



President's Message

Up, Up and Away with PTA!

by Patty Jordan

Have you ever seen the launch of a group of hot air balloons?

When my children were young, our family watched in awe as a cluster of hot air balloons floated freely over an open field. They were all headed in the same direction.

Each had its own distinct color and size. Some were higher and some were lower. In the distance they seemed so small, yet as they got closer we were able to see how big and beautiful they were.

Most of the work with hot air balloons happens before the balloon leaves the ground. It takes a team to carefully orchestrate a lift-off. A suitable launching point must be found, and the basket and burner must be correctly attached. Then the burner is lit and the balloon begins to inflate and rise.

In PTA, building our membership and keeping our organization strong and vibrant also depends on teamwork. And the results can be just as beautiful!

Our Fourth District PTA membership theme for 2009-2011 is *Up, Up and Away with PTA!*

Now that school has begun, much of the work needed to orchestrate the "lift-off" of your PTA has already taken place.

Even though your PTA may be up and floating, the work doesn't end here. Just as the burners must always be lit so hot air continues to keep the

balloon afloat, so must your PTA continue with the message of every child, one voice.

Just how important is membership to the PTA? Our very existence as an organization is based on our members. The purpose of our organization is to serve our members and their children.

As we advocate in Sacramento and elsewhere, the more members we have, the greater our voice. We need members to be a viable organization and to accomplish the mission and many goals of PTA.

Recruiting new members is not the job of the membership chair alone. Every officer and chair in your unit or council is responsible for building membership.

How many members will you bring into your PTA?

Have you asked your past presidents to join? Did you remember to ask past Honorary Service Award recipients?

Don't forget your principal, teachers, superintendents and local school board members.

In a survey conducted by National PTA, the number one reason for not joining PTA was simple: "I was not asked."

It is our responsibility to ASK everyone around us.

Make sure YOU are part of the ground crew and lift our PTA to new heights!

Fourth District
PTA[®]

everychild. onevoice.

*Artículos en español—
paginas 10 y 11*

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Fourth District PTA

President

Patty Jordan

Vice President, Communications

Laura Zuchovicki

Orange Leaves Editor

Gisela Meier

Orange Leaves Distribution

Shanin Ziemer

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Fourth District PTA is comprised of 21 councils in Orange County and over 400 unit PTAs.

Our office is located at
1520 Brookhollow Dr., #40
Santa Ana, California 92705-5449

Administrative Assistant

Holly Reddy

Data Administrator

Leticia Keeling

Office hours

Monday through Thursday

9:30 a.m. to 2:00 p.m.

Closed Fridays and all school holidays.

Office phone number

714-241-0495

FAX number

714-241-0497

Línea telefónica en español

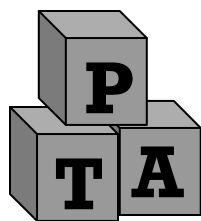
(714) 540-1575

E-mail address

fourthdistrictpta@sbcglobal.net

Website

www.fourthdistrictpta.org



Financial Officers

Basics

Treasurers and Financial Secretaries

Here is a checklist of important things for all units and councils to remember:

- All units and councils must file taxes by November 15.** You must file a 990 or a 990EZ form, depending on your organization's average gross receipts. Councils must file a state RRF1 form. In some cases, Units and councils must submit a California 190 or an IRS 990T form. California State PTA strongly recommends using a tax professional to file any of these forms. For more information, go to: www.fourthdistrictpta.org/taxreturns.html
- Units must forward copies of their taxes or a receipt of the filing to their council.
- Councils must forward copies of their tax forms and their unit tax forms to the Fourth District PTA treasurer.
- Be sure to present bills to be paid at each executive board meeting.
- Remember to ratify paid bills (and present a list of checks written) at each executive board meeting.
- Ask event chairmen with budgets to move to release funds for their events ahead of time. This will allow you to pay bills related to the event.
- Make sure you have two signers on every PTA check.
- Always make payments with a check, not cash or online.
- If you have questions, please ask!** Unit financial officers should ask their council first. Council officers, ask us at Fourth District PTA. We are here to support you!

~Cyndee Ely, Fourth District PTA Treasurer

Auditors

During the summer, every unit and council should have completed an audit for the period ending June 30, 2009.

The complete audit consists of an audit report form for each PTA account, the audit checklist, and any report for recommendations to change financial procedures. Any "no" answer on the checklist requires a recommendations report. The forms are available in the *California State PTA Toolkit* and at www.fourthdistrictpta.org. Please use the latest forms.

All of the audit forms, reports, and the checklist must be submitted to the next PTA level. Each unit should submit a copy of the audit to the PTA council for review. Councils and out-of-council units should submit their audits to Fourth District PTA.

The audit report should be presented first to the executive board, and then at the first membership meeting of the new fiscal year. The due dates for your association are listed in your bylaws.

If you have any questions, or need help, please contact your council auditor, or contact me at auditor@fourthdistrictpta.org.

~Dennis Walsh, Fourth District PTA Auditor

Ideas for a Successful Membership Campaign

By Cathy Lindsey, Fourth District PTA Vice President, Membership

School has started and membership campaigns at your school should be well under way. Here are some suggestions to ensure a successful campaign:

- Membership envelopes have gone home, but don't stop there. Invite your teachers, staff and students to join. Teachers are the T in PTA and the S in PTSA stands for students.
- Think outside the school "box." Send an invitation to school board members, school district administrators, and local business people. The *California State PTA Toolkit* has examples that can be tailored to suit your school. Don't forget to send a letter of thanks, along with the membership card, to those who join!
- Talk about the value of joining PTA. Tell your members about what you are doing at the unit level and share the ways PTA works for children and families at the local, state and national levels.
- Looking for a great incentive to join your unit? Legoland offers vouchers to PTA members for one free admission to Legoland with the purchase of one admission. Go to www.legoland.com/pta for more information.
- Make sure your membership campaign is ongoing. Your newsletter should have a year-round invitation to join PTA. Welcome packages should be in the office for all new students. Have a PTA presence at Back-to-School Night and other family events, invite people to join your PTA and have membership envelopes available.

Membership cards should be given to each individual member, not families. The card should include your unit's eight-digit National PTA ID number (which can be found in your unit bylaws) and the expiration date (Oct. 31, 2010 for this year's members). You may hand-write the cards or print them on your computer.

Why is the membership card important?

- The card shows that dues have been paid.
- It entitles the member to a ballot in any voting situation at any level of PTA.
- The "username" and "password" on the back of each member card is needed to access the "Members Only" portion of the National PTA website and to receive discounts from PTA business partners.
- Convention attendees must show a membership card when registering to attend convention.
- Applicants for PTA scholarships and grants must provide a copy of their membership card.

For more membership information, see page 9.

Fourth District PTA Calendar

October

- 15 Council Presidents Roundtable, 9:30 a.m., Executive Board Meeting, 10:30 a.m., OCDE Bldg. D, Room 1002. Due:** Early Bird membership remittance (15 members), end of year audits, copy of your budget.
- 17 Rock 'N Road OC, 2 p.m. to 8 p.m., The Block at Orange.**
- 17 Water Innovation Now** family festival, 10 a.m. to 1 p.m., Orange County Department of Education
- 26** *Orange Leaves* articles for December/January issue due.

November

- 2 Due:** Chairman's Club membership remittance (50 members)
- 9** Office closed for Veteran's Day.
- 12 Council Presidents Roundtable, 9:30 a.m., Irvine Ranch Outdoor Education Center, 2 Irvine Park Rd., Orange. Due:** First required membership remittance, copy of tax returns for fiscal year ending June 30.
- 15 Due:** Scholarship and grant applications to California State PTA.
- 19 Executive Committee Meeting 9:30 a.m., 4th District PTA Office**
- 26-27** Office closed for Thanksgiving holiday.

PTAs Can and Must Participate in Local Elections

By Patty Christiansen, Fourth District PTA Vice President, Advocacy

November 3 is Election Day. If the election includes a local ballot issue affecting the public schools or the selection of trustees to your school board, PTAs can and must participate in the process.

One of the five purposes of PTA is to secure adequate laws for the care and protection of children and youth. One of the five core values of the California State PTA states: "We believe our responsibility includes advocating for the safety and welfare of all children and the opportunity for a quality public education for each child." (*California State PTA Toolkit*, page 3.)

Ballot Issues

"Unit, council and district PTAs are responsible for taking action on local issues originating in school districts, cities, regions, or counties." (*Toolkit*, page 107)

If your PTA has concerns about a local issue, please follow these steps:

- **Find authority to take a position.** PTAs cannot advocate without prior PTA authority. Check the *Toolkit* to see if there is a PTA position or an adopted Convention Resolution about your issue. Check the Legislative Platform of the California State PTA on page 112 in the *Toolkit*. Each of these could provide the authority you need to move forward.
- **Study the issue.** If there is no PTA position on record, the next step is to conduct a study. You will find a step-by-step guide on page 243 of the *Toolkit*. A study does not have to be long and complicated. Form a study committee, give each person a small assignment, and meet to organize your findings.
- **Develop an action plan.** Once you find authority or complete a study, present your findings to your PTA members. Your findings will help your members decide upon the action (or inaction) they wish to take.

Candidates

As a 501(c)(3) non-profit organization, PTA may not directly or indirectly participate or intervene in political campaigns on behalf of, or in opposition to, any candidate for public office. Such activity can endanger our non-profit status. We can, however, provide non-partisan voter information.

- **Host a Candidates' Forum.** It is a PTA responsibility to disseminate factual, objective information during election campaigns. Candidate forums are a way



to provide such information, as long as all candidates are invited to participate. I suggest that you contact your local League of Women Voters for assistance.

- **No literature; no buttons.** Remember, no campaign literature may be distributed or made available in PTA meeting rooms or in the Candidates' Forum room. PTA members should respect the non-profit status of the PTA by removing campaign buttons before attending any PTA meeting or event.

Our responsibility as PTA leaders is to make sure that our members have information before election time so they can make informed decisions. Encourage your PTA members to GOTV! (Get Out the Vote!)

Subscription Options for *Orange Leaves*

By Laura Zuchovicki, Fourth District PTA Vice President, Communications

Orange Leaves readers may receive the newsletter as a paper copy, as an emailed PDF file, or both.

Every unit and council in Fourth District PTA automatically receives two hard copies of the newsletter. Subscriptions for unit presidents and principals are sent to PTA schools through interdistrict mail. Council PTAs receive one subscription sent to the superintendent at the school district office, and one mailed to the home of the council president.

Other PTA officers or members who would like to receive *Orange Leaves* may choose from the following options:

- Use the subscription form in the September issue of *Orange Leaves* or on the Fourth District PTA website (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.

PTA CAN! Support Food Banks!

By Fran Sdao, Fourth District PTA Vice President,
Parent and Community Issues

The Fourth District PTA encourages all of our councils and units to join us in supporting PTA CAN!

Keeping children and young people healthy has been the mission of PTA for more than 100 years. Healthy children perform better academically and physically.

Unfortunately, many families are not able to meet the nutritional needs of their children during these challenging times and are turning to local food banks for help. Most local food banks are facing severe food shortages due to the confluence of this increased need and a significant decrease in donations.

Fourth District PTA will support the efforts of our local food banks to help provide basic healthy, food supplies to the many children and families in Orange County in need by collecting cans of food at several meetings throughout the year. Collected food will be donated to different food banks throughout Orange County.

Councils and units are encouraged to contact local food banks and sponsor a food drive at one of their meetings or events this year.



Fran Sdao and Teri Jensen with food collected at the Fourth District PTA Reflections workshop in September.

For more information go to one of the following sites: the Orange County Food Bank in Garden Grove at www.ocfoodbank.org, or the Second Harvest Food Bank in Irvine at www.feedoc.org.

Visiting the Fourth District PTA office? Bring a can of fruit, vegetables, meat or beans. Drop your donation in the PTA CAN! box. We'll find a good home for it.



Run a Successful Reflections Program

By Teri Jensen, Fourth District PTA Reflections Chair

Here are some important tips to help you run a successful Reflections program:

- When filling in the Reflections entry form, please fill in your council name and **Fourth District** at the top of the form. Complete the section marked "To be completed by local PTA." Your Local Eight Digit National PTA ID # is on your unit's bylaws, or ask your council president or council Reflections chair.
- Double-check the entry form to be sure all required information is legible and complete. *Both the student and a parent/guardian must sign the entry form.*
- Check the size or running time of each entry. Entries must be within the limitations.
- Use of copyrighted material is prohibited. An entry must be original work created by the student.
- Judges should not see artists' names. Give a set of rules to each judge. Remember to send thank you notes to your judges.
- **Know your council's deadline.** Your unit deadline for student entries must allow time for you to submit entries before the council deadline. The deadline for your council to submit entries to Fourth District PTA is December 1.
- Complete **Form A, Unit PTA Participation Form** and forward it with your entries to your council level of judging. Council chairs must complete and submit **Form A, Council PTA Participation Form.**
- Literature entries should be submitted in a manila folder with the entry form stapled to the back. Do not mount literature entries.
- Protect Photography and Visual Arts entries by wrapping them in cellophane, which you can find in a craft store. (No food wrap, please.) 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 cellophane wrap, leaving an opening in the clear page protector.
- Keep copies and take photos of entries that are forwarded to the next level of judging.
- Celebrate all entries by displaying them at your school. Make every participant feel like a winner!

The Value of Attending the State PTA Convention

By Ellen Carroll, Fourth District PTA Vice President, Convention

Why should a local PTA set aside funds to send members to convention? The answer is quite simple; PTA is a continuous learning process. We only make progress if we are willing to accept the challenge of change, to learn and to grow in knowledge, skills and experience and participate in the business of the organization.

Convention attendees have the opportunity to:

- Meet State and National PTA leaders.
- Hear from experts in the fields of PTA concern.
- Learn about the workings of PTA as an organization.
- Participate in a variety of workshops to learn ideas and skills that can be shared with the local PTA.
- Exchange ideas and successes, network and learn from PTAs around the state.
- Develop leadership skills.
- Create helpful lists of contacts.
- Celebrate the outstanding work of local unit, council and district PTAs.

Voting delegates also have the opportunity to:

- Participate in the business of the organization.
- Vote on the legislative platform that will direct the advocacy efforts of our organization.
- Establish the priorities to be addressed.

- Participate in the election of future state leaders.

Sending delegates to the state convention is a legitimate PTA expense and will profit your organization in many ways! Training the new leaders of your PTA will ensure your PTA is on the road to success.

Source: California State PTA Convention Commission

Plan to Attend PTA Advocacy Roundtables

By Patty Christiansen, Fourth District PTA Vice President, Advocacy

Times are tough for our schools. Decisions are being made in Sacramento that will affect every school in the state.

Fourth District PTA's Advocacy Roundtables will help you get the information you need to advocate for your children and for our public schools. Hear about the issues from state and local policy experts.

Here is a schedule of upcoming Roundtables:

Friday, January 22 9:30 a.m.
Orange County Department of Education, Room D-1001

Friday, April 16 9:30 a.m.
Orange County Department of Education, Room D-1003

Friday, May 28 9:30 a.m.
Orange County Department of Education, Room D-1001

Roundtables are open to all PTA members. Plan to attend and learn about the challenges facing our schools!

CAPTA's Insurance Broker has New Email Addresses

The email addresses for Armstrong/Robitaille Insurance Services, California State PTA's insurance broker, have changed.

As of June 1, the old email addresses @unionbancins or @arinsurance no longer work.

The new addresses are:

Kmeagher@bbandt.com
jbrassell@bbandt.com
jburgh@bbandt.com

Healthier, Happier, Smarter Kids



Inside the Outdoors has been a leader in hands-on science and social science programs since 1974.

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WWW.INSIDETHEOUTDOORS.ORG



WILLIAM M. HARRIS
County Superintendent of Schools

Get Ready for Red Ribbon Week, October 17 to 25

By Christina Bayles, Fourth District PTA Community Concerns Chair

Red Ribbon Week will be celebrated October 17 to 25, providing the opportunity for schools and communities to take a stand against substance abuse, communicate a strong and positive message about making a personal commitment to living drug-free, and support those who've made that commitment.

Red Ribbon Week was proclaimed in 1988 by the U.S. Congress to honor the memory of Drug Enforcement Administration Special Agent Enrique "Kiki" Camarena and the cause for which he gave his life: the battle against illegal drugs.

Building Arts Advocacy Leadership in 4th District

By Steven Lustig, Fourth District PTA Cultural Arts Chair

The California State PTA is committed to creating a statewide Arts Advocacy Network of parent volunteers to help restore the arts to our children's education.

Fourth District PTA has taken a lead role in developing and implementing the foundation of a long-term arts advocacy structure right here.

Council level art advocate positions are filling up quickly as the year begins. Unit level art advocates are next.

If you are interested in joining this new, exciting program, please go to www.fourthdistrictpta.org and click on "Arts Advocacy Training Materials" to download the Arts Advocacy Training Binder.

For more information, contact me at arts@fourthdistrictpta.org.

Free Website Design Available

If you need help designing a website for your PTA unit or council, there is a free web design service available through the Art Institute of Orange County.

To give students real-world experience, the school offers web design services to selected nonprofit organizations throughout Orange County. The work is done by senior-level students under the direction of an instructor.

Applications for the winter quarter are due on December 18. For more information, contact the Art Institute at (714) 830-0254 or OCCARE@aii.edu.

Orange County's Prevention Community emphasizes the fact that Red Ribbon Week is only the beginning of a year-round effort to protect our children from the dangers of tobacco, alcohol and other drug use.

With funding severely cut in every direction, prevention programs have also been drastically reduced and Red Ribbon activities may be the only prevention effort at many schools this year.

If you're looking for ideas, go to ohealthinfo.com/adept/red-ribbon. There's still time to plan purposeful activities and present a potentially life-saving message.

Don't forget Rock 'N Road OC, the official kick-off for Red Ribbon Week at The Block At Orange on October 17! Go to rocknroadoc.info for Battle of the Bands and Battle of the Banners guidelines and other event details.

If you'd like to help at the event, contact me at (714) 280-0986. This is also a great opportunity for students who are looking for a community service project.

Join us for the first Fourth District PTA Parent and Community Issues Roundtable

Obesity Prevention:

What Schools and Parents Can Do to
Build Stronger, Healthier, Smarter Kids

Friday, November 20

9 a.m. to 11 a.m.

Orange County Department of Education
Room B-1107

200 Kalmus Drive, Costa Mesa

Presentation and discussion will be led by:
Chris Corliss, M.A., Health, Fitness and
Physical Education Services, Orange County
Department of Education

This event is free, but space is limited.

For more information, go to:
www.fourthdistrictpta.org



H1N1 Flu —Stay Informed, Stay Healthy

By William M. Habermehl, Orange County Superintendent of Schools

With the start of the school year, many parents are concerned about the return of the H1N1 virus (also known as the Swine Flu) to our schools. The H1N1 flu began spreading in spring of 2009, and health officials predict that we will continue to see the spread of the virus this fall and winter.

You may have heard the word “pandemic” used when describing the H1N1 virus, and wondered what this meant. An *epidemic* is defined as an outbreak of a contagious disease that is rapid and widespread, affecting many people at the same time. A *pandemic* is an epidemic that becomes so widespread that it affects a region, continent, or the world. In June 2009, the World Health Organization (WHO) declared that the H1N1 outbreak had reached pandemic level 6, meaning that person-to-person transmission of the virus had occurred in two separate world regions. This is the first flu pandemic in 41 years.

H1N1 is a new virus, one that most people have little or no immunity to, so this virus may cause more infections than are usually seen with seasonal flu. According to U.S. health officials, H1N1flu could strike up to 40 percent of Americans over the next two years, about twice the number of people who usually get sick in a normal flu season. The virus spreads very fast, particularly among young people (from ages 10-45). Fortunately, the majority of people who contact the virus experience mild symptoms and recover fully without antiviral treatment.

How can you help your children, yourself, and your family stay healthy this flu season? The Centers for Disease Control and Prevention (CDC) suggests that we:

- **Practice good hand hygiene:** Wash hands often with soap and water. Alcohol-based hand cleaners are also effective.
- **Follow respiratory etiquette:** Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow or shoulder, not into your hands.
- **Stay home if you are sick:** Keeping sick people at home means that they keep their viruses to themselves, and don't share them with others.

The Orange County Department of Education has created a website with links to state, national, and global resources and a variety of information sheets and toolkits

that parents and schools may find useful. Visit http://www.ocde.k12.ca.us/flu_update.asp to find the latest information and recommendations around the H1N1 virus.

Let's be proactive in stopping the spread of flu viruses at school and at home. Our goal at the Orange County Department of Education is to keep our schools healthy while continuing to provide a world class education where every student succeeds!

Does Your PTA Have PEP?

By Fran Sdao, Fourth District PTA Vice President, Parent and Community Concerns

Parents Empowering Parents (PEP) is a resource provided by California State PTA to assist local PTA leaders in carrying out effective parent education and involvement programs. It is a tool to help PTA leaders introduce a variety of ways to get parents involved at their schools, in their communities and, most importantly, in their child's education.

PEP contains program and activity suggestions and guidelines for planning, marketing and conducting programs at your school.

For example, the *Parenting* chapter discusses Parent-Child Connections in the Elementary Years. Handouts include Parenting for Busy Parents, Helping Your Child to Grow and Learn, Healthy Discipline Tips for Parents, and What You Can Do to Stamp Out Bullying.

Another chapter is *Collaborating with Community*, which discusses ways PTA can work with members of the community and other organizations to better serve children and families. There are excellent suggestions for creating partnerships that might result in increased membership for your unit.

PTA presidents and parent education/program chairs can copy the handout pages and distribute them to parents at association meetings. This is an easy way to get important, relevant information to parents at your schools.

The PEP Guide is available for purchase in English and in Spanish from the California State PTA at www.capta.org. You can also download the guide from the State PTA website. Go to Parent Involvement and click on Parents Empowering Parents.

What's the Difference Between PTA and Other Parent Groups?

By Celia Jaffe, Fourth District PTA Executive Vice President

PTA or PTO – what's the difference?

Some people think that all parent groups are about the same. Others complain about PTA's dues and rules, and argue that it's better to have an independent parent group.

Here are some facts:

The cost of belonging to PTA is a bargain. A local PTA doesn't have to spend time and money (about \$1,000) to incorporate as a nonprofit. As a member of California State PTA, each unit automatically has nonprofit status. In addition, the dues that are remitted to council, district, state and national levels of PTA are returned in the form of free or low-cost instructional manuals, newsletters, magazines, resources, websites and training. A PTO website offers similar resource material, but it costs as much as \$300.

PTA's rules protect our organization and our members, right down to the unit level. Many of the rules that PTA has in place are Internal Revenue Service regulations that apply to every non-profit, including a PTO. PTA's financial rules and guidelines were developed over many years to protect both the funds of the organization and the officers who oversee the funds. California PTA researches new IRS regulations, determines the best financial practices, and includes these in updated, easy-to-use bylaws. Other parent organizations have to do this research, seek legal guidance and set up rules on their own.

PTA offers low-cost insurance. Every nonprofit parent group must have insurance. California State PTA negotiates low group rates, providing affordable coverage for local PTAs throughout the state. Bonding, liability, and workers compensation insurance for a PTA unit costs about \$200 a year, as compared to \$775 offered by a PTO website.

PTA has a network of support to assist local units. National, state, and district PTA websites are loaded with useful information. In addition, local PTA members get face-to-face guidance and advice from experienced PTA leaders in their own communities. Other parent groups may have Internet sites, but they do not offer this kind of personal support.

PTA recognizes that local schools are affected by state and national policy making. Local PTA members naturally are concerned about supporting their own children and schools. But PTA also knows that advocating for all children is vitally important for our communities, our state and our country. For more than 111 years, PTA has been recognized as the largest, most active volunteer organization working for the benefit of every child.

Any way you look at it, PTA is the best deal for parents who are serious about supporting student success!

For more information and a point-by-point comparison, see "Comparing PTA to Other Parent Groups" at www.fourthdistrictpta.org.

Units Must Keep Membership Lists

Like every California nonprofit corporation, California State PTA is required by state law to keep a record of its members.

Each PTA membership chair should keep a list of current members as they join. Include each member's name, address, phone number, children's names, and enrollment date. If your PTA communicates electronically, get email addresses from your members as well.

A copy of the membership list must be kept on file with the president, secretary and membership chair and should be available at all association meetings to determine who is eligible to vote.

Important Dates for Membership Dues

All membership dues are per capita (per person). Dues for council, district, state and national PTA must be remitted every month by units through channels (units to councils, councils to Fourth District PTA).

Due dates are for remittances to Fourth District PTA. Units, check with your councils for their due dates.

- October 15** Early Bird Award (at least 15 members)
- November 3** Chairman's Club (50 members or more)
- November 15** First Membership Remittance (to remain in good standing)
- January 15** PTA Spotlight Award
- March 15** Final remittance



Up, Up and Away with PTA!

Mensaje de la Presidenta

¡Hacia arriba con la PTA!

Por Patty Jordan



¿Alguna vez ha visto el despegue de un globo aerostático?

Cuando mis hijos eran pequeños mi familia observó el despegue de varios de ellos en un campo abierto. A la distancia se veían pequeños, pero en cuanto se acercaban podíamos ver lo grandes y hermosos que eran.

La mayoría del trabajo con un globo aerostático se lleva a cabo antes de que despegue. Un buen equipo se encarga de hacerlo despegar. Se debe de encontrar un punto exacto de despegue y se debe asegurar que la canasta y el calentador se encuentren bien armados. Entonces el calentador se prende y el globo se empieza a inflar y a elevarse.

En PTA de la misma manera construimos la membrecía con un equipo fuerte y vibrante que depende de la exac-

titud del trabajo de los otros; y el resultado es también hermoso.

Nuestro tema para la campaña de membrecía del 4o Distrito de PTA es *¡Hacia arriba con la PTA!* Ahora que la escuela ha comenzado, mucho del trabajo de “despegue” ya ha sido hecho; pero aunque su PTA ya se encuentre flotando, su trabajo no termina ahí. Así como los calentadores siempre deben estar prendidos para que el globo aerostático se mantenga a flote, su PTA debe continuar comunicando el mensaje de cada niño una voz.

¿Pero qué tan importante es la membrecía para su PTA? La existencia de nuestra organización está basada en el servicio a nuestros miembros y sus hijos.

Así como abogamos en Sacramento y en todas partes, entre mas miembros

tengamos más escuchada será nuestra voz. Necesitamos miembros para ser una organización viable que logre las metas de la PTA.

El reclutar miembros no es el trabajo sólo del director de membrecía. Cada oficial y directivo de la unidad o del consejo es responsable de construir la membrecía.

¿Cuántos miembros traerán a su PTA? ¿Ha pedido a sus presidentes anteriores que se afilien? ¿Les pidió a los antiguos recipientes del premio honorario que se afilien? No se olvide de pedirles a su director, maestros, superintendente y miembros de la mesa directiva del distrito escolar.

En una encuesta tomada por la PTA Nacional, la razón principal por la que la gente no se afiliaba a PTA era: “No me pidieron que me afiliara” Es nuestra responsabilidad pedirle a todos los que nos rodean que se afilien.

¡Asegúrese que usted sea parte de la tripulación que lleve a su PTA a diferentes alturas!

Básicos de PTA: Oficiales Financieros

Por Cyndee Ely, Tesorera del 4º Distrito de PTA

Tesoreros y secretarios financieros

He aquí una lista de cosas importantes para recordar a nivel unidad y consejo:

• **Todas las unidades y consejos tienen que presentar su declaración de impuestos para el 15 de noviembre.**

Debe presentar las formas 990 o la 990EZ, dependiendo del dinero que haya recibido su organización. Los consejos deben presentar la forma estatal RRF1. Las unidades y los consejos algunas veces deben presentar las formas de California 190 o IRS 990T. La PTA de California le recomienda que contrate a un profesional que le ayude a presentar dichas formas. Para mayor información visite el sitio de internet : www.fourthdistrictpta.org/taxreturns.html

- Las unidades deberán mandar copias de su declaración de impuestos a sus consejos.
- Los consejos deben mandar copias de las declaraciones de impuestos al

Tesorero estatal de PTA.

- Asegúrese de presentar las cuentas a pagar en cada junta del comité ejecutivo.
- Recuerde que tiene que ratificar (y presentar una lista de los cheques escritos) en cada junta del comité ejecutivo.
- Pídale a sus directores de programas que hagan las mociones correspondientes para liberar los fondos para pagar los

gastos de sus eventos con anticipación. Esto le ayudara a pagar las cuentas relacionadas con los eventos.

- Haga que 2 personas siempre firmen cada cheque de PTA.
 - Siempre haga los pagos con cheque, no use dinero en efectivo o haga pagos por internet.
- ¡Si tiene preguntas, hágalas!** Los oficiales de la unidad deben preguntar a; consejo primero; los del consejo deben preguntarnos a los del 4º Distrito de PTA. Aquí estamos para apoyarlo.

Fechas de pago de las cuotas de membrecía al 4º Distrito de PTA

Todas las cuotas per cápita (por persona); las cuotas del consejo, distrito, estado y PTA nacional deberán ser pagadas cada mes por las unidades a través de los canales designados (unidades a consejos, consejos al 4º Distrito de PTA).

Las fechas límites de pago de las cuotas al 4º Distrito de PTA son: (Por favor chequen con sus consejos las correspondientes fechas límite)

15 de octubre	Premio tempranero (de al menos 15 miembros).
3 de noviembre	El Club del director (50 membrecías o más).
15 de noviembre	Primera fecha límite (para permanecer en buen status)
15 de enero	Premio de luz de PTA
15 de marzo	Fecha límite para recibir membrecías por el año.

Una campaña de membresía exitosa

Por Cathy Lindsey, Vicepresidenta de membresía del 4o Distrito de PTA

La escuela ha empezado y las campañas de membresía en su escuela están en su apogeo. Aquí le damos unas sugerencias para asegurarle una campaña exitosa:

- Los sobres de membresía ya han sido mandados a casa, pero no se detenga ahí. Invite a sus maestros, administradores y estudiantes a afiliarse. Los maestros representa a la “T” en PTA y los estudiantes representan a la “S” en la PTSA.

- Piense afuera de su cuadrado, mande invitaciones a miembros de su mesa directiva del distrito escolar, a los administradores, a los negocios locales. *La Guía Práctica de la PTA de California* tiene ejemplos de campañas que pueden ser usadas en su escuela. No se olvide de mandar una tarjeta de agradecimiento junto con la tarjeta de membresía a todos aquellos que se afiliaron.

- Hable sobre el valor de afiliarse a la PTA. Dígale a sus miembros lo que está haciendo en su unidad y comparta la

manera en que PTA trabaja para los niños, familias, comunidades y a nivel nacional.

- Si busca un buen incentivo para afiliarse, Legoland ofrece cupones a los miembros de PTA para obtener un boleto gratis en la compra de otro. Visite el sitio de internet www.legoland.com/pta para mayor información de dicha oferta. Asegúrese que su campaña de membresía se esté llevando a cabo. Su periódico escolar debe tener un aviso de bienvenida a afiliarse a PTA durante todo el año. Estos paquetes de bienvenida deben estar a la mano en la oficina para los estudiantes nuevos. Coloque una mesa de PTA en todos los eventos escolares como “la noche de regreso a la escuela”, el carnaval, etc., e invite a los asistentes a afiliarse.

Tarjetas de membresía

Las tarjetas de membresía deben ser dadas a cada miembro individualmente. La tarjeta deberá incluir un número de 8

dígitos de identificación de PTA (el cual puede ser encontrado en los estatutos de su unidad) y un número de expiración de la membresía (el 31 de octubre es la fecha de este año). Usted puede escribir dichos datos a mano o por computadora.

¿Por qué las tarjetas de membresía son tan importantes?

- Dicha tarjeta muestra que la membresía ha sido pagada.

- Le permite el derecho de votar a cada miembro de PTA en los diferentes niveles.

- El “nombre” y la “contraseña” en la parte trasera de la tarjeta es necesario para la porción del sitio de internet que es sólo para miembros y para recibir los descuentos de los “socios” de negocios de PTA.

- Los asistentes a la convención de PTA deben mostrar dicha tarjeta para inscribirse y para entrar.

Los candidatos a becas de PTA y premios deben proveer una copia de su tarjeta de membresía.

Lista de membresía

Como toda organización sin fines de lucro en California, la PTA es requerida por ley de conservar una lista de sus miembros. El director de membresía de cada unidad y consejo debe conservar una lista actualizada de los miembros de la asociación. Dicha lista incluye los nombres de los miembros, su dirección y teléfono además de los nombres de sus hijos. La fecha en que se hicieron miembros también es muy importante. La PTA se comunica electrónicamente por lo que es necesario también obtener una lista de los correos electrónicos de sus miembros. Una copia de la membresía deberá de guardarse a mano para el presidente, secretario y director de membresía y deberá tenerse durante cada junta para saber quién es elegible para votar.

Básicos de PTA: Auditores

Por Dennis Walsh, Auditor del 4o Distrito de PTA

Durante el verano cada unidad y consejo deben de haber completado la auditoria del periodo final del 30 de junio de 2009.

La auditoria completa consiste de una forma de PTA de cada cuenta, en la que el auditor tiene una lista de elementos que le permitirán reportar y hacer recomendaciones en los procedimientos. A cada “no” que se conteste de la lista de elementos, se requerirá una recomendación en el reporte. Dichas formas de auditoría se encuentran en *La Guía Práctica de la PTA de California* que se puede encontrar en el sitio de internet: www.fourthdistrictpta.org. Por favor utilice las formas actualizadas.

Todas las formas de auditoría, reportes y listas de elementos, deben ser

enviadas al siguiente nivel de PTA. Cada unidad deberá entregar una copia al consejo de PTA para revisión. Los consejos y unidades fuera de consejo, deberán entregar una copia de sus auditorías al 4º Distrito de PTA.

El reporte del auditor debe ser presentado a la mesa directiva y después en la primera junta de membresía del nuevo año fiscal. Para muchas unidades y consejos, la primera junta de membresía es en septiembre. Las fechas límites para su asociación están listadas en sus estatutos.

Si usted tiene preguntas o necesita ayuda, por favor contacte a su auditor del consejo o a su servidor en la siguiente dirección de correo electrónico: auditor@fourthdistrictpta.org.

Translation by



After School Spanish Program 909-319-9796

¿Tiene preguntas acerca de PTA?



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Saturday, October 17
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The Block at Orange



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2008 Battle of the Banners Winner

Battle of the Bands

- Open to Orange County high school students with their own bands.
- Submit an audition MP3 to compete. Entries will be judged for technical ability, creativity and energy.
- Three finalists will compete on stage on October 17 for the grand prize.
- **Deadline to enter: October 9**

Battle of the Banners

- Pick up a blank banner.
- Create a 3'X5' banner with an anti-drug theme and submit it at one of the drop-off locations.
- Entries will be displayed and judged on October 17.
- **Deadline to enter: October 2**

For more information, go to: www.rocknroadoc.info

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