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## President's Message

# The Reasons We Work for PTA

by Patty Christiansen

It's fall, and that means the return of a hectic schedule.

The kids are back in school, soccer season is going strong, and PTA is in full swing.

When things get a little overwhelming, try this. Ask yourself, "What is my fondest PTA memory?"

When I ask this question of PTA volunteers, they respond with amazing remembrances. Almost without fail, their stories fall into three categories:

- experiences with students,
- memories made with PTA friends, and
- momentous times when they were honored by their PTA peers.

Why do we spend our time and efforts on PTA work? It is for the children. If you compare notes, you'll find that most PTA volunteers and leaders have a passion for serving children.

PTA is the voice for all children, not just our own children. PTA members speak out as advocates for all children—our citizens-in-the-making who don't yet have a voice in government. We care about the future of every child because we know that our future depends upon the uncompromised goal that every child will receive an outstanding education. The focus of every PTA program and every PTA event should always be the students.

And while our focus remains on the children, we find ourselves in a sea of amazing volunteers who share our vision and dreams for the rising generation.

I met my very best friends at PTA meetings and events. PTA volunteers come in every color, from every culture, and speak many languages.

While our differences may be visible, our similarities are evident when we are working for kids. We share a common belief that children are the wave of the future. It would be impossible to work together with a shared vision and not find friends.

Finally, as we work for what is best for children in our schools and communities and meet wonderful like-minded PTA friends, it is always an honor to be recognized for what we do.

Think back to the moments when your peers recognized you, either in a formal setting like an Honorary Service Awards event, or with a more informal thank you at a PTA meeting.

Be generous with your gratitude! Say "thank you" constantly. None of us can ever feel over appreciated.

So, when PTA and life get a little overwhelming this fall, do some day-dreaming! Give yourself a few minutes to put your head back, close your eyes, and find your fondest PTA memories.

As you remember, it will become very clear why you so willingly give your time and effort to the children at your child's school and to the PTA.

Fourth District  
**PTA**<sup>®</sup>

*everychild. onevoice.*

*Artículos en español—  
paginas 10 y 11*

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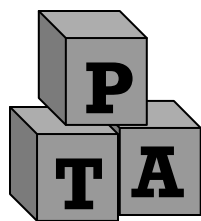
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## Membership Q & A

# Basics

### Q. Is PTA only for parents?

**A.** No! Remember the T in PTA stands for teachers, and if your unit is a PTSA, the S stands for students! But don't stop there. Invite school staff, school district staff, grandparents, business leaders and neighbors to become members. Attend a school board meeting and ask the school district trustees and administrators to become PTA members.

### Q. May we charge students a lower rate of membership dues?

**A.** Yes, you may have a student membership rate. However, student dues must be listed in your bylaws and must be enough to cover the portion of dues that is forwarded to council, district, state and national PTA. Student members' dues may not be subsidized by the unit. For more information, see page 66 of the new *California State PTA Toolkit*.

### Q. What is OMDR and why should my unit participate?

**A.** National PTA's Online Membership Data Reporting (OMDR) is an electronic network that allows PTA units, councils and districts to quickly and easily contact their members. Members at all levels also have the opportunity to directly receive valuable information and resources from National PTA. The OMDR database is protected with multiple layers of security, fire walls and privacy protection programs.

For more information, see page 68 of the *Toolkit* or the OMDR packet in the California State PTA summer mailing. If you need help entering your members into OMDR, contact your PTA council membership chair.

### Q. How should I fill out the membership cards?

**A.** Each individual member – not family – should receive a membership card. The card should include your unit's 8-digit National PTA ID number (which can be found in your unit bylaws) and the expiration date (Oct. 31, 2008 for this year's members). You may hand-write the cards, stamp them with a name stamp, or print them on your computer. Go to the National PTA website ([www.pta.org/omdr](http://www.pta.org/omdr)) for the latest techniques on how to print membership cards with the member information entered into OMDR.

### Where to go for more information:

- The “Resources for Membership” packet in the 2007 California State PTA Summer Service Mailing.
- The Membership section of the *California State PTA Toolkit*.
- Fourth District PTA website: [www.fourthdistrictpta.org](http://www.fourthdistrictpta.org)
- California State PTA website: [www.capta.org](http://www.capta.org)
- National PTA website: [www.pta.org](http://www.pta.org)

~By Sylvia Derby, Fourth District PTA Membership Chair

Treasurers, Financial Secretaries, Auditors:  
**Safeguarding Your PTA Funds**

By Shereen Walter, Fourth District PTA Treasurer

Most of us know that every PTA check should be signed by two people, that all incoming money should be counted by two people (one of whom should be your treasurer or financial secretary), and that volunteers should never take money home to count it.

Here are some additional ways to safeguard your PTA funds:

- Keep track of the funds you expect to receive from automatic store donations, box top programs and similar sources, and note when you expect to receive them. Make sure they have been deposited into your PTA's account.
- Make sure you receive your cancelled checks from the bank. The auditor should verify that there are two signers on every check.
- Someone besides your treasurer should review all bank statements. It's a good idea to take a quick look at the check endorsements to make certain that the correct person cashed the check.

What are some signs of possible mismanagement?

- Lack of receipts and/or treasurer's reports.
- Missing bank statements or canceled checks.
- Payments made in cash rather than by check.
- Missed meetings.
- Unanswered phone calls or e-mails.

If mismanagement of funds is suspected, refer to the financial section of the *California State PTA Toolkit* regarding the correct procedures to follow. Contact your council or district president immediately and keep him or her informed.

**∞ SAVE THE DATE ∞**

**Fourth District PTA Presents:  
 The Challenge We Call Children:  
 Tips and Tools for Survival  
 February 9, 2008,  
 8:45 a.m. to 12:30 p.m.**

More information to follow.

**Fourth District PTA  
 Calendar**

**October**

- 3** Walk to School Day
- 5** Advocacy Roundtable,  
 9:30 a.m., Yale Loop Conference Center, Irvine (see p.6)
- 18** Council Presidents Roundtable  
 9:30 a.m.  
 Executive Board Meeting  
 10:30 a.m., OC Dept. of Education, Building A, Board Room  
**Due:** *End of Year Audits, Early Bird Membership Remittance (15 members), Budget (copy)*
- 29** *Orange Leaves* articles due for Dec./Jan issue.

**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.

# Why is it Important to Update Your Bylaws?

By Lindell Belote, Fourth District PTA Parliamentarian

Ever wonder why you are continually encouraged to update your bylaws?

Your bylaws are the framework for all the work your PTA does, and the bylaws are a continually changing document. Your organization is governed by them, whether or not you are operating under the most current changes.

Updated bylaws make your job as PTA board members easier. A lot of the decisions on the day-to-day running of your PTA have already been made and are printed in the bylaws.

You don't need to decide when to have your association meetings – it's already stated in your bylaws. Wonder what the national or state PTA dues are? Look it up in your bylaws. When should you hold your elections? It's spelled out in your bylaws.

With so many basic decisions on running the organization already made, your board can focus more time and energy on providing good things for the students at your school.

Why do bylaws change?

PTA is a membership organization. Organizations have basic rules, policies, and procedures. Your agreement to these rules and policies is implied with your membership. Our organization's rules promote and fulfill the purposes for which PTA was created. State laws, federal laws, and Civil Codes change, and organizations, whether nonprofit or otherwise, are sometimes affected. You must review and revise your bylaws to know, understand, and implement the changes in basic rules and legalities that will affect your organization.

The bylaws are a tool and a guide for your unit or council. They are not meant to be an instrument of obstruction.

# Happy Trails: Preparing the Audit Report

By Jill Money, Fourth District PTA Auditor

A written auditor's report must be presented twice a year to the association after the books and financial records of the association have been audited.

- Check your bylaws for dates to deliver the audit. Most units and councils have their books audited at year end (June 30) and mid-year (Dec. 31). The audits are usually presented one or two months after these dates, depending on your bylaws.
- The treasurer shall deliver the materials to the auditor. (See the *California State PTA Toolkit*, page 178 for required audit review information.)
- Check to be sure all financial materials requested are available.

If all is in order, the auditor or audit committee should prepare a report, and the auditor and each member of the committee should sign it.

The audit report must be officially adopted by the association (*Toolkit*, p. 180). The audit form on the California PTA website ([www.capta.org](http://www.capta.org)) includes the wording that the auditor can read at the general meeting of the PTA. This website is extremely helpful in gathering the details for the PTA audit.

A report also must be submitted by the audit committee in the event that there are not adequate records available to conduct a proper accounting of the association funds.

Completing the PTA audit generally is a rewarding job. It validates that the funds of the association are being reported properly, and it is an enjoyable task for the auditor as he or she follows the financial trail of the treasurer and financial secretary.

Here's wishing you a happy (audit) trail for your PTA!

# PTA's Three for Me Program Encourages Parent Involvement

National PTA has a new service: the Three for Me parent involvement program. Founded by two PTA members in 2003, the program is designed to encourage parents to participate by making a commitment to dedicate at least three hours a school year on behalf of their children's education.

The program is especially designed to help busy parents find ways to be involved. Their three hours of participation can be done in the home, in the school or in the community. The program provides information that helps PTAs raise awareness, organize volunteers, and meet the needs of school and community.

For more information, visit the website at [www.three4me.com](http://www.three4me.com). Be sure to look at the information on "Getting Dads Involved," under Ideas and Resources.

Orange County Superintendent of Schools' Message

## More Leaves From OCDE

By William M. Habermehl



One of my favorite ways to spend an afternoon is to take my grandson fishing at a local pond, where we can enjoy the outdoors.

Experiences like these were the norm when I grew up. Most adults will tell you that their day-to-day experiences as children were very different from the way kids experience life today.

Children today face many choices on how to spend their time, and it is important to encourage them to find a balance of indoor and outdoor time.

According to Richard Louv, author of *Last Child in the Woods: Saving Our Children from Nature-Deficit Disorder*, "New research shows that time outdoors can offer powerful therapy for maladies such as depression, obesity, and attention-deficit disorder."

Louv's book presents the idea that environment-based education improves standardized test scores and grade-point averages and develops skills in problem solving, critical thinking, and decision making.

### Ways to connect kids with nature

The good news is that it is never too late to get children outdoors. Parents and other care-givers can nurture the inherent curiosity children have about nature by attending outdoor education programs.

Orange County has a wide variety of wonderful public programs, such as nature hikes, bat walks, guided kayak tours and much more. Once exposed to these programs, you might be surprised to see that learning from naturalists and educators who are enthusiastic about the outdoors can spark an interest and understanding of nature in you and your child.

Educators can choose outdoor educational experiences for students that teach both state standards and the wonders of nature in an outdoor setting. Programs such as the Orange County Department of Education's *Inside the Outdoors* offer outstanding hands-on experiences with nature.

### Want to learn more?

On Friday, Oct. 12, OCDE's *Inside the Outdoors* Foundation and the Science Teaching and Research (STAR) Institute will present a lecture by Richard Louv at Chapman University.

Mr. Louv will speak about the transformation in the relationship between children and nature and the "Leave No Child Inside" movement.

For information, visit [www.insidetheoutdoors.org](http://www.insidetheoutdoors.org).

### Resources:

Information on nature programs for schools and the public can be found on the following web sites.

- [www.insidetheoutdoors.org](http://www.insidetheoutdoors.org)
- [www.creec.org/region9b](http://www.creec.org/region9b)
- [www.orangecountywild.com](http://www.orangecountywild.com)
- [www.ocparks.com](http://www.ocparks.com)
- [www.cnaturenet.org](http://www.cnaturenet.org)

Remember that time outdoors is also crucial for adult well-being, so get out there!

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## California State PTA Convention Long Beach May 1 ~ May 4, 2008

By Karen Schroeder, Fourth District Vice President,  
Convention

The California State PTA Convention offers you an opportunity to invest in the success of your PTA!

Meet PTA members from around the state as you attend officer trainings and workshops on timely topics involving children and education.

Attend exciting general sessions with outstanding nationally-known speakers and performances by our state Reflections winners. You will learn more about the important work of PTA and join with thousands of other PTA members in making important decisions about the future direction of PTA.

Network with other Orange County parents and have a fun evening at the Fourth District PTA dinner.

There are also opportunities to sample the offerings of hundreds of fundraising companies.

The PTA convention is an experience like no other. You will be educated, energized, and inspired!

Since this year the convention takes place in Long Beach, travel expenses are minimal. You can send delegates for just one day, but to experience the convention fully, plan to have representatives stay in Long Beach for the entire event.

If you have any questions, contact me at [convention@fourthdistrictpta.org](mailto:convention@fourthdistrictpta.org)

# How to be an Effective Advocate for Your Child

By Celia Jaffe, Fourth District Vice President, Advocacy

Many of the principles that guide PTA as an organization in advocating for all children can be put to use at the most local, personal level when you advocate for your own child.

Whether you want your child to be allowed into a particular class, believe a discipline consequence or grade was unfair, or have concerns about the level of supervision during recess, consider these steps to become an effective personal advocate:

1. **Define your issue:** What is the main thing you are concerned about? Clouding the conversation with every idea, concern, and gripe about the school will distract from your main purpose.
2. **Get the facts:** Explore the issue. Read the school handbook. Ask someone other than your child to describe an incident. Do your homework.
3. **Go to the right person:** For classroom issues, talk to the teacher. For school-wide issues, talk to the principal. It is not more effective to "go straight to the top." Only if you get an unsatisfactory response is it appropriate to go up the hierarchy.
4. **Be reasonable:** State your case clearly without accusations or hostility. Listen to the other person's point of view. Don't expect the whole class or whole school to revolve around your child, but do expect sensible explanations and actions.
5. **Come away with something:** Before you finish your conversation, explicitly state your understanding of where things stand. For example, "So Gertrude can retake the test after school on Monday, and the two grades will be averaged. Is that correct?"
6. **Persist:** If the problem is not resolved, don't give up. Try another conversation, with additional ideas for a resolution.
7. **Follow up:** Email or write a note to the person with whom you met. Thank her for her time and restate the expected actions. Communicate either your satisfaction or dissatisfaction with the results.

By becoming an effective advocate for your child, you accomplish more than resolving difficulties. You also communicate to your child how much you value his or her education, and you provide a role model for appropriate problem solving skills and persistence.

## Fourth District PTA Fall Advocacy Roundtable

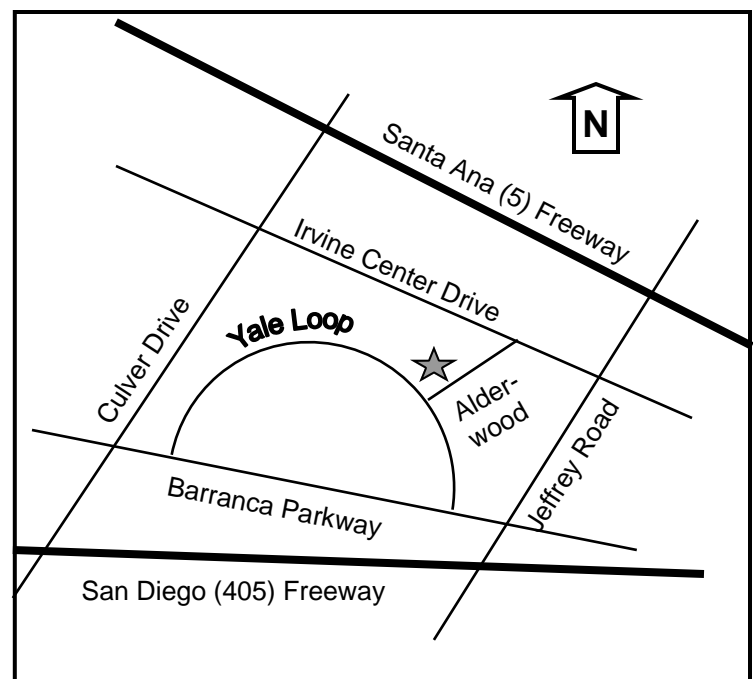
Friday, Oct. 5 9:30 to 11 a.m.

Yale Loop Conference Center, 2 Alderwood, Irvine

All units and councils are strongly encouraged to send a representative to this event! There will be two simultaneous sessions, one for beginners and one for people more experienced in PTA advocacy.

**Beginners:** Learn why and how PTAs get involved in issues affecting children, from working with state and national legislators on proposed laws to local units working for change in a school dress code. Find out what you need to know as your council or unit advocacy/legislation chairman.

**Advanced:** Be part of the kick-off of Fourth District PTA's legislator liaison program, forging closer and more frequent contacts with our state legislators. Hear an explanation of new policies for Sacramento Safari, our annual trip to the state capital. Help to choose and shape the message we bring to Sacramento this year.



# Creative and Fun Fund Raising Ideas

Since there is new emphasis on health and good nutrition, many PTAs are looking for fund raising ideas that do not involve the sale of candies and other junk food.

With a little creativity, you can put the fun back in fund raising. Here are a few ideas to get you started.

Please keep in mind that PTA fund raising is not an end in itself, but a means to provide programs and services to children and families.

- Art show
- Auction
- Auction (teacher does something for kids)
- Bike-a-thon
- Bowling night/bowl-a-thon
- Carnival (Holiday or seasonal theme)
- Car wash (pre-sell tickets as gifts)
- Craft sale
- Dance (kids, family, father/daughter, Sadie Hawkins)
- Family/glamour portraits
- Festival
- Fun run
- Gift wrapping
- Golf tournament
- Hoop-a-thon
- Horseshoe competition
- Jump-rope-a-thon
- Magic show

- Penny wars
- Raffle (movie passes, theme bags, teachers do a silly thing)
- Read-a-thon
- Recycling cans, bottles, paper
- Rent-a-teen helper (rake leaves, mow lawn, wash dog)
- Science fair
- Singing telegrams
- Skate night, skate-a-thon
- Spelling bee
- Talent show
- Tennis competition
- Treasure or scavenger hunt
- Walk-a-thon
- Workshops, classes

~Source: *The Communicator*, March 2007


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## The Book Corner

By Dianna Kronquist, Fourth District PTA  
Reading /Library Chair

What type of book do you like to read? Do you like adventure, mystery, poetry, inspirational, educational?

Here are a couple of books to be released in October that educate and inspire:

 *In Jesse's Shoes: Appreciating Kids with Special Needs*, by Beverly Lewis, illustrated by Laura Nikiel.  
Age range: 5 – 8  
This book tells a story about appreciating children with special needs while learning to accept others for their uniqueness and abilities.

 *I Love You More*, by Laura Duksta, illustrated by Karen Keesler. Age range: 9 – 12  
This colorful book is about playful and creative ways to tell someone, "I love you," told through a conversation between a mother and her son.

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## CAPTA Offers Grants and Scholarships

California State PTA is offering grants to units, councils and district PTAs, as well as continuing education scholarships to teachers, counselors, school nurses, PTA volunteers and high school seniors.

Further information is available on the California State PTA website: [www.capta.org](http://www.capta.org). Applications must be received in the State PTA office in Sacramento by close of business on the following dates:

### November 15 Deadline

#### Scholarships

- Continuing Education for Credentialed Classroom Teachers and Counselors
- Continuing Education for School Nurses
- Continuing Education for PTA Volunteers

#### Grants for Units, Councils, and District PTAs

- Outreach Translation
- Cultural Arts
- Parent Education Healthy Lifestyles

### February 1 Deadline

#### Scholarship

- Continuing Education for High School Seniors

# Helpful Hints for Reflections Chairs

By Fran Sdao, Fourth District PTA Reflections Chair



Here are some suggestions to ensure a successful Reflections program at your unit or PTA council.

- Make sure entries meet all rules and requirements.
- Size matters! Check the size of the entry. Photography and visual arts entries must be within the size limitations. Confirm that the length of playing time for musical composition, dance choreography and film/video production entries does not exceed five minutes.
- Double-check the entry form to be sure all required information is completed: age, grade level, name, address, phone and email. Legibility helps. **Both the student and a parent/guardian must sign the entry form, unless the student is 18.**
- Literature entries should be submitted in a manila folder with the entry form stapled to the back. Do not mount literature entries.
- Use of copyrighted material is prohibited. This includes the use of copyrighted cartoon characters (sorry, Mickey). An entry must be an original work created by the student.
- Shrink wrap is highly recommended to protect photography and visual arts entries. Do not use plastic food wrap. Place the completed Official Entry Form in a plastic sheet protector and firmly attach it to the back of the entry **on top** of the shrink wrap.
- Give a set of rules to each judge. Judges should not see artists' names when they review the entries. Recognize and thank your judges.
- **Know your PTA council's deadline.** Students must submit their entries before unit deadlines, and units must submit selected entries to councils by their deadline. (The deadline for all council entries to Fourth District PTA is Monday, Dec. 3.)
- *Unit Reflection Chairs:* Please fill in your council name and **Fourth District** on the entry form. Com-

plete the section on the entry form marked "To be completed by local PTA." You can find your "Local Eight Digit National PTA ID #" on your unit bylaws, or ask your council president.

- Complete "Form A, Unit - PTA Participation Form" and forward it with your entries to your council level of judging.
- Celebrate all entries by displaying them at your school. Make every participant feel like a winner!

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## Subscription Options for *Orange Leaves*

*Orange Leaves* readers may now receive the newsletter as a paper copy, as an emailed PDF file, or both. There is no charge for the subscriptions.

PLEASE NOTE: Fourth District PTA automatically sends two hard-copy subscriptions to every unit and council in the district. Subscriptions for unit presidents and principals are sent to PTA schools through interdistrict mail distribution. Council PTAs receive one subscription sent to the superintendent at the school district office, and one mailed to the home of the council president.

Units or councils that would like to receive additional copies for other officers or interested persons may choose from one of the following options:

- Use the subscription form in the September issue of *Orange Leaves* or on the Fourth District PTA website ([www.fourthdistrictpta.org](http://www.fourthdistrictpta.org), under "Communications" on the Forms page). Check "Paper Copy Only," "PDF via email copy only" or "Both." Mail the request to the address at the bottom of the form.
- To receive only an electronic copy, subscribe online at <http://www.fourthdistrictpta.org/orangeleaves/subscribe.html>.

There is no charge for additional subscriptions to PTA members.

# Thank Business Partners, but Don't Advertise for Them

By Gisela Meier, Fourth District Vice President, Communications

PTA units and councils often work in cooperation with local businesses to raise funds or provide programs. This can lead to difficult situations as PTA members try to acknowledge the help in their newsletters and other publications without violating PTA's non-commercial policy, which states that a PTA may not promote the goods or services of another organization or business.

This policy protects PTAs from exploitation and also fulfills the requirements of our non-profit status.

Here are some guidelines for including business names in your PTA banners, flyers or newsletters:

### You may:

- Thank a business for a donation.
- Include the company's name, a picture of their product, an address, phone number and web address.

- Include the company's logo or slogan.
- Provide free product samples, and a banner stating they are available.

### You may not:

- Make endorsements such as "ABC Company is better than XYZ Company," or "ABC Company makes the best car in America."
- Ask your members or the public to buy the company's products or services.
- Advertise or endorse the products or services of the company.
- Include information about prices.

For additional information, see page 196 of the *California State PTA Toolkit*.

# The Important Job of the PTA Historian

By Shelia Henness, Fourth District Historian

The historian of your unit or council has a fun job. It's always interesting and amazing to find out how many hours of volunteer service your members have donated during the course of a year.

However, the historian's job is also a serious one, for the following reasons:

- Tracking and recording volunteer hours helps PTA to maintain its federal tax exempt status. An organization granted non-profit charitable

status must receive one-third of its support from the general public, and that may include service hours expended in carrying out the purposes of the organization.

- Advertising the collective value of the volunteer hours donated by members is a valuable marketing tool that helps raise awareness of PTA and the important work it does.
- Foundations that provide grants to non-profit organizations often look to the level of volunteer support as they decide where to donate their funds.
- When PTA is advocating for children at the local, state or national level, a high number of volunteer hours demonstrates the active and dedicated involvement of the members.

Please be sure your historian collects those hours! Pass around a tally sheet at every meeting. You can find a handy tally form in the September issue of *Orange Leaves* or on the Fourth District PTA website at [www.fourthdistrictpta.org](http://www.fourthdistrictpta.org).

Remember that volunteer hours include all participation in school and community service or activities benefiting children or your unit or council. Time spent in training, PTA-related travel, phone calls, computer time, meetings, and paperwork should be listed as well.

**Get the latest information on  
statewide education issues!**

**California State PTA Annual  
Legislation Conference  
Jan. 27-29, 2008**

**Fourth District PTA's Sacramento Safari  
March, 2008**

**Edsource Conference  
April 17, 2008**

## **Mensaje de la Presidenta: Las razones por las que trabajamos para PTA**

Por Patty Christiansen

Es otoño, y eso significa que estamos de vuelta en el horario escolar. Los chicos están en la escuela, la temporada de fútbol va avanzando y la PTA esta trabajando de lleno.

Cuando las situaciones se pongan agobiantes vea si lo siguiente le funciona, "Piense ¿Cuál es el recuerdo mas divertido que tiene de PTA?"

Siempre que pregunto esto a los voluntarios de PTA, ellos me responden cosas memorables. Casi sin pensarlo las historias siempre caen en tres categorías:

- Experiencias con los estudiantes
  - Recuerdos con sus amigos de PTA
  - Momentos de cuando fueron reconocidos por sus compañeros de PTA
- ¿Por que pasamos tiempo y esfuerzo en nuestro trabajo de PTA? Son los niños. Si usted compara sus notas, usted se dará cuenta que los voluntarios de PTA y sus líderes sienten pasión por servir a los

niños. PTA es la voz de todos los niños, no solo de nuestros hijos. Los miembros de PTA abogan por todos los niños, nuestros ciudadanos del futuro quienes todavía no tienen voz y voto en el gobierno. Nosotros nos preocupamos por el futuro de cada chico pues sabemos que nuestro futuro depende del compromiso de excelencia educacional que recibirá cada uno de estos niños. En cada programa o evento de PTA el enfoque deberá ser siempre los estudiantes.

Y mientras nuestro enfoque esta en los chicos, nos encontramos inmersos en un mar de voluntarios que comparten nuestros sueños para la siguiente generación.

Yo conocí a mi mejor amiga de la vida en una junta de PTA. Los voluntarios de PTA vienen en muchos colores, de muchas culturas y hablan diversos idiomas.

Aunque nuestras diferencias sean muy notorias, y nuestras semejanzas

evidentes todos estamos trabajando para los niños. Nosotros compartimos la creencia de que los niños son la ola del futuro. Seria imposible trabajar juntos con una misma visión y no encontrar amigos.

Finalmente, trabajamos para llevar lo mejor a nuestros niños, escuelas y comunidades y al mismo tiempo conocemos gentes maravillosas con nuestras mismas metas, siempre es un honor ser reconocido por lo que hacemos.

Piense en los momentos en que sus compañeros lo han reconocido, ya sea en una situación formal o informal como el banquete honorario de premios o unas gracias más informales durante una junta de PTA.

¡Sea generoso con su gratitud! De las gracias constantemente. Nunca nadie se sentirá "sobre apreciado".

Entonces, cuando su vida y la PTA le agobien ¡sueñe despierto! Tome tiempo para poner su cabeza a descansar, cierre los ojos y trate de pensar en sus mejores recuerdos de PTA. Al recordar se dará cuenta porque dona su tiempo de tan de buena gana para los niños, la escuela y la PTA.

## **Protegiendo sus fondos de PTA**

Por Shereen Walter, Tesorera del 4o. Distrito de PTA

La mayoría de nosotros sabemos que los cheques de la cuenta de PTA deben ser firmados por dos personas; que todo el dinero que entra debe ser contado por dos personas (una de las cuales deberá ser el tesorero o secretario financiero) y que los voluntarios nunca deben llevarse el dinero para contarlo en su casa.

Aquí le damos otras maneras de proteger su dinero de PTA:

- Registre todos los fondos que espera recibir de donaciones automáticas de tiendas, programas de cajas de comida y fuentes similares, y anote cuando espera recibirlos. Asegúrese que sean depositados en la cuenta de la PTA.
- Asegúrese que reciba los cheques cancelados del banco. El auditor deberá verificar que hay dos firmas en cada cheque.
- Alguien que no sea su tesorero deberá revisar los estados de cuenta del banco. Es una buena

idea echar un vistazo rápido a los cheques endosados para revisar que la persona correcta cobre el cheque.

¿Cuáles son los signos de posibles malos manejos?

- Falta de recibos y de reportes del tesorero.
- Estados de cuenta perdidos o cheques cancelados.
- Pagos hechos en efectivo en lugar de usar un cheque.
- Ausencia en las juntas.
- Llamadas telefónicas o correos electrónicos sin respuesta.

Si tiene la sospecha de malos manejos, por favor consulte la sección financiera de *La Guía de PTA del estado de California* en donde se le indicaran los procedimientos correctivos a seguir. Contacte a su presidente del consejo o distrito inmediatamente para mantenerlo al tanto.

## **Es importante actualizar su reglamento**

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

Su reglamento es la guía y base de todo el trabajo que su PTA hace, y este es un documento con cambios constantes. Su organización esta gobernada por el reglamento ya sea que opere o no de acuerdo a los cambios más recientes.

Un reglamento actualizado hace su trabajo en la PTA mucho más fácil. Muchas de las decisiones que se toman día con día ya se encuentran escritas e impresas en su reglamento.

Usted no necesita decidir cuando debe tener juntas de asociación eso esta escrito en su reglamento. ¿Se pregunta cuanto es por las cuotas de la PTA nacional? Revise su reglamento. ¿Cuándo

(Continúa en la página 11)

## Preguntas y Respuestas sobre la membresía

Por Sylvia Derby, Directora de membresía del 4o Distrito de PTA

**P. ¿Es la PTA solo para padres?**

**R.** ¡No! Recuerde que la "T" en PTA incluye a los maestros (por sus siglas en inglés) y si su unidad es una PTSA ¡la "S" representa a los estudiantes! Pero no pare ahí. Invite a todos los empleados de la escuela, del distrito, abuelos, líderes de negocios y vecinos para ser miembros. Asista a una junta del Consejo Escolar y pídale a los miembros de dicho consejo que se hagan miembros de la PTA.

**P. ¿Podemos darles membresías mas baratas a los estudiantes?**

**R.** Si, usted puede establecer una cuota para estudiantes. Sin embargo sus cuotas para estudiante deberán ser listadas en su reglamento y deben ser suficientes para cubrir la porción de cuotas que son transferidas a la PTA del consejo, distrito, estado y nacional. Las cuotas de los estudiantes no deberán de ser subsidiadas por la unidad. Para obtener mayor información favor de leer la pagina 66 de *La Guía de PTA del estado de California*.

**P. ¿Que es OMDR y porque mi unidad debe participar?**

**R.** El sistema de reporte en Internet de la membresía de PTA nacional (OMDR) es

una red electrónica que permite que las unidades de PTA, consejos y distritos puedan contactar rápida y fácilmente a sus miembros. Los miembros a todos niveles deberían tener la oportunidad de directamente recibir información valiosa sobre los recursos de la PTA nacional. La base de datos de OMDR esta protegida con múltiples capas de seguridad, barreras de protección de privacidad a los programas.

Para mayor información favor de ver la pagina 68 de *La Guía de PTA del estado de California* o el paquete de OMDR que se incluyo en la correspondencia de la PTA de California que recibió este verano. Si usted necesita ayuda para crear su base de datos de OMDR, contacte director de membresía del consejo de PTA

**P. ¿Como debo de llenar las credenciales de membresía?**

**R.** Cada miembro individual- no familia- debe de recibir una credencial de membresía. La credencial incluye el número

de la unidad y los 8 números de identificación de la PTA nacional (los cuales pueden encontrarse en el reglamento de la unidad) y la fecha de expiración (31 de octubre para los miembros del 2008). Usted puede escribir las credenciales a mano, estamparlas con un sello o imprimirlas en su computadora. Visite el sitio de Internet de la PTA nacional ([www.pta.org/omdr](http://www.pta.org/omdr)) para los últimos adelantos de cómo imprimir sus credenciales con la información del miembro de la base de datos de OMDR.

**A donde acudir para mayor información:**

Revise el paquete de "recursos de la membresía" que le fue enviado en la correspondencia de verano.

- La sección de membresía de *La Guía de PTA del estado de California*
- Sitio de Internet del 4º Distrito de PTA: [www.fourthdistrictpta.org](http://www.fourthdistrictpta.org)
- Sitio de Internet de la PTA del estado de California: [www.capta.org](http://www.capta.org)
- Sitio de Internet de la PTA nacional: [www.pta.org](http://www.pta.org)

### Reglamento (Continúa en la página 10)

deberán sostenerse elecciones? Todo esta en su reglamento.

Con tantas decisiones básicas ya tomadas, su mesa directiva puede enfocarse en proveer cosas buenas para los estudiantes y su escuela.

**¿Por que cambia el reglamento?**

PTA es una organización de membresía. Las organizaciones tienen reglas básicas, políticas y procedimientos. Su acuerdo sobre estas reglas y políticas esta implícito con la membresía. Nuestras reglas de la organización promueven y llenan el propósito con el que PTA fue creado. Las leyes estatales y los códigos civiles cambian, y las organizaciones ya sean con fines o sin fines de lucro a veces se ven afectadas. Usted deberá revisar su reglamento para saber, entender e implementar los cambios en reglas básicas y legalidades que afectaran su organización.

## Preparando la auditoria

Por Jill Money, Auditora del 4o. Distrito de PTA

Un reporte de auditoria deberá ser presentado dos veces al año a la asociación después que los libros de los registros financieros han sido auditados.

Por favor revise en su reglamento las fechas para entregar la auditoria. La mayoría de las unidades y consejos hacen sus auditorias al final de año escolar el 30 de junio y a la mitad de dicho año alrededor de diciembre 31. Las auditorias son usualmente presentadas uno o dos meses después de dichas fechas, dependiendo de lo señalado en su reglamento.

El tesorero debe entregar los materiales al auditor. (Favor de ver *La Guía de PTA del estado de California*, Pág.178 para información requerida en la auditoria). Por favor asegúrese que todos los materiales requeridos se en-

cuentren disponibles.

Si todo se encuentra en orden, el auditor o el comité de auditoria prepara el reporte y el auditor y cada miembro del comité deberá firmarlo.

El reporte de auditoria deberá ser adoptado oficialmente por la asociación (*La Guía de PTA del estado de California*, Pág.180). El formulario para la auditoria se encuentra en el sitio de Internet de la PTA de California ([www.capta.org](http://www.capta.org)) e incluye el reporte hablado que el auditor puede leer en la junta general de PTA. Este sitio de Internet es muy útil para ayudarle a reunir los detalles de la auditoria de PTA.

Un reporte deberá ser sometido por el comité de auditoria en caso de que los datos necesarios no se encuentren disponibles para obtener la contabilidad apropiada de la asociación.

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# Fourth District PTA Goals for 2007-2009

The Executive Board is proud to announce the following goals for Fourth District PTA for the next two years:

- \* Fourth District PTA will strengthen its connections with councils, units and members by expanding district services, resources and training.
- \* Fourth District PTA will proactively provide advocacy support to councils and units, while implementing a strategic advocacy program.
- \* Fourth District PTA will work to close the gap between our PTA district and our councils and units by increasing the relevance and effectiveness of communications throughout the district.
- \* Fourth District PTA will strive to develop membership as a priority for all aspects of PTA work.

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Fourth District

**PTA**<sup>®</sup>

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**October  
2007**