclusion for "communicable disease" which would include diseases such as the flu or Coronavirus. This means if the PTA is held liable for a loss due to COVID there is no coverage. For this reason, it is very important that your PTA strictly adhere to local and state guidelines to avoid liability.

Please refer to the following page for additional details on COVID.

# COVID- What You Should Know.

## 1. Does our policy cover liability for COVID?

No, the policy has a standard exclusion for communicable diseases. For this reason, PTAs should use caution and always adhere to local and state guidelines.

## 2. Could the PTA be held liable if someone contracts COVID at a PTA event?

The short answer is yes, anyone can sue for any reason and on or off school grounds holds the same risk. However, from a liability standpoint it would be difficult to prove your PTA was liable when COVID can be contracted practically anywhere. If your PTA exhibited gross negligence by disregarding proper guidelines as set forth by local or state government, or knowingly exposing someone, it would be much easier to be held liable.

## 3. Is it OK to have in person events?

PTAs are not discouraged from conducting in person events but it is imperative that you adhere to standard guidelines as set forth by local or state government. Activities should be chosen based on allowance for proper precautions such as wearing masks and social distancing.

## 4. How could we have a loss if we aren't having in-person events?

### Crime

Whether PTAs are collecting money through virtual events or protecting funds from previous periods, there is still a huge need to protect your funds. And in challenging economic times, embezzlement is a very significant risk.

### Directors & Officers

D&O protects the decisions you make as an officer or director. Virtual events hold the very same liability as in-person events and are possibly subject to even more scrutiny as we navigate a very challenging pandemic/quarantine time. It should be noted that someone can sue you just because they disagree with your decisions and even in the case of frivolous lawsuits the D&O provides coverage.

**EX:** PTA conducts a virtual fundraiser and officers decide to spend the money on school laptops instead of playground equipment and a parent sues. Or vice versa, in the times of COVID someone could decide that purchasing playground equipment was inappropriate and that money should have been spent on laptops.

### General Liability

Having any type of event, whether in-person or virtual, creates liability. The General Liability also includes \$20,000 per person in accident medical coverage, so if a volunteer is injured preparing or conducting a virtual event, the accident medical covers them.

**EX:** Zoom Yoga class – There is an instructor guiding children on yoga poses. It's a PTA event and if a child hurts themselves, the PTA could be held liable.

**EX:** Virtual Fun Run –PTA assigns all participants a 3-mile run on their own and asks them to show proof of distance; however, they fail to notify parents or provide guidance around traffic or heat and a child is hurt. The PTA could be held liable.

## General Liability Exclusions

The following is a list of specifically excluded items under General Liability:

1. Archery
2. Automobiles & Vehicular Transportation of Any Type\*
3. Asbestos Exposure
4. Bungee Equipment or Bungee Jumping
5. Athletic Activities - organized sports including (but not limited to) sport clubs, sports camps, municipality teams, school teams (public or private), sports leagues, college teams or professional teams
6. Hot Air Balloons
7. Lead Exposure
8. Mechanical/Motorized Rides at Carnival
9. Nuclear Exposure
10. Parasailing
11. Rocketry
12. Scuba Diving
13. Scouting
14. Watercraft
15. Weapons, including but not limited to guns, knives, swords, bows, axes and slip shots/catapults
16. Workers Compensation Claims
17. Zip Lining
18. Communicable Disease (Including Coronavirus)\*\*

Walk-a-thons, fun runs, field days, donkey basketball and other one day events are covered, as they are not considered to have a regular practice and game schedule.

Note:

\*See Auto Coverage for details (page 25) on included auto liability coverage

\*\* Communicable diseases are not covered by this policy; however, someone could still attempt to hold your PTA liable. It is important that your PTA take precautions and follow local and state guidelines around disease prevention.

## Liability Waivers

We receive many calls from PTAs asking about “waivers” of liability. It is very important to be aware that **you can never sign your liability away** regardless of any document or waiver. A waiver will not hold up in court if your organization is found at fault for an injury occurring at one of your events; however, a waiver is a tool used to help deter the lawsuit mindset. By having all participants sign a waiver, you are helping to plant the seed that the participant is responsible for their own actions. While a waiver isn’t a requirement to extend coverage under the General Liability policy, California State PTA requires that that you use waivers for all physical activity events, as well as field trips (including litter clean up.)

The following waivers are attached:

- Student Participant Waiver - Parents Approval, Student, Family (English & Spanish)
- Adult/Volunteer Participant Waiver (English & Spanish)
- Volunteer Waiver, Release, and Indemnity - Volunteer Service



## Additional Questions

Should you have additional questions that we haven't answered in this Insurance Guide, please feel free to contact us through one of the ways listed below:



**Association Insurance Management, Inc.**

**PO Box 742946**

**Dallas, TX 75374-2946**

**800-876-4044 or 214-360-0801**

**Fax: 214-360-0802**

**Email: [capta@aim-companies.com](mailto:capta@aim-companies.com)**

**Website: [www.aim-companies.com](http://www.aim-companies.com)**

This Insurance Guide is only a summary of policy coverage and in no way takes precedent over actual policy language. Your insurance policy, and not the information contained in this document, forms the contract between you and your insurance company. If there is a discrepancy or conflict between the information contained herein and your policy, your policy takes precedence. Certain coverages are not available in all states due to state insurance regulations. Certain coverage(s) may be provided by a surplus lines insurer. Surplus lines insurers do not generally participate in state guaranty funds and insureds are therefore not protected by such funds.

**ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR ANOTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND SUBJECTS THE PERSON TO CRIMINAL AND CIVIL PENALTIES.**

## Social Media & PTA Advocacy

| <b>GREEN</b>  | <b>YELLOW</b>  | <b>RED</b>  |
|---|--|---|
| <b>Sources you can retweet or share immediately.</b>  | <b>Sources you should consider/research before retweeting or sharing.</b>  | <b>Sources you should never retweet or share from a PTA owned/named account.</b>  |
| <ul style="list-style-type: none"> <li>• National PTA</li> <li>• California State PTA</li> <li>• Your District PTA</li> <li>• Your Council PTA</li> <li>• Your County Office of Education</li> <li>• Your School District</li> <li>• Your School</li> <li>• Your PTAs events</li> <li>• Ed100</li> <li>• Items pre-approved for distribution</li> </ul> | <ul style="list-style-type: none"> <li>• Other State PTAs</li> <li>• EdSource</li> <li>• California Department of Education</li> <li>• State elected officials: Governor, Assembly Members and Senators</li> <li>• Federal elected officials: President, Members of Congress, Senators</li> <li>• Legislative Analyst’s Office (LAO)</li> <li>• Allied Agencies</li> <li>• Other PTA officers</li> </ul> | <ul style="list-style-type: none"> <li>• Political Parties</li> <li>• Support for a political candidate</li> <li>• Federal legislative positions or national issues that differ from the National PTA position</li> <li>• State legislative or ballot positions that differ from the California State PTA position</li> <li>• Local ballot, tax or bond positions that differ from your PTA council or district position, OR those you haven’t voted to support</li> <li>• Anything that is mean spirited, accusatory, or not true</li> </ul> |
| <b>Go for it!</b>   | <b>Think*Research*Ask</b>  | <b>Not from a PTA account</b>   |

National PTA and/or California State PTA positions can be found on the following websites:

<http://capta.org/focus-areas/advocacy/position-statements>

<http://capta.org/focus-areas/advocacy/resolutions>

<http://capta.org/focus-areas/advocacy/current-legislation>

Elections and candidates have their own section in the California State PTA online *Toolkit*:

<http://toolkit.capta.org/advocacy/election-campaigns>

Quick responses are important for social media; so this guide can help you feel comfortable re-tweeting, sharing and posting on social media. Some pre-planning can also help with quick responses. BUT always remember, if in doubt leave it out. This is offered as a guide it is not an all inclusive list.

**Be respectful | Be honest | Be discreet | Be responsible**

# E-MAIL ETIQUETTE AND TIPS

## Use the “4 Ds for Decision-Making”

- Dedicate time for e-mail every day
- Do the action requested in the message
- Delete it
- Defer it until later or delegate it someone else



## General Tips

- Be informal, not sloppy
- Keep messages brief and to the point
- Use sentence case
- Use a signature that includes contact information
- Use the subject field to indicate content and purpose
- Change the subject line when the email topic changes
- Use the blind copy and courtesy copy appropriately
- Be sparing with group e-mail
- Don't use e-mail as an excuse to avoid personal contact
- Remember that e-mail isn't private
  - Do no harm
  - Do not share passwords, user names, or credit card information
- Don't send chain letters, virus warnings, or junk e-mail
- Summarize long discussions
  - If you are forwarding or re-posting a message you've received, do not change the wording
  - If you want to re-post to a group a message that you've received personally, ask the author for permission first.

## How to compose an e-mail to someone you don't know

- Be sure to include a meaningful subject line.
- Open your e-mail with a greeting like Dear Mrs. Jones or Ms. Smith.
- Use standard spelling, punctuation, and capitalization.
- Write clear, short paragraphs and be direct and to the point.
- Be friendly and cordial.

## Suggestions for continuing e-mail conversations

- Once you have exchanged e-mails with a person on a given subject, it is probably okay to leave greetings off of your following emails, but it is better to use some kind of salutations.
- Try to respond within a reasonable time frame. (24 hours)

## BEWARE OF EMAIL PHISHING SCAMS

As the new term begins, we would like to remind all of our leaders about the dangers of email phishing. A phishing scam may ask you to send money, gift cards, or personal information to someone you trust from within your organization. A phishing email might appear to come from a district president, the IRS, or another officer in your unit.

Here are some best practices to keep in mind if you get an email that doesn't feel right:

- Contact the person directly. Call them or text them to check and see if they actually sent you the email in question. Having what experts call “back channels” can prevent you from divulging important information or losing money
- PTA always requires a paper trail for financial dealings, and we never wire money or pay for things using gift cards. If you are in doubt, contact your president and treasurer to ask about the validity of the request
- Never click on links in emails that you suspect are phishing. If you would like to look more closely at it, you can copy it and paste it into its own browser page. Often times you will notice that it mimics the emails that your unit uses, but that it isn't quite the same
- Trust your gut. If you think it doesn't sound right (for example, why would my unit president need me to send her \$500 right away?), then it probably is phishing.

Use this list to help you keep track of things that must be uploaded and sent in to Council Meetings with your Unit President.

| 2021-2022 | ✓ | UPLOAD TO GOOGLE DRIVE                             | ✓ | SEND TO COUNCIL MEETING*                        |
|-----------|---|--|---|---|
| JUNE/JULY |   | PROPOSED 21-22 calendar (by June 1)                |   |   |
|           |   | PROPOSED 21-22 budget (by June 1)                  |   |   |
|           |   | May Treasurer's Report (by mid-June)               |   |   |
|           |   | Annual Financial Report (by mid-June)              |   |   |
|           |   | June Treasurer's Report (by mid-July)              |   |   |
|           |   | Year-end Audit report (after committee review)     |   |   |
|           |   | Unit Financial Information Form (from BCPTA)       |   |   |
| AUGUST    |   | July Treasurer's Report                            |   | Forwarded dues (for manual memberships)         |
|           |   | CT-NRP-2 (Raffle Report)                           |   |   |
|           |   | CT-NRP-1 (Raffle Application)                      |   |   |
|           |   | OAG confirmation letter for Raffle Permit          |   |   |
|           |   | ADOPTED calendar (indicate in file name)           |   |   |
|           |   | ADOPTED budget (indicate in file name)             |   |   |
| SEPTEMBER |   | August Treasurer's Report                          |   | Council Assessment (\$400)                      |
|           |   | ADOPTED year-end audit                             |   | Forwarded dues (for manual memberships)         |
| OCTOBER   |   | State tax return (& proof of filing)               |   | Liability Insurance Premium                     |
|           |   | Federal tax return (& proof of filing)             |   | Forwarded dues (for manual memberships)         |
|           |   | Charitable trust renewal RRF-1 (& proof of filing) |   |   |
|           |   | CT-TR-1 (if applicable)                            |   |   |
|           |   | proof of filing taxes and CT renewal (if mailed)   |   |   |
|           |   | September Treasurer's Report                       |   |   |
| NOVEMBER  |   | October Treasurer's Report                         |   | Forwarded dues (for manual memberships)         |
|           |   |  |   |   |
| DECEMBER  |   | November Treasurer's Report                        |   | Forwarded dues (for manual memberships)         |
|           |   | Worker's Compensation Filing (from AIM)            |   |   |
| JANUARY   |   | December Treasurer's Report                        |   | Forwarded dues (for manual memberships)         |
| FEBRUARY  |   | January Treasurer's Report                         |   | Forwarded dues (for manual memberships)         |
|           |   | ADOPTED mid-year audit                             |   | Founders Day Free Will Offering (if applicable) |
| MARCH     |   | February Treasurer's Report                        |   | Forwarded dues (for manual memberships)         |
|           |   |  |   | HSA Banquet forms                               |
|           |   |  |   | HSA Banquet fees                                |
| APRIL     |   | March Treasurer's Report                           |   | Annual Historian's Report                       |
|           |   |  |   | Forwarded dues (for manual memberships)         |
| MAY       |   | April Treasurer's Report                           |   | Forwarded dues (for manual memberships)         |
|           |   | PROPOSED 22-23 calendar (by May 31)                |   |   |
|           |   | PROPOSED 22-23 budget (by May 31)                  |   |   |

\* If Council meeting is held virtually, send to Council Financial Secretary instead.



# COMMITTEE REPORT

Please write a committee report for all PTA activities. Attach any detailed information as requested or needed. Report to be filed with president, secretary, treasurer, historian, auditor, committee chairman and others if requested.

### Activity Details

Name of activity \_\_\_\_\_ Date held \_\_\_\_\_ Time \_\_\_\_\_  
Location \_\_\_\_\_ Approved by PTA membership on: (date) \_\_\_\_\_  
Presented in cooperation with (list group, agency or organization) \_\_\_\_\_

### Goals

\_\_\_\_\_

### Money to be used for

### Committee Details

Chairman \_\_\_\_\_ Secretary \_\_\_\_\_  
Members (including students) \_\_\_\_\_  
Consultants \_\_\_\_\_

### Meetings

Date(s) meetings were held: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_ (5) \_\_\_\_\_

### Financial Details

Proposed budgeted income \$ \_\_\_\_\_ Actual income \$ \_\_\_\_\_  
Proposed budgeted expense \$ \_\_\_\_\_ Actual expense \$ \_\_\_\_\_  
Net income \$ \_\_\_\_\_

### Volunteer Details

Number of volunteers needed to conduct activity adequately: \_\_\_\_\_ Total volunteer hours: \_\_\_\_\_

### Recommendations

Do again  Do NOT do again  Do again, but modify (explain in #11 below)

### Report Details. Attach any detailed information as requested.

1. Was insurance company contacted prior to planning?  Yes  No  
Was extra coverage required?  Yes  No  
Cost? \_\_\_\_\_
2. Was the *Insurance and Loss Prevention Guide* reviewed prior to event?  Yes  No
3. Was a written contract required?  Yes  No  
Association approval?  Yes  No Signed by president and one elected officer?  Yes  No
4. Was the timing of the activity appropriate?  Yes  No  
If not, suggest more appropriate date(s): \_\_\_\_\_
5. Attach a detailed timeline to report.
6. Were there any special requirements?  Yes  No  
Explain: \_\_\_\_\_
7. How was activity publicized? \_\_\_\_\_  
Attach any articles or fliers \_\_\_\_\_
8. Specify equipment needs: \_\_\_\_\_
9. Special contacts/contact information (Speakers, judges, service providers): \_\_\_\_\_
10. Attach a detailed financial report. Attach copies of all inventory reports and cash verification forms for auditor.
11. Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### NOTE

The California State PTA strongly suggests that any fundraiser be audited immediately if a large amount of monies was raised.

Prepared by \_\_\_\_\_ Date \_\_\_\_\_

**Report due 30 days after completion of activity.**

# Fiduciary Responsibility

Congratulations! You have been elected to serve on your PTA board.

**The board has a legally defined fiduciary responsibility to uphold the trust that placed in the officers.** This means that you and your board must act:



- In good faith, understanding and abiding by the bylaws of the organization;
- With the care an ordinary prudent person would exercise under similar circumstances; and
- In a manner the individual reasonably believes to be in the best interests of the organization.

**The board is responsible for protecting the assets of the PTA.**

This means that each officer is obligated to ensure:

- Compliance with all laws,
- The assets are used to serve the interests and needs of the beneficiaries (the children),
- Continuity of the organization for years into the future,
- The organization remains transparent, and
- You are carrying out the purpose you have been given.



**What are the assets of the PTA?** These fall into several categories:

- **Money** – Include all accounts when reporting balances and transactions. Use the clear and concise rules for managing and handling money found in the *Toolkit*.
- **Property** – anything purchased with PTA funds, such as office supplies, carnival games or equipment, storage items, computers, paper goods, etc.
- **Inventory** – spirit wear such as T-shirts or hats, left-over gift wrap or cookie dough, paper scrip, etc.
- **Volunteers** – the most important asset of the PTA. Make sure to find a job for everyone who volunteers. If someone volunteers and is never called, they are probably not going to volunteer again.
- **Ongoing concern** – This means the board must make decisions that will protect the future of the PTA. The decisions you make must serve the needs today as well as preserve assets for tomorrow. You have an obligation to *not* encumber future boards as well. Each board may only make decisions directly affecting its term of office.
- **Reputation** – Everything centers on the reputation of your PTA, so guard it as the organization’s most important asset. Who will donate to the PTA if it has a bad reputation? Who will volunteer to help? Mistakes and rumors will damage the PTA’s good name. Theft, or even the rumor of it, can destroy the PTA altogether. Take your position seriously in order to protect the assets of the organization and to be a good role model for upcoming parent leaders. What you say and how you act is important.

This is why we consider ourselves “**Professional Volunteers.**”

# Handling PTA Funds

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 [toolkit.capta.org/finance/banking/handling-pta-funds/](https://toolkit.capta.org/finance/banking/handling-pta-funds/)

All revenue and receipts must be counted and deposited in the bank immediately after the completion of an activity. Two PTA members, one of whom should be a financial officer or a chairman, must count the monies received. The people counting the money shall not be related by blood or marriage, or reside in the same household. Do not publicize the place where money is to be counted.

Have all those involved in counting money verify the total and sign the Cash Verification Form. This form is a safeguard when volunteers are handling PTA funds ([Cash Verification Form](#)). Copies of cash verification forms or receipts must be given to the chairman for documentation in his/her activity report. The totals must match the monies deposited for the activity.

The treasurer or financial secretary shall deposit the money immediately in the bank. If immediate deposit or night drop is not possible, plan for the safekeeping of money until it is deposited in the bank. Never take money home. For ongoing fundraisers or when money is coming in daily, the money should be deposited daily in the PTA's bank account.

Never deposit any money in anyone's personal account or in the school account. Never leave money unattended, in someone's home or in the trunk of a car ([Deposits](#)).

Simple procedures for counting money can keep the PTA safe and ensure accurate reporting of receipts to the membership. If money is collected when the banks are not open, make plans with the bank for a night deposit or with the school principal to use the school safe. Be sure that the amount is documented prior to depositing it in the school safe or lockbox. The documented deposit should be placed in a sealed envelope signed by a school administrator and verified by two authorized PTA representatives. Each party handling the money should count, sign and receive a copy of the Cash Verification form.

Depending upon the community, a police or sheriff escort to the bank may be provided on request.





everychild.one voice.

### CASH VERIFICATION FORM

(Membership, Fundraisers, Donations)

**START UP CASH \$**

**COINS**

\_\_\_\_\_ x 1¢ = \_\_\_\_\_

\_\_\_\_\_ x 5¢ = \_\_\_\_\_

\_\_\_\_\_ x 10¢ = \_\_\_\_\_

\_\_\_\_\_ x 25¢ = \_\_\_\_\_

\_\_\_\_\_ x 50¢ = \_\_\_\_\_

\_\_\_\_\_ x \$1 = \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

**CURRENCY**

\_\_\_\_\_ x \$ 1 = \_\_\_\_\_

\_\_\_\_\_ x \$ 5 = \_\_\_\_\_

\_\_\_\_\_ x \$ 10 = \_\_\_\_\_

\_\_\_\_\_ x \$ 20 = \_\_\_\_\_

\_\_\_\_\_ x \$ 50 = \_\_\_\_\_

\_\_\_\_\_ x \$100 = \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

**UNIT NAME** \_\_\_\_\_

**ACTIVITY** \_\_\_\_\_

**DATE** \_\_\_\_\_

**COINS**

\_\_\_\_\_ x 1¢ = \_\_\_\_\_

\_\_\_\_\_ x 5¢ = \_\_\_\_\_

\_\_\_\_\_ x 10¢ = \_\_\_\_\_

\_\_\_\_\_ x 25¢ = \_\_\_\_\_

\_\_\_\_\_ x 50¢ = \_\_\_\_\_

\_\_\_\_\_ x \$1 = \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

**CURRENCY**

\_\_\_\_\_ x \$ 1 = \_\_\_\_\_

\_\_\_\_\_ x \$ 5 = \_\_\_\_\_

\_\_\_\_\_ x \$ 10 = \_\_\_\_\_

\_\_\_\_\_ x \$ 20 = \_\_\_\_\_

\_\_\_\_\_ x \$ 50 = \_\_\_\_\_

\_\_\_\_\_ x \$100 = \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

**CHECKS** *Attach adding machine tape of itemized checks.*

# \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_

# \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_

# \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_

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# \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_

# \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

**GRAND TOTAL \$**

**Membership Dues**

# \_\_\_\_\_ members @ \$ \_\_\_\_\_ (dues) = \$ \_\_\_\_\_ + donations = \$ \_\_\_\_\_ Grand Total \$ \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

**Amount Received: \$** \_\_\_\_\_

Signature \_\_\_\_\_

**Date** \_\_\_\_\_

## PAYMENT AUTHORIZATION/REQUEST FOR REIMBURSEMENT

ATTACH ALL RECEIPTS TO THIS EXPENSE STATEMENT

Name of Payee \_\_\_\_\_

PTA Position \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**Expenditure was for:** \_\_\_\_\_

|                                 |  |                 |
|---------------------------------|--|-----------------|
| <b>List Expenditures:</b> _____ |  | \$ _____        |
| _____                           |  | \$ _____        |
| _____                           |  | \$ _____        |
| _____                           |  | \$ _____        |
| <b>TOTAL EXPENSE</b>            |  | <b>\$ _____</b> |

Total Amount Claimed From Above \$ \_\_\_\_\_

Minus Advance Received \$ \_\_\_\_\_

Reimbursement Claimed \$ \_\_\_\_\_

Not claimed – donate to PTA \$ \_\_\_\_\_

Refund to PTA (Enclose Check) \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of VP/Chairman for Program/Event \_\_\_\_\_

**FOR PTA TREASURER USE:**

- Membership-approved activity
- Funds released by membership
- Executive Board-approved expenditure

| Check Number | Category | Amount Advanced | Expenses | Amount Owed or Due |
|--------------|----------|-----------------|----------|--------------------|
|              |          |                 |          |                    |

President's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date approved in minutes: \_\_\_\_\_ Secretary's signature: \_\_\_\_\_

03/2009

## AUTHORIZATION TO PURCHASE ON THE INTERNET

Date: \_\_\_\_\_

Internet Vendor: \_\_\_\_\_

Reason for Purchase: \_\_\_\_\_

Budget Account: \_\_\_\_\_

Date Motion Approved: \_\_\_\_\_

Amount Approved: \_\_\_\_\_

Requested by Committee Chair: \_\_\_\_\_

Authorized by: \_\_\_\_\_

\_\_\_\_\_

*This form must be signed by two authorized check signers  
before any internet transaction may be made.  
Signatures by facsimile copy will be accepted.*

DATE OF RECEIPT OF GOODS \_\_\_\_\_ Date of Reimbursement \_\_\_\_\_

SIGNATURE \_\_\_\_\_

06/2008

\_\_\_\_\_ PTA

**REQUEST FOR ADVANCE/PAYMENT AUTHORIZATION**

ATTACH ALL RECEIPTS TO THIS EXPENSE STATEMENT

Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

**Funds being requested for:** \_\_\_\_\_

**List estimated costs:**

|                                |           |  |
|--------------------------------|-----------|--|
|                                | \$        |  |
|                                | \$        |  |
|                                | \$        |  |
|                                | \$        |  |
| <b>TOTAL ADVANCE REQUESTED</b> | <b>\$</b> |  |

I request the above advance for expenses of authorized \_\_\_\_\_ PTA business. Within two weeks of the completed assignment, I agree to submit an expense statement along with the required receipts and to refund any unused portion of the advance or to claim money due to me, providing the total is not in excess of the approved amount.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR PTA TREASURER USE:**

- Membership-approved activity
- Executive Board-approved expenditure
- Funds released by membership

| Budget Category | Budgeted Amount | Check Number | Amount |
|-----------------|-----------------|--------------|--------|
|                 |                 |              |        |

President's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date approved in minutes: \_\_\_\_\_ Secretary's signature: \_\_\_\_\_

## PTA GLOSSARY

**3-to-1 Rule:** PTA recommendation that there should be at least three non-fundraising programs aimed at helping parents or children or advocating for school improvements for every one fundraiser.

**Advocacy:** The act of mobilizing individuals to work with other parents in their unit, community, district, state and national PTA to spark changes in programs and policies that benefit children.

**Amend:** To change the wording of a motion by inserting, adding, striking out, and inserting, or by substitution.

**Annual Report:** (aka Historian or Unit Report) Every PTA is required to prepare an Annual Report, containing volunteer hours and brief descriptions about successful PTA program activities from July 1 and projected through June 30.

**Annual Financial Report:** The Treasurer will report gross receipts and disbursements for the fiscal year. The report is distributed to the executive board and to the membership. Copies of these reports must also be forwarded to the council and district PTAs, as required in the bylaws.

**Approval of Minutes:** The secretary addresses the chairman and reads the minutes. Or with the approval of the group, the minutes may be posted, distributed in advance or assigned to a committee of three or more for approval or correction, especially for the last association meeting.

**Association:** The voting body for all action taken, including adopting bylaws, adopting the program and budget for the year, electing the nominating committee, electing officers and approving all moneys spent by the organization.

**Auditor's Report:** A written Auditor's Report must be presented semiannually to the executive board and association after the books and financial records of the association have been audited. The association must adopt both the mid and end-of-year audits. An Audit Checklist is required for each account. If all is in order, the auditor or audit committee prepares a report, and the auditor or each member of the committee signs it.

**Audit Schedule:** All PTAs must conduct audits semiannually or upon resignation of the treasurer, financial secretary, any check signer, or at any time deemed necessary by the executive board. The months to conduct the audit, present a written report of the audit to the executive board and association for adoption are listed in each PTA's bylaws.

**Budget:** The budget is a financial representation of the activities and operations a PTA expects to conduct during a specified time period. The budget estimates income and expenses for the fiscal year and must be presented to the association for approval and recorded in the association minutes. The budget should coincide with the association's fiscal year.

**Bylaws:** Specific rules that govern the operation of business for every PTA and non-profit. All PTA bylaws have specified sections in common. Any change in bylaws requires a two-thirds vote of the association with thirty days' prior written notice to the membership once bylaws have been returned after being reviewed and approved by the CA State PTA parliamentarian. Bylaws should be reviewed every year and need to be revised and submitted for CA State PTA approval every three years.

**Call to Order:** (on time, quorum met) The president stands, raps the gavel once and calls the meeting to order. "The meeting will please come to order."

**Carry-over Funds:** Carry-over funds represent the amount set aside to begin operations at the beginning of the next PTA fiscal year, prior to the onset of fundraising activities.

**Cash Verification Form:** Used by two PTA members when counting monies to document and verify cash and checks received. Form and monies are then given to the financial secretary or treasurer.

**Certificate of Insurance:** Document issued by the insurance broker certifying that an insurance policy covering general liability is in force. A Certificate of Insurance is included in the Insurance and Loss Prevention Guide mailed to all PTAs in good standing and on-line at [www.pta.bbt-knight.com](http://www.pta.bbt-knight.com).

**Channels:** (aka Up the Chain) The route of formal communications through the PTA. Typically from unit to council, council to district PTA, district PTA to California State PTA, CAPTA to National PTA.

**Charitable Trust Number (CT#)** – required for all PTAs by Dec 2012, listed in bylaws, used to file an RRF-1 every year .

**Commingling of Funds:** PTA is a nonprofit, private organization and as such can handle only those funds over which it has full control. PTA monies and other assets are the property of the PTA and shall be administered through its own accounts. PTAs **shall not** deposit funds from other groups or organizations in the PTA account; Deposit PTA funds in a personal account; or Deposit PTA funds in school or school district accounts.

**Continuing Service Award (CSA):** A Continuing Service Award may be given to an individual or organization in special recognition of continued service to children and youth. Typically the recipients are recognized at a Founders Day event. The recipient may or may not have received a previous Honorary Service Award. This award is available by a contribution in the name of the recipient. The award and pin is available from the CA State PTA, the order form is included in the “forms” section of the CA State PTA Toolkit. The term Continuing Service Award cannot be used if you are not registering the award by purchasing it through CAPTA.

**Convention:** The annual California PTA business meeting; where representatives from local units elect state officers, amend bylaws, adopt resolutions, and attend workshops. It is usually held at the end of April or the first part of May. The unit should budget enough money to cover the cost of registration, hotel room, transportation and food for the allowed number of delegates based on the unit’s membership

**Council:** A group of three or more local unit PTAs organized by the state PTA for the purposes of conference, leadership training and coordination of the efforts of local PTAs.

**District:** A geographic division of the state PTA established for convenience in administering PTA programs and projects.

**Diversity:** PTAs must be reflective of their communities to assure we speak for every child with one voice. A PTA membership should reflect the cultures of the surrounding neighborhoods. PTA values and appreciates diversity, which enriches and strengthens the structure of our society within our state and nation.

**EIN:** Employer Identification Number. The EIN is necessary for a unit’s tax return. A unit’s EIN is listed in the bylaws. A PTA receives their EIN upon organization of their PTA.

**Executive Board:** (aka Executive Committee): PTA executive board consists of the elected and appointed officers, the principal and the teacher representative plus the standing committee chairmen and others as written in the association’s bylaws. The executive board meets monthly to handle the transaction of necessary business and details between meetings of the association. The executive board is responsible for accepting and studying recommendations to be presented to the membership for approval. The bylaws and standing rules provide details about the executive board’s responsibilities and procedures.

**Facilities Use Permit:** A permit required by most school districts that, when approved, authorizes the PTA to use school site facilities.

**Fiduciary Agreement:** An agreement between a PTA and school/school district that defines a donation from a PTA to a school/school district and its intended use. When making gifts, a Fiduciary Agreement should be

completed by the PTA and signed by all involved so that all parties acknowledge and agree to gift restrictions. If a Fiduciary Agreement is not completed, gifts to the school that are accepted by the school district become the property of that district and can be moved or used at any school within the school district. A fiduciary agreement form is included in the “forms” section of the CA State PTA Toolkit and more information is available in the financial section of the Toolkit.

**Fiduciary Responsibility:** Every PTA board member has responsibility to: 1) protect the assets of the organization, 2) ensure compliance with all laws, 3) ensure the assets are used to meet the needs of the children and members served by the PTA, 4) ensure continuity of the association by preserving assets for the future and not encumbering future boards, 5) ensure that all members are given the opportunity to participate in decision making and to view financial reports and 6) ensure the association is carrying out the purposes of PTA.

**Founders Day:** Each year in February (17<sup>th</sup>), PTA honors the three founders as well as past and present PTA leaders. Through special programs and events, PTA also attempts to increase the awareness of its members and the community by highlighting achievements, activities, projects and goals. Founder’s Day can be celebrated at the local unit, council, district and state levels. Founders Day (aka Honorary) awards and pins are available from the CA State PTA, the order form is included in the “forms” section of the CA State PTA Toolkit.

**Freewill Offering:** Contributions commemorating the founders of PTA. Contributions are forwarded through channels to the California State PTA and set aside in a special fund for leadership services. The contributions are considered as “funds not belonging to the unit, council, or district” and are not included as income in the budget.

**Fundraiser:** PTAs should use the 3-to-1 rule: There should be at least three non-fundraising programs aimed at helping parents or children or advocating for school improvements, for every one fundraiser. Fundraising income is the gross income from fundraisers. The expenses for conducting each fundraiser should be listed under Expenses individually by fundraiser.

**Golden Oak Service Award (GOSA):** The most prestigious PTA award in California. This award may be given to an individual or organization that has made significant contributions to the welfare of children and youth in the school or community. This award is available by making a contribution in the name of the recipient. A Golden Oak Service pin is available at an additional cost. The Golden Oak Service award and pin are available from the CA State PTA, the order form is included in the “forms” section of the CA State PTA Toolkit. This term cannot be used if you are not registering the award by purchasing it through CAPTA.

**Grants:** Specific funds given to an organization to perform specific functions. CAPTA has grants for local units under categories of: 1) Parent Education, 2) Outreach Translation, 3) Cultural Arts, 4) Healthy Lifestyles and 5) Leadership Development (to go to convention). Check the [www.capta.org](http://www.capta.org) site for specific CAPTA deadlines.

**Gross Income:** This includes the total amount of income for the year, excluding council, district, State and National PTA portions of the per capita dues and freewill offerings

**Honorary Service Awards (HSA):** An Honorary Service Award may be given to an individual or organization in special recognition of outstanding service to children and youth. This award is available by making a contribution in the name of the recipient. An HSA pin is available at an additional cost. The HSA and pin are available from the CA State PTA, the order form is included in the “forms” section of the CA State PTA Toolkit. The term Honorary Service Award cannot be used if you are not registering the award by purchasing it through CAPTA.

**Honorary Service Awards Program:** This program recognizes the service and dedication of both individuals and organizations. The HSA Program includes the Very Special Person, Award, the Honorary Service Award, the Continuing Service Award, the Golden Oak Service Award, and donations to the HSA Program. A person may receive more than one of any of these awards and in any order.

**Inclusive:** To provide maximum opportunities to achieve the broadest representation of, and participation by, all families and individuals. Inclusion is a commitment to involve the entire school community in planning, as well as enjoying, PTA programs and activities. Bringing in many different views is the key to building a robust and meaningful PTA presence in your community. Some communities your PTA can reach out to include cultural and ethnic groups, non-English speakers, single parents, working parents, stepparents, foster parents, grandparents, students, teachers, school staff, school administrators, peace officers, government agencies, and businesses.

**Insurance:** Participation in the California State PTA insurance program is required of all PTAs in California. Units are notified of the premium amounts in September. The premium must be forwarded through PTA channels to be received in California State PTA office by the specified due date, or a late fee of \$25 will be assessed by CAPTA.

**Letter of Determination (LOD):** A letter of determination is proof that a PTA is a constituent organization of the California State PTA, it is a packet consisting of:

- Letter dated 1943 from the Internal Revenue Service
- Letter from the California Franchise Tax Board
- Current cover letter from the California State PTA office indicating the specific unit is a constituent unit and is in good standing. The letter also includes the unit's EIN.

The letter of determination should be filed with the PTA's permanent financial records.

**Loss Prevention Guide:** Insurance guide that provides direct to help units select fundraising activities, sponsored programs, and events. It outlines the risks associated with planned activities. The guide is mailed to unit, council and district PTAs annually. Each PTA president is responsible to review the guide annually.

**Majority Vote:** One more than half of the votes cast.

**Member:** Any individual who subscribes to the Purposes and basic policies of the PTA becomes a member upon payment of dues to a PTA or PTSA unit. A person, by joining a local PTA, becomes a member of both the national and state PTAs.

**Membership Dues:** Membership dues may differ in amount in each PTA. A unit's dues are listed in the local unit bylaws and can only be changed by updating the unit bylaws and submitting them through channels for approval by the California State PTA parliamentarian and the association's approval. Membership dues include per capita dues. The remaining portion stays in the unit.

**Membership List:** Each PTA membership chairman is required to maintain a list of the PTA's current members, including dates of membership and contact information. A current list of members shall be kept on file with the president, secretary, and membership chair. The membership list should be available at association meetings from the secretary to determine who is eligible to vote and be provided to the nominating committee. The membership list of the association shall be for the exclusive use of the PTA associations and shall not be available for distribution or purchase by any other organization or commercial entity. Membership lists are kept for 3 years, while the envelopes of forms can be disposed of after 1 year.

**Membership Card:** Each member receives an official membership card from the unit PTA that they paid dues to. The membership card issued shows that the dues paid to the unit also include membership in the California State PTA and national PTA. The same PTA membership card is used by all PTAs. The cards are made available from your District or Council and may not be copied. The expiration date is October 31 of the following year.

**Membership Year:** The California State PTA membership year and fiscal year is July 1 to June 30.

**Motion:** A formal proposal made to bring a subject before an assembly for its consideration and action.

**Parliamentary Procedure:** The consistent set of rules governing deliberative assemblies and designed to maintain order, expedite business and fair and impartial treatment for all.



**Payment Authorization/Request for Reimbursement Form:** A written request for an expenditure or reimbursement.

**Per Capita Dues:** Portion of dues specified in the bylaws as payable to the Council, District PTA, California State PTA and National PTA. The amount of per capita that units keep ("monies belonging to the unit") should be distinguished from the amount that is forwarded through channels ("monies not belonging to the unit") in monthly treasurer's reports, budgets and annual financial reports. Reconciliation occurs between the number of members reported and the amount of per caps submitted.

**Petty Cash:** Units **may not** have petty cash on hand. Funds may be withdrawn as petty cash before a fundraiser or event and then returned to the bank account as "returned petty cash" at the conclusion of the fundraiser or event. All other expenditures must be by check and signed by two elected officers.

**Presentation of Bills:** Since the approval of the budget does not authorize the expenditure of funds, bills must be presented, and their payment voted upon at association meetings. Bills should be itemized as to amount, whom to pay, and what payment covers. Any association bills authorized and paid by the executive board must be ratified and recorded in the association minutes. Ratified bills should be itemized as to amount, who was paid, and what the payment covers.

**Procedure Book:** Materials necessary to the work of a particular office or committee that should be compiled for their own use during their term and passed on to their successors. Procedure books are not the personal property of individuals. A procedure book can be maintained electronically.

**Pro tem:** Refers to any person temporarily acting in place of the presiding or other officer.

**PTA AND PTSA** (NOT P.T.A. or P.T.S.A.): Parent Teacher Association and Parent Teacher Student Association are registered service marks of the National Parent Teacher Association or National PTA. **No periods separate the letters.** Only organizations chartered by PTA may use its name.

**PTAEZ:** Online accounting software program developed specifically for PTAs (cost associated). Go to [www.PTAEZ.com](http://www.PTAEZ.com) to view a demo and sign up.

**PTA Logo:** PTA's can obtain official PTA logo's and reproducible graphics from the CA State PTA website. To customize the logo use an Arial font above "PTA".

**Professional Governance Standards:** Principles involved in governing responsibly and effectively that were developed to support PTA boards in their efforts to enhance their membership's and the community's understanding about the responsibilities of the PTA board.

**Quorum:** The minimum number of qualified voting members that must be present at a meeting to legally conduct business. There are different quorums for association and executive board meetings, both being specified in each PTA's bylaws.

**Ratification:** The approval by the membership at an association meeting of an action taken by the PTA executive board as specified in bylaws.

**Ready, Set ... Remit!:** Membership incentive award given by CAPTA to units who have submitted per capita dues for 30 or more members before Oct 30.

**Red Ribbon Week:** A week-long drug awareness program held on school campuses.

**Reflections:** An arts recognition and achievement program for students by the national PTA that begins at the local level and progresses through councils, districts, and state PTA to the National PTA. The Reflections

Program provides opportunities for students to express themselves creatively and to receive positive recognition for original works of art inspired by a pre-selected theme, while increasing community awareness on the importance of the arts in education.

**Reimbursable Expenses:** A PTA should reimburse executive board members for any approved out-of-pocket expenses. Appropriate out-of-pocket expenses include photocopies, office supplies, etc. Receipts must be submitted for all reimbursable expenses.

**Release of Funds (aka Preauthorization):** Authorization vote by the association to spend up to a certain amount of money for an agreed upon purpose.

**Remittance Form:** Finance form that accompanies the per capita dues, insurance premiums, freewill offerings and other payments submitted through channels.

**RRF-1:** This is the Annual Registration Renewal Report; every non-profit organization must file annually declaring the most current information of the group.

**Resolution** (convention): New business is brought before the convention by resolutions. When adopted by the California State PTA convention delegates, a resolution becomes an official PTA position that provides authority and direction for action by the California State PTA and its constituent associations.

**Restricted Reserve:** It is permissible for PTAs to have a savings account to hold undistributed funds for more than one year. An example of why a PTA might have a large sum of undistributed funds is a PTA is financing a long-term projects or programs, i.e., playground project.

**Robert's Rules Of Order:** A book of parliamentary procedure used as the basis for conducting meetings. The rules contained in the current edition shall govern the National PTA and its constituent organizations when they are not in conflict with the bylaws of California PTA, National PTA or articles of incorporation.

**Roster:** A listing of all current PTA officers' names and contact information.

**Scholarships:** The California PTA offers the following scholarships to PTA members: 1) Graduating High School Senior Scholarship (due to CAPTA) , 2) Continuing Education Scholarship for Credentialed Teachers and Counselors 3) Continuing Education Scholarships for PTA volunteers and 4) Continuing Education Scholarship for School Nurses. Check [www.capta.org](http://www.capta.org) for applications, guidelines and due dates

**Special Committee:** Committee appointed as the need arises to perform a specific task, then is dissolved.

**Spotlight Award Program:** Award recognition program of CAPTA that recognizes the achievements of local units in specific categories. Categories are 1) Leadership Development, 2) Student Support and Achievement, 3) Environmental, 4) Family Involvement, 5) Membership and Outreach 7) Collaboration and Advocacy. There is one application that allows applicants to qualify for consideration in multiple categories. To be eligible for the PTA Unit Spotlight Award, a unit must qualify for the Ready, Set ... Remit! Award in the year in which it applies for the award, and its bylaws must be current.

**Staff/Teacher Appreciation:** PTA resources may be used for hospitality for staff/volunteer appreciation as long as it does not represent a significant amount. "Not of a significant amount" is defined by the IRS as an amount that does not exceed 5 percent of the nonprofit organization's annual budget. **PTA funds cannot be used to purchase personal gifts for staff or volunteers, such as gift cards.**

**Standing Committee:** Permanent committee created to perform a continuing function.

**Standing Rules:** The details of administration of an association. They are adopted by majority vote as needs arise by the body they govern. Standing rules outline the procedures of the organization that are not included in the bylaws and must not restate or conflict with the bylaws. Standing Rules are the details of monthly PTA work that may be changed from administration to administration or from meeting to meeting.

**Tax Exemption:** PTAs are exempt from taxes under Section 501(c)(3) of the Internal Revenue Code. To retain the tax-exempt status, PTAs must pay attention that fundraising does not become the primary focus. While PTAs are exempt from paying taxes, all PTAs are required by the IRS to annually file taxes (some version of a 990 and some version of a 199) by 5 and ½ months after the end of their fiscal year.

**Toolkit:** The California State PTA Toolkit provides guidance, instruction, and ideas for ensuring a successful term as a PTA officer or chairman. One copy of the publication is sent to each PTA president in California when published (every other summer). The Toolkit is designed to be shared and is posted on the California State PTA website, [www.capta.org](http://www.capta.org).

**Treasurer's Report:** Report that includes balances at the beginning and end of the period covered; amounts credited to the general fund and any special funds; and receipts and disbursements with separate sections for amounts belonging to the PTA and amounts NOT belonging to the PTA with a detailed written report posted and/or distributed. Copies of the report must be provided to the president and secretary and added to the treasurer's file. Treasurer's reports are not approved by the board or association, but rather are 'filed for audit.'

**Unallocated Reserve:** Unallocated reserve funds represent the amount remaining after making allocations for budgeted programs and activities and may be used to cover any unexpected or unplanned expenses in the current fiscal year with approval of the association.

**Unit:** A self-governing PTA unit, usually associated with a school, that plans programs and activities to meet the needs of children and youth. The local unit is required to observe the policies and procedures of the California State PTA and/or National PTA.

**Unit In Good Standing:** Defined as a local unit that: 1) Adheres to the Purposes and basic policies of the PTA; 2) Has a minimum of 15 members including three officers: president, secretary and treasurer; 3) Submits per capita dues, insurance premiums and member names and addresses by the California State PTA deadlines; and 4) Has bylaws approved according to the procedures of the California State PTA. California PTA will notify Units Not In Good Standing (NGS) in writing by April 30. NGS units risk having their charter withdrawn.

**Very Special Person Award (VSP):** The Very Special Person Award may be given to individuals or PTA constituent organizations to recognize having contributed to the school community in a special way. This award is available by making a contribution (however a certificate to present to the recipient is not included). A VSP pin is available at an additional cost, the order form is included in the "forms" section of the CA State PTA Toolkit.

**Volunteer Hours:** Collection of volunteer hours is important to maintain PTA federal tax exemption. An organization granted nonprofit charitable status must receive one-third of its support from the general public. Valuation of service hours expended in carrying out the purposes for which it was formed will also positively affect the public support and leverage of PTA. The Historian generally collects and tallies the volunteer hours (rounded up to nearest hour) and reports in the Annual Report.

**Voting Member:** To be qualified to vote, a member must have paid annual per capita dues and been a member of the association for at least 30 days

To all of you amazing New and Returning  
Presidents...

# REMEMBER



THANK YOU SO MUCH FOR STEPPING UP!



WILL IT BE EASY?  
NOPE.  
WORTH IT?  
ABSOLUTELY!