

President's Message

Bring Volunteers Back for S'More!

by Patty Christiansen

They are gooey, warm and downright unbelievably yummy... I'm talking about s'mores! One of my favorite time-honored traditions, whether it is summer or winter, involves an open fire, a long-handled roaster and three ingredients: marshmallows, chocolate and graham crackers.

Most s'more aficionados have their own technique for roasting their marshmallows. Whether you prefer the blackened mallow or one that is toasted golden brown, it's impossible to eat just one. You'll always be asking for s'more!

How can we encourage our PTA volunteers to come back and ask for s'more — s'more ways to volunteer for children, s'more chances to be on a committee, s'more opportunities to serve on a PTA board? There is a special technique for keeping volunteers, and it always produces the best results. It is an art, really...the art of gratitude.

Find time in your busy schedules to say thank you to your volunteers. When you show PTA volunteers that they are valued and appreciated they will come back and ask for s'more. How can you do this?

- **Include a regular column in your newsletter to thank volunteers.** List the names of the volunteers who help with each event.
- **Put volunteers' names in print:** List thank you's on the meeting agendas. Put a volunteer apprecia-

tion sign on your school bulletin board. List volunteer thank you's on printed programs

- **Guest of honor:** During a PTA meeting, honor volunteers by thanking them publicly for their time and effort on behalf of your PTA and the students at your school. Ask your school administrator to announce thank you's during school events. Public announcements in front of large audiences should be kept brief, but reading a few names and adding applause is a great way to say thank you.
- **A note of appreciation:** Keep a stack of note cards to mail to special volunteers. Save postage by printing your own postcards of thanks.
- **Give special volunteers an award:** It's not too soon to start thinking about Honorary Service awards. Look around and start a mental list of deserving volunteers in preparation for nominations. Building up volunteers is a worthwhile investment of your time; without volunteers, where would your PTA be? Use any technique or method that fits your leadership style. Just do it! When volunteers receive sincere appreciation for their efforts and time, they continue to come back and ask to volunteer s'more.

Fourth District
PTA[®]

everychild. onevoice.

*Artículos en español—
paginas 10 y 11*

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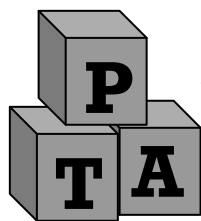
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Meetings

Basics

Q: What are the different types of PTA meetings?

A: There are three types of meetings:

- Association meetings — All PTA members at your school are invited to your association meetings. The PTA association is the only group that can elect the nominating committee, elect officers, approve/ratify all PTA expenditures, approve contracts for PTA programs, events and projects, adopt the budget and audit, authorize a position to be taken on an issue, and elect convention delegates.
- Board meetings — Attendance at these meetings is limited to the executive board: elected officers, appointed officers and chairmen, a faculty representative (if available), and the principal. This group hears reports from committees, makes decision to be ratified by the association on programs, projects, issues, and pays bills the membership has approved.
- Committee meetings — Committees are both elected and appointed, and are formed to plan, promote and implement activities of the PTA. A committee ceases to exist when its final report is submitted, or the program or event is finished.

Q: What role does the PTA president have in meetings?

A: The PTA president should arrange for the members or the board to be notified about the meeting in advance. He/she should prepare an agenda and arrange to have enough copies for all present at the meeting. She may wish to arrive early so that she can make sure the meeting room is prepared. She will call the meeting to order and make sure that the business of the organization is conducted. She should make sure that current financial reports are given and minutes from the last meetings are available. She should give members the opportunity to fully participate in the decision making.

Q: As a PTA president, how can I make sure that our meetings aren't too lengthy?

A: If your PTA meetings are becoming too lengthy, try these tips:

- Set a beginning and an ending time. Then, begin and end on time!
- Make sure that committee work is done in committee, not during the association or board meetings.
- Have chairmen provide written reports rather than oral reports, unless action is required by the association. These reports may be sent to members via email before the meeting.
- Streamline minutes and financial reports by providing copies, rather than giving oral reports.
- Use parliamentary procedure! Agree to limit discussion of agenda items to a predetermined number of minutes.

Continued on page 3

Treasurers and Financial Secretaries Motions Needed at Each Meeting

By Cyndee Ely, Fourth District PTA Financial Secretary

As a financial officer of the PTA, have you ever wondered if you are making the correct motions or if you should be making any motions at all?

Actually, there are two motions that need to be made at every meeting of the executive board and again at the association meetings. The first is a motion "to allow payment of ordinary and necessary bills during the period from the meeting you are at and the next regularly scheduled meeting, not to exceed budget." You can quote this sentence by inserting the correct dates. This motion allows the treasurer to pay the bills as they come in, as long as amounts don't go over budget and the events have been approved as being a part of your PTA program.

The second motion is to ratify the bills/checks that you have already written. The treasurer should have a printed list of all checks that have been written since the last meeting. The list should show who was paid, what the payment was for, the amount, the check number and the date. The motion is this: "I move to ratify paid bills, check number X to check number Y, in the total amount of \$000.00."

These motions will ensure that all members are aware of the bills coming up, what has been spent, and who still needs to be paid.

The treasurer's report and the financial secretary's report are filed for audit; no motions are made regarding those reports.

If you print your reports on both sides of the paper, be sure to give two copies to the recording secretary, as they have to be glued into the minute book for permanent records.

PTA Basics *Continued from page 2*

Q: Is it really that important to make motions?

A: Yes! A motion is necessary whenever a PTA wants to take action. A motion will become part of your legal records--your minutes. Motions give your officers and chairmen the authority to purchase, plan, and implement actions for your PTA. Only persons who have been members for 30 days may make a motion.

The eight steps to a motion are:

1. Member raises hand or stands.
2. The president calls upon the member.
3. The member states a motion, beginning "I move...."
4. The motion is seconded by another member.
5. The president restates or rereads the motion.
6. The president asks if there is discussion, and a full discussion about the motion is held.
7. The president asks for a vote on the motion, saying "All in favor say 'aye'. Those opposed say 'no'."
8. The president announces the result of the vote, with the motion either being adopted or the motion failing.

~By Patty Christiansen, Fourth District PTA President

Fourth District PTA Calendar

November

- 1** **Due:** *Chairman's Club membership remittance (50 members)*
- 13** Executive Committee Meeting
9:30 a.m., 4th Dist. Office
- 15** Council Presidents Roundtable
9:30 a.m., 4th Dist. Office
Due: *First required membership remittance; copy of tax returns for fiscal year ending June 30*
- 21-** 4th Dist. Office closed for
- 22** Thanksgiving holiday.

December

- 3** Reflections entries from councils due to Fourth District PTA
- 6** General Meeting and Holiday Luncheon. Council Presidents Roundtable, 9:30 a.m.; Executive Board Meeting 10:30 a.m.; Luncheon at noon, Ayres Hotel, Orange.
- 17** *Orange Leaves* articles due for February issue
- 20** Fourth District PTA Office closes for winter break; re-opens Jan. 7

California PTA Offers Program Funding

By Patty Christiansen, Fourth District PTA President

We all know that it takes money to provide programs for our students and parents. California PTA is ready to help by providing funding through its grant program.

The grants, and examples of what they might be used for, are:

- **Cultural Arts Grant** — a student-centered cultural arts program, special art events or enrichment programs
- **Outreach Translation Grant** — translating PTA flyers, materials or events into a second language like Spanish or Vietnamese.
- **Parent Education Grant** — parent education programs or projects in areas such as health, child development, child abuse prevention or parenting skills.
- **Healthy Lifestyle Grant** — events or programs promoting a healthy lifestyle.

Application forms for all but the Healthy Lifestyle Grant are found in the *California State PTA Toolkit* on pages 314-315. You can find the grant application for the Healthy Lifestyle Grant online at: www.capta.org/sections/programs/downloads/HealthyLifestyle.pdf.

Grant applications are due in the California State PTA office by Nov. 15. If you plan to apply you should start now, as the application requires several pieces of information. The grants are distributed in January.

Also available are Continuing Education Scholarships for credentialed teachers and counselors, PTA volunteers, and school nurses. Applications are due Nov. 15.

Scholarship applications for high school seniors are due Feb. 1.

Remember: you won't be awarded a grant or scholarship unless you apply! Do it today!

Plan Now to Elect Your Nominating Committee

By Lindell Belote, Fourth District PTA Parliamentarian

All unit parliamentarians should be checking their bylaws to determine when the unit needs to elect a nominating committee.

The Bylaws for Local PTA/PTSA's state that the nominating committee is elected by the membership at an association meeting at least two months prior to the annual election. In most cases, this election meeting is scheduled for March or April – meaning that the nominating committee needs to be elected at an association meeting by January or February.

The bylaws also specify how many members and alternates are elected and who is eligible to serve on the committee. No member is eligible to serve on the nominating committee for two consecutive years.

The president shall not serve ex officio or by being elected to the nominating committee. The committee elects its own chairman.

The members of the committee have tremendous influence on the future of your PTA and should be carefully selected. Nominating committee members should have a broad acquaintance with the membership and an understanding of the organization's functions and purposes.

The committee should include both experienced leadership as well as newer members. The *California State*

PTA Toolkit lists the qualities of nominating committee members and the responsibilities of the committee under Section 2.2

Remember to elect your committee at an association meeting. Once elected, the nominating committee continues to serve until the election meeting.

Fourth District PTA Presents:
The Challenge We Call Children:
Tips and Tools for Survival
 A Parent Education Seminar
 February 9, 2008,
 8:45 a.m. to 12:30 p.m.
 Orange County Department of Education
 Adults: \$15
 Children 12 and up: \$9
 Numbers permitting, there will be
 a break-out session for youth.
 More information in
 future issues of *Orange Leaves*.

Orange County Superintendent of Schools' Message

What OCDE Does for You!

By William M. Habermehl



At the Orange County Department of Education (OCDE), we take great pride in the customer service and support we provide to Orange County districts, students, parents, and the general public. OCDE offers a variety of programs and services, including special education, alternative and correctional education, Outdoor Science School, teacher credentialing, accounting, business, information technology, and professional development.

OCDE serves as a school district providing special education and alternative and correctional educational programs to approximately 19,000 students. We partner with Orange, Santa Ana, and Garden Grove school districts to provide Career Technical Education programs for more than 18,000 students each year through the Central County Regional Occupational Program.

We also provide support services to an additional 130,000 students through Inside the Outdoors, environmental education programs, child care, and other student programs.

Instructional and student services are provided by the Divisions of Instructional Services and School and Community Services. The Instructional Services Division serves as an official School Assistance Intervention Team (SAIT) and provides professional development in academic content standards, best practices, technology, and learning support. The School and Community Services Division supports student success and well-being through programs and services that promote school readiness, family self-sufficiency, youth development and leadership, and academic enrichment.

Our Business Services Division delivers technical, advisory, and consultant services to our OCDE programs and to 27 K-12 school districts, four community college districts, four regional occupational programs, and other county agencies in matters relating to accounting, budgeting, attendance reporting, district boundary changes, elections, finance, payroll, review of district audit reports, vendor payment audits, facilities, and purchasing support.

The Human Resources and Support Services Division provides technical and advisory support in the areas of personnel, credentials, fingerprinting, safety/emergency preparedness, unemployment insurance, retirement, and liability management.

Information Technology (IT) supports districts with Integrated Financial and Human Resources Systems and offers internet access and web filtering for all students. IT processes payroll for all districts, generating 90,000

checks per month and more than 100,000 W-2 forms each year.

Legal Services works closely with each district's administration to deliver legal advice in all areas of school law.

As you can see, OCDE is committed to partnering with schools and the community to support student learning and ensure that Orange County continues to deliver a world class education, where every student succeeds.

Please visit our website at www.ocde.us for additional information on OCDE programs.

Information on Historian's Job is on 4th District PTA Web Site and in CAPTA Toolkit

By Shelia Hennes, Fourth District Historian

As the Fourth District PTA historian, it is my responsibility to keep track of all district volunteer hours and compile the unit and council volunteer hours (from your annual reports) to be used in the district's annual report next spring.

To find out more information about the job of historian, please go to the Fourth District PTA web site at www.fourthdistrictpta.org. Click on "Management" at the top of the page and then click on "Job Duties" from the drop down menu. Click on "Historian" to find more information about what should be counted in your volunteer hours. From that page you can download the following forms and documents for your use:

- Volunteer Hour Tally Sheet (feel free to create your own form if you wish)
- Unit Annual Report Form
- Council Annual Report Form
- Historian's Job Description

Information about the historian's job is also available in the *California State PTA Toolkit* on pages 45 and 389. Annual report forms and a sample volunteer tally sheet may be found on pages 351 to 355.

Always remember – every minute counts!

What You Can Do to Be a More Effective Advocate

By Celia Jaffe, Fourth District Vice President, Advocacy

Advocating for children requires us to be informed, actively involved citizens and to encourage other parents to do the same.

Here are a few ways you can be a more effective PTA advocate:

Attend school board meetings.

Introduce yourself during public comments and mention your position as a PTA legislation representative. Report on major decisions to your unit or council.

If your unit or council votes to take a position on an issue that is before the school board, present that position in a clear and concise manner during the public comments section of the meeting.

Register people to vote.

There is a presidential primary election in California on Feb 5, 2008 and a state primary on June 3, 2008. Both elections will also have propositions on the ballot.

Voters must be registered 15 days before an election, longer if they wish to receive a sample ballot. Anyone who has moved, changed names, or changed party affiliation needs to register.

Let voters know that they can register online at <http://www.ocvote.com>. Bring voter registration forms for them to fill out at a PTA meeting, back-to-school night, parent conference day, or other school event.

Small numbers of registration forms are available at post offices and libraries. You can get stacks of forms, and a cardboard stand to hold them, from:

Orange County Registrar of Voters
1300 South Grand Avenue, Building C
Santa Ana, CA 92705
(At the corner of Grand Avenue and McFadden)

Deadline Reminder for Council Reflection Chairs

All Reflections entries are due to the Fourth District PTA Office by Monday, Dec. 3.

Please contact Fran Sdao, Fourth District PTA Reflections Chair, at fsdao1@hotmail.com and schedule an appointment to bring in your entries.

Join the National PTA "Member to Member Network"

To get emailed or faxed national legislation alerts and articles to use for your newsletter, visit the "Issues and Action" section of National PTA's web site (www.pta.org) and click on "Issues," then the "Member to Member" link.

Prepare for Sacramento Safari, April 1-2

Set aside about \$500 per person in your PTA budget and schedule a vote to elect your representative(s) for this important trip. We need a large, informed group of parents to bring the PTA message directly to our legislators. Read over the new policies regarding Sacramento Safari in the article on page 7.

Get Online Help to Learn OMDR

If you are still unsure about using PTA's Online Membership Data Reporting (OMDR), help is available.

National PTA offers online webinars (online training sessions) that take you through the process step by step. The webinars last about one hour.

Pre-recorded webinars are available any time. To register and receive the link for the presentation, visit <http://registration.intercall.com/go/nationalpta>, click on "Event Archives" in the left hand column and then "view" to register for the archived webinar.

PTA will schedule live webinars throughout the fall. For live webinar dates and times, go to the above link.

Thank You!

Thank you to everyone who attended the Fourth District PTA Fall Workshops last month!

We enjoyed meeting you and sharing information and ideas about the exciting work of PTA!

Two Opportunities to Go to Sacramento

- ★ California State PTA Legislation Conference January 27 to 29
- ★ Sacramento Safari (Fourth District PTA) April 1 to 2



Which event should you attend?

Every year, Fourth District PTA members have two opportunities to attend a legislative event in Sacramento.

The **California State PTA Legislation Conference** is geared for PTA leaders throughout the state and can draw some “big guns” in terms of speakers on the state scene. This year’s conference is scheduled for Jan. 27 to 29 (three days/two nights). Travel and housing are set up individually; the registration covers the conference only. More information and registration are available on the California PTA web site at www.capta.org under Advocacy/Legislation Conference.

Sacramento Safari, April 1-2 (two days/one night), is organized by and for Fourth District PTA unit, council and district members. We set up the travel arrangements and hotel accommodations. We hear presentations by various speakers on statewide issues and meet with our Orange County lawmakers. The state PTA Legislation Team meets with our group to tell us about their work and about current issues.

Either trip is a very valuable experience. It would be great to see more PTA units take advantage of these opportunities to be seen and heard at the state capitol.

New Policies for Sacramento Safari

The following new policies for Sacramento Safari were approved by Fourth District PTA at the Sept. 20 general meeting:

1. **The trip will be limited to 90 participants.** Paid registrations will be accepted on a first-come, first-served basis when registration starts in January.
2. **Each participant must be an elected representative of a PTA unit, council, or district.** Units and councils should schedule a vote on their representative(s) to Sacramento Safari before January.
3. **Student participants must be 18 years old or accompanied by a parent or guardian.**

The Fourth District PTA Advocacy Committee believes that these policies will provide the best experience possible for all of the participants, while assuring that the PTA members speak with a unified voice. The policies also resolve potential liability and insurance issues.

Registration information will be available in the next issue of *Orange Leaves* and on the Fourth District PTA web site soon.



The Book Corner

By Dianna Kronquist, Fourth District PTA Reading /Library Chair

Nov. 1 is National Family Literacy Day, a day set aside to focus on family reading. Reading with children helps them expand their vocabulary, develop comprehension, learn grammar and gain other skills.

Sit close to your child and try one of these books: a new book released Oct. 28 or a classic book from 1932 with new additions.

📖 *A Teaspoon of Courage for Kids: A Little Book of Encouragement for Whenever You Need It*, by Bradley Trevor Greive.

Ages 6 to 12

This is a book for those days when your child wants

to crawl back under the covers rather than face a bully, take the math test, or say “ahhh” at the doctor’s office. Best-selling author Bradley Trevor Greive writes a humorous, warm and supportive story to help children face tough and intimidating times.

📖 *The Dream Keeper and Other Poems*, by Langston Hughes, illustrated by J. Brian Pinkney.

Ages 12 and up

Originally published in 1932, this edition of Langston Hughes’s poems includes seven additional poems. Illustrated in black and white, this classic collection of poetry provides an inspirational message to young people that is as relevant today as it was in 1932.

Reach Out to the Diversity in Your Community

By Laura Zuchovicki, Fourth District PTA Outreach Chair

Outreach is PTA's commitment to include the entire community in all phases of PTA programs and activities. It is of such importance that it must be given top priority when planning PTA activities.

Here are some ideas to help your PTA with its outreach efforts.

Form an outreach committee whose members are representative of the school and community.

Survey the school and community by questionnaire, by telephone, or door-to-door. Find out what type of activities would interest them. Find out what might prevent them from becoming involved: language barriers, transportation, baby-sitting needs, times of activities, etc. Find out what constitutes involvement to the people being surveyed.

Develop an outreach plan that responds to the survey findings.

Set reasonable goals. What does the PTA want to accomplish?

Develop activities that include and would be of interest to students, single parent families, working parents, grandparents, senior citizens, people with disabilities, non-English speaking people, and community business people.

Provide a translator for meetings, as needed.

Reach out to other groups to co-sponsor events or activities. Examples include:

- Other committees or chairmen within the PTA organization.
- Student leadership and school organizations.
- Parent advisory committees, such as local area councils, bilingual groups and boosters, and other unit, council and district PTAs in the community, area and state.
- Community groups and agencies.
- Government community groups and agencies, senior centers and civic organizations, cultural groups, local chambers of commerce and businesses.

Promote and publicize activities through PTA newsletters, e-mail, Web site, flyers, local newspapers, personal telephone calls, public service announcements, and other newsletters.

Determine the most effective method of distributing printed material: mail, take home, handouts, or personal delivery by adult.

Communicate opportunities beyond PTA activities to appreciate and learn more about cultures from around the world (e.g., museums, festivals, special events/activities, books, TV programs, videos and movies).

If you have questions please contact: Laura Zuchovicki, Fourth District PTA Outreach Chairman, at mzuchovicki@socal.rrr.com

Tips for Newsletter Editors

By Gisela Meier, Fourth District PTA Vice President, Communications

Your PTA newsletter is an important source of information for your members and the community. Make every effort to assure that the information in your newsletter is timely, accurate and useful to your readers.

Here are some tips that will help make your unit or council newsletter attractive and readable:

- Use a two- or three-column layout; it's quicker and easier to read.
- Resist the temptation to use all of those fancy fonts on your computer. They only distract from your message. Use no more than two typestyles.
- Keep articles short and concise; three to five paragraphs, if possible.
- Leave some white space around the articles to keep the page from looking grey and crowded.
- Graphics add interest and help break up the page, but don't over do it.
- When appropriate, use bullets to provide quick pieces of information.
- Use upper and lower case letters for headlines and articles; all capitals are hard to read.
- Use the active voice in your sentences: "Many families attended Math Night..." not "Math Night was attended by many families..."

Remember to have at least two people, including the PTA president and the principal, proofread the newsletter before it is distributed.

For more information about producing a newsletter, go to the Communication section of the *California State PTA Toolkit* or visit the California State PTA web site at www.capta.org and click on Communications.

Duties of the Executive Vice President

By Patty Jordan, Fourth District PTA Executive Vice President

Are you an executive vice president (more commonly known as an EVP)? Do you find yourself asking, “What exactly does an EVP do?”

PTA bylaws state that the duties of an executive vice president are to:

- Serve as the primary aide to the president.
- Perform the duties of the president in the absence or disability of that officer to act.
- Perform such other duties as may be prescribed in these bylaws or assigned by the association.

What exactly does this mean? Is an EVP a co-president? The answer is no. California State PTA does not recognize co-presidents. An EVP holds a separate position that may have independent responsibilities in addition to being the primary support system for the president. Any additional duties should be outlined in the “standing rules” section of your unit bylaws.

How can you be an effective support system for your president? Be proactive and begin by meeting with

your president. Discuss your strengths and how they can be best utilized. Also discuss how he or she views your role in working together.

- Do you have computer or writing skills? You could assist with the meeting agendas or the president’s message in your newsletter.
- Do you have good organizational skills? You could help sort and disseminate information to the other officers and chairmen in your PTA.
- Do you have good interpersonal skills? You could “meet and greet” as members arrive at your meetings, direct new members, and make sure everyone feels welcome.

Each PTA will have its own personality and needs. Each EVP and president will have their own distinctive working relationship. The key to a successful relationship is open ongoing communication and realistic expectations for both the EVP and the president.

Support for Arts Education is Increasing

By Steve Lustig, Fourth District PTA Cultural Art Chair

Consider these recent developments:

- In the federal No Child Left Behind Act, also known as NCLB, the arts share equal billing with reading, math, science, and other disciplines as “core academic subjects,” which can contribute to improved student learning outcomes.
- Forty-nine states have established content and/or performance standards that outline what students should know and be able to do in one or more art forms; 43 states require schools or districts to provide arts instruction.
- Schools integrating the arts into the curriculum as part

of a comprehensive education reform strategy are documenting positive changes in the school environment and improved student performance.

- The American public, by an overwhelming margin, believes the arts are vital to a well-rounded education; more than half rate the importance of arts education a “ten” on a scale of one to ten.

Join the new
Fourth District PTA Cultural Arts Database

Receive up-to-date information on music, art, dance and theater events in Orange County.
To sign up, send you name, council and email address to: Cultural-arts@fourthdistrictpta.org

Steven Lustig
Fourth District PTA Cultural Arts Chair

As a nation, we are close to reaching a collective understanding that all students benefit from the opportunity to learn about and experience the arts. Study of the arts in its many forms—whether as a stand-alone subject or integrated into the school curriculum—is increasingly accepted as an essential part of achieving success in school, work and life.

Mensaje de la Presidenta:

¡Traiga a sus voluntarios para que ayuden más!

Por Patty Christiansen

¿Cómo puede animar a sus voluntarios de PTA para que regresen a ayudar más? ¿Como pedirles que ayuden como voluntarios con los niños, en un comité o para que sirvan como oficiales de la mesa directiva? Hay una técnica especial para conservar a los voluntarios y siempre da resultado. Es realmente un arte... en realidad es "el arte de la gratitud".

Dese tiempo siempre para dar gracias a sus voluntarios. Cuando

usted les muestra a sus voluntarios que ellos son apreciados entonces regresaran para ayudar más. ¿Cómo puede lograrlo?

- Incluya una columna de agradecimiento a sus voluntarios en su periódico escolar. Mencione los nombres de los voluntarios que participaron en cada evento.
- Ponga los nombres de los voluntarios por escrito: liste sus agra-

decimientos en las agendas de las juntas. Ponga un letrero agradeciendo a sus voluntarios en el pizarrón de anuncios escolares. Dé las gracias a los voluntarios publicando sus nombres en los programas impresos.

- Invitado de honor: Durante las juntas de PTA agradezca públicamente a sus voluntarios por donar su tiempo y esfuerzo a nombre de su PTA y de los estudiantes de la escuela. Pida a su Director de escuela que agradezca a los voluntarios durante los eventos. Anuncios públicos en frente de audiencias numerosas deberán ser cortos, pero leer algunos de los nombres de sus voluntarios y un aplauso es una excelente manera de decir "gracias".
- Una nota de agradecimiento: Tenga a mano tarjetas postales para enviar a sus voluntarios. Ahorre dinero imprimiendo sus propias tarjetas de agradecimiento.
- De un premio: No es muy temprano para pensar en los premios al servicio honorario. Mire a su alrededor y formule una lista de voluntarios que merecen el reconocimiento a manera de preparación para las nominaciones.

Crear una base sólida de voluntarios es una buena manera de aprovechar su tiempo; sin voluntarios su PTA no ira a ningún lado. Use cualquier técnica o método que vaya con su estilo de liderazgo. ¡Simplemente hágalo!

Cunado los voluntarios reciben una apreciación sincera por su esfuerzo y tiempo, ellos continuaran regresando a buscar oportunidades para participar más.

Tesorereros y Secretarios Financieros

Las mociones se necesitan en cada junta

Por Cyndee Ely, Secretaria Financiera del 4o. Distrito de PTA

Como oficial financiero de la PTA, se ha preguntado si esta haciendo correctamente sus mociones o ¿si tendría que hacer mociones después de todo?

De hecho, hay dos tipos de mociones que deben ser hechas en cada junta de la mesa directiva y en las juntas de asociación. La primera moción es "para autorizar el pago ordinario y necesario de las facturas durante el periodo de la junta que se esta llevando a cabo hasta la siguiente junta en el calendario y que no exceda del presupuesto" Usted puede utilizar esta afirmación siempre y cuando inserte las fechas correctas. Esta moción permite que el tesorero pague las facturas que sean recibidas, siempre y cuando no excedan las cantidades estipuladas en el presupuesto y aprobadas por la membresía de la PTA.

La segunda moción es para ratificar las facturas y los cheques que

ya han sido escritos y pagados. El tesorero deberá tener una lista impresa de los cheques escritos en la junta que se llevo a cabo anteriormente. La lista debe enseñar quien fue pagado, que cantidad, para que fue el pago, el numero de cheque y la fecha. La moción es como sigue: "yo mociono para ratificar y pagar los cheques del numero X al Y en la cantidad de \$00.00"

Estas mociones aseguran que todos los miembros estén informados de los gastos que se han hecho, y los que se necesitaran pagar en un futuro.

Los reportes del tesorero y el secretario financiero son archivados para la auditoria; no se llevan a cabo mociones para dichos reportes.

Si usted imprime los reportes en los dos lados de una hoja de papel, asegúrese de dar 2 copias al secretario, ya que deberán ser pegados en el libro de las minutas para tenerlos como datos legales permanentes.



Tome cargo de su junta de PTA

Por Patty Christiansen, Presidenta del 4o. Distrito de PTA

P: ¿Cuales son los diferentes tipos de juntas de PTA?

R: Estos son los diferentes tipos de juntas:

- **Juntas de asociación** — Todos los miembros de su PTA están invitados a sus juntas de asociación. La asociación de PTA es el único grupo que puede elegir al comité nominativo, elegir oficiales, aprobar y ratificar los gastos de PTA, aprobar contratos para los programas de PTA, eventos y proyectos, adoptar el presupuesto y auditoría, autorizar la posición a tomar en ciertos asuntos y elegir delegados para la convención.
- **Juntas de la mesa directiva** — Asistencia a dichas juntas es limitada a los miembros de la mesa directiva: oficiales electos, oficiales designados y directores, un representante de la facultad (si es posible), y la directora de la escuela. Este grupo escucha reportes de los comités. Toma decisiones que serán ratificadas por los programas de la asociación, y paga las facturas que la membresía ha aprobado.
- **Juntas de comité** — comités pueden ser electos o designados y son formados para planear, promover e implementar actividades de la PTA. Un comité deja de existir cuando su reporte final es presentado y el evento que se planeo llega a su fin.

P: ¿Que papel tiene el presidente de la PTA en las juntas?

R: El Presidente de la PTA debe hacer los arreglos para que los miembros sean notificados de la junta por adelantado. Deberá de preparar una agenda y tener suficientes copias disponibles para todos los asistentes a la junta. Deberá llegar mas temprano para asegurarse que el salón donde se lleva a cabo la junta este preparado. Comenzara la junta y se asegurara que los asuntos de la organización sean tratados. Deberá asegurarse que los reportes financieros actualizados sean presentados y que las minutas de la junta anterior estén disponibles. Deberá de dar

a los miembros la oportunidad de participar en la toma de decisiones.

P: ¿Siendo Presidente de PTA como me puedo asegurar de que las juntas no sean muy largas?

R: Si sus juntas de PTA se están alargando aquí tiene unos consejos:

- Disponga una hora de comenzar y otra de terminar. ¡Siga entonces con su plan!
- Asegúrese que el trabajo de comités se haga en las juntas del comité, no durante las juntas de la mesa directiva o asociación.
- Pida a los directores de comités que den reportes orales o escritos, a menos de que se requiera acción de la asociación. Estos reportes pueden ser enviados a los miembros vía correo electrónico antes de la junta.
- Acorte su tiempo de presentación para las minutas y los reportes financieros proveyendo copias, en vez de dar reportes orales.
- ¡Use los procedimientos parlamentarios! Acorde a limitar la discusión de los asuntos en la agenda durante ciertos minutos únicamente.

P: ¿Es realmente importante hacer mociones?

R: ¡Si! Una moción es necesaria cuando la PTA requiere de acciones. Las mociones forman parte de sus datos legales- sus minutas. Las mociones les dan autoridad a sus directivos y oficiales para comprar, planear e implementar acciones de su PTA. Solo personas que han sido miembros por 30 días podrán formular una moción.

Los 8 pasos para hacer una moción son:

1. El miembro levanta la mano o se levanta.
2. El presidente le da la palabra al miembro.
3. El miembro dice la moción empezando con "Yo mociono que..."
4. La moción es secundada por otro miembro.
5. El presidente confirma y vuelve a

leer la moción.

6. El presidente pregunta si hay discusión y se da paso a una discusión completa de la moción.
7. El presidente somete a voto la moción diciendo: "Todos a favor digan SI, los opuestos digan NO".
8. El presidente anuncia el resultado de la votación, afirmando si ha sido adoptada o no.

Eligiendo a su comité nominativo

Por Lindell Belote, Parlamentaria del 4o. Distrito de PTA

Todos los parlamentarios de la unidad deben revisar sus estatutos para determinar como la unidad debe elegir al comité nominativo. Los estatutos locales de su PTA estatal dicen que su comité nominativo es elegido por los miembros durante una junta de asociación y al menos 2 meses antes de la elección anual. En la mayoría de los casos la junta de elecciones es durante el mes de marzo o abril, así que el comité nominativo tendrá que ser elegido durante la junta de asociación en enero o febrero.

Los estatutos también especifican cuantos miembros y alternantes son electos y quien es elegible para servir en el comité. Ningún miembro puede servir en un comité nominativo por más de dos años consecutivos. El presidente no podrá servir en dicho comité ni ser electo a participar en el. El comité elige a su propio director.

Los miembros del comité tienen una influencia tremenda en el futuro de la PTA y por tal razón debe de ser muy cuidadosamente electo. Los miembros del comité nominativo deberán conocer muy bien a los miembros de la asociación y entender las funciones de la organización y sus propósitos. El comité debe incluir tantos miembros con experiencia como nuevos. La *Guía Estatal de la PTA de California* otorga las cualidades del comité nominativo y sus miembros así como las responsabilidades de los mismos dentro la sección 2.2

Check out the WILD and WACKY side of
PTA in Orange County!

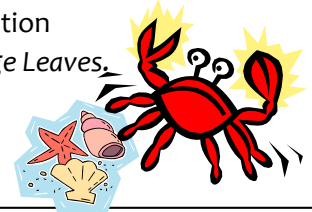
Attend the Fourth District PTA Dinner at the
California State PTA Convention



Under the Sea

California State PTA Convention
May 1-4
Long Beach
Don't miss a minute of it!

Songs, prizes, great food and a
Secret New Accessory for Everyone!
Clue: One size really does fit all.
Watch for more information
In future issues of Orange Leaves.



Fourth District



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