

President's Message

Children...the Wave of the Future

by Patty Christiansen

I am the Beach Mama. You'll find the beach in my email address, in my home décor, in my lifestyle!

I love the beach...everything about it. Fridays are my beach days, and I have been making the weekly pilgrimage to the sand with my friends, my sons and now my grandsons for almost 30 years.

For the next two years, my job will be to serve as the Fourth District PTA 'lifeguard.' Like a beach lifeguard, with binoculars in hand, I will scan the PTA horizon, making sure that all our units and councils are safe and strong.

I will watch to make sure that safety rules are followed so nobody is hurt. When one of our PTAs is caught in a rip tide, ready to be swept out to sea, it will be my job to grab one of our lifesavers (also known as Fourth District PTA officers and chairmen) and come to the rescue.

On the lifeguard stations at the beach, flags are posted to alert beachgoers about the conditions of the ocean. A green flag means it is safe to swim and the surf is small, a yellow flag warns swimmers to proceed with caution as some hazards exist, and a red flag tells beachgoers that the ocean

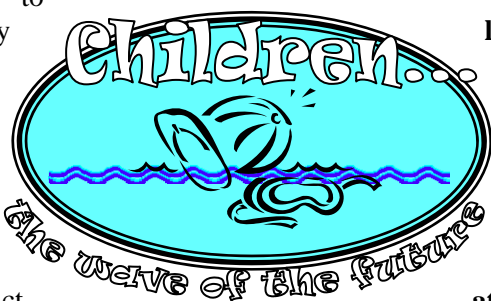
conditions are dangerous.

As your PTA lifeguard, I will be posting "flags" to alert our PTAs. We want you to swim, not sink! And we definitely don't want your PTA to be swept out to sea!

If you are a council leader, attendance at Fourth District PTA meetings is critical if you are to proceed safely.

If you are a unit PTA leader, attendance at your council meetings is crucial to your success. If the president can't attend, ALWAYS send a representative!

How will you know when you are about to enter dangerous waters if you can't see the flags?



Millions of Volunteer Hours Fourth District PTA

PTA volunteers throughout Orange County account for 20% of the total PTA volunteer hours recorded state wide last year.

Almost 3.5 million volunteer hours were reported at Fourth District PTA schools during the 2006-07 school year!

Hooray for us!

Fourth District PTA®

everychild. onevoice.

Fourth District PTA has moved! See the back page for our new location and phone numbers.

Artículos en español— paginas 9 y 10

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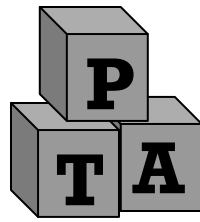
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Unit Presidents

Basics

Some important things to remember as you begin the PTA year:

- Be sure officers and chairmen have received procedure books from their predecessors, or help them create a new one.
- Launch a fun and creative membership drive. Don't forget to sign up teachers, administrators and community members!
- Appoint a committee to review your bylaws. (See page 4.) If you revise the bylaws, use the submittal form found on page 11.
- Meet with your budget committee to develop a budget. Don't forget to include expenses for the State PTA Convention. Your association should approve the budget at its first meeting. (See page 3.)
- Make sure your financial officers understand and follow PTA financial procedures. (See the Finance section of the *California State PTA Toolkit* or go to www.capta.org)
- Attend every meeting of your PTA council, or send a representative, so you don't miss important information.
- Make sure your Reflections program is underway. (See page 8.)
- Copy the Volunteer Hours Tally Sheet on page 12 and give it to your unit historian.

QUESTIONS? Contact your PTA Council officers. Their most important job is to support and encourage units!

International

Walk to School Day

Wednesday, Oct. 3



This event is sponsored by the Orange County Health Care Agency to:

- Reinforce traffic safety skills among children.
- Create and maintain safe places for children to walk and bike.
- Encourage physical activity.
- Reduce traffic congestion near schools.

To register online and receive a free toolkit with materials, activities, nutrition information and more, go to www.ochealthinfo.com/public/cdip/w2s/ or contact Berenis Quinones, Orange County Health Care Agency, at (714) 667-8336 or bquinones@ochca.com

Treasurers, Financial Secretaries, Auditors:

Getting Started

By Shereen Walter, Fourth District PTA Treasurer

By now, financial officers (treasurer, financial secretary, and auditor) should have attended a training workshop and should have a lot of information on how to begin their jobs.

It is also important for the financial officers to read through the Finance Section of the *California State PTA Toolkit* (available online at www.capta.org). Another source of excellent information is National PTA's *Money Matters*.

The school year has started and you have done or are working on the following items:

- Obtain all financial records and materials from your predecessor.
- Change the signature cards for your PTA's bank account to reflect the new signers, as authorized by your bylaws and elections.
- Hold a budget committee meeting and carefully plan a proposed budget to serve as a financial guide for the year.
- Present the proposed budget to the executive board for approval.
- At the first association meeting of the year, present the proposed budget for adoption.

As the year continues, it is important to remember the following:

- Issue a receipt for all monies received by your PTA. If there is no financial secretary, promptly deposit funds in the PTA bank account.
- The budget is not an authorization to pay bills. Bills must be presented to the association or the executive board for approval before payment, or ratified according to procedures in the unit bylaws.
- Send your payments of membership dues through PTA channels (units to councils, councils to Fourth District PTA). Dues must be submitted monthly thereafter. The unit only retains the unit portion of membership dues and must submit the council, district, State and National portions through PTA channels.
- Be certain that two people count all PTA monies and both sign the cash verification form.
- Every PTA check must have two signers.



Be a part of something BIG!

Make sure your newsletter, website and other materials connect you with the largest and oldest national organization dedicated to children by using the official PTA logo. You can download the logo at www.capta.org under communications—basics for PTA leaders—visual identity.

Fourth District PTA Calendar

September

- 3** Labor Day, Fourth District PTA Office closed.
- 13** Executive Committee Meeting 9:30 a.m., 4th Dist. Office
- 20** Council Presidents Roundtable 9 a.m.
General Meeting, 9:30 a.m.
OC Dept. of Education, Building A, Board Room
- 24** *Orange Leaves* articles due for November issue.

October

- 3** Walk to School Day
- 5** Advocacy Roundtable, 9:30 a.m., Irvine Conference Center
- 18** Council Presidents Roundtable 9:00 a.m.
Executive Board Meeting 9:30 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.

How to Revise Your Unit or Council Bylaws

By Lindell Belote, Fourth District PTA Parliamentarian

Bylaws are the legal document governing each PTA unit. They should be reviewed yearly and updated to the newest form every two years. By following these simple steps, the review process is easy:

- The unit or council president appoints the bylaws review committee, chaired by the Parliamentarian.
- Using a copy of your current bylaws, review them to see if any changes need to be made (meeting dates, dues amounts, officers and their duties, etc.)
- Obtain the latest edition of the Unit or Council Bylaws from the California State PTA Office or from the Fourth District PTA Office. Use the instructions for completing the standard bylaws found on page ii.
- Using the transmittal form found on page 9 of this newsletter or online at our Fourth District PTA website (under Forms), send the proposed bylaws to the

council Parliamentarian for review.

- The council Parliamentarian will then forward the bylaws to the district Parliamentarian who will review them and forward them to the California State PTA Parliamentarian for approval and official signature.
- Upon return of your approved bylaws, schedule a vote to adopt the new bylaws and place it on the association meeting agenda at least thirty (30) days prior to the meeting.
- After adoption by the association by a 2/3 vote, the master copy is signed by the secretary and copies are made for each officer's procedure book.

If you need a copy of your current bylaws, your council Parliamentarian should be able to assist you.

Building Membership is a National Goal for PTA

By Sylvia Derby, Fourth District PTA Membership Chair

Our new National PTA President Jan Harp Domene (from Fourth District PTA!) strongly urges us to concentrate our efforts on membership.

We need new members to keep our organization strong and vibrant!

Council presidents and unit presidents, the challenge lies with you to recruit more members than ever before.

Fourth District PTA is the biggest PTA district in the universe, so let's show our pride in this wonderful organization by increasing our membership.

Can we get a quarter of a million to join us? Why not!

Just get those campaigns rolling and let everyone know at every opportunity that we support and advocate for the children of today who become the leaders of tomorrow.

Dates for Membership Remittances to Fourth District PTA

- Oct. 18, 2007 Early Bird remittance due (at least 15 members)
- Nov. 1, 2007 Chairmen's Club - 50 members or more
- Nov. 15, 2007 First REQUIRED membership due, to be in good standing
- March 20, 2008 Final remittance
- April 17, 2008 Membership envelope orders 2008-2009

For more information, go to www.fourthdistrictpta.org and click on Membership, or contact your PTA Council Membership Chairman.

Does your Unit or Council Need a Facility Use Permit?

If your unit or council uses a school district facility for meetings or for an event, you may need a facility use permit. Check with your school district administrative office to be sure a signed facility use permit is on file, if required.

Never sign a Hold Harmless Agreement on behalf of the PTA. If the school district requires the PTA to sign a

Hold Harmless Agreement for use of school premises, the PTA should contact the California State PTA insurance broker, Armstrong/Robitaille Insurance Services, at (800) 733-3036.

If you are directed by the insurance broker to sign a Facilities Use Permit Addendum, use the form found in the Forms section of the *California State PTA Toolkit*.

Orange County Superintendent of Schools' Message

More Leaves From OCDE

By William M. Habermehl



As the relaxed and sunny days of summer come to an end, students may experience a variety of emotions and anticipation. Structured schedules, classroom learning environments, and homework will again become reality. Excitement may grow as students think about a new teacher and classmates, as well as the new academic challenges before them.

There are several things parents can do to help prepare their children for a new school year.

Get Organized

- Purchase school supplies or clothes with your child in order to help increase enthusiasm about starting a new school year. Check with your school to find out what your child will need this year.
- Talk with your child about what is required for involvement in sports teams, music programs, and other activities.
- Create a family calendar to keep track of assignment deadlines and extra-curricular activities.

Encourage Good Homework and Study Habits

- Create a study environment that encourages learning and is conducive to homework time. This should be a comfortable study area with good lighting and plenty of school supplies.
- Allow your child to study in the way he or she learns best. For example, some children work best when they are lying on the floor with background music playing, while others may need a quiet environment.
- Discuss homework, ask questions, and be supportive in order to demonstrate the value you place on learning.

Get Involved

- Plan to attend open houses, conferences, and other school events where student progress is discussed.
- Talk to teachers about your child's personality and interests.
- Make it a point to have casual conversations with teachers in order to build a parent-teacher partnership.
- Attend PTA and other parent meetings regularly.

Children are more successful in school when parents are involved in their education. As we begin a new school year, I am confident that the combined efforts of parents, teachers, students, and administrators will ensure a world class education in Orange County where every student succeeds.

For additional ideas on how to get involved, visit www.pta.org to download "100 Ways to Help Your Child and School Succeed."

For information about Orange County Schools, visit www.ocde.us.

San Juan PTA Receives National PTA Arts Grant

San Juan Elementary School PTA, in Capistrano Unified Council, received a \$1,000 grant from National PTA to hold after school workshops focusing on literature and story-telling techniques, instrumental music and composition, and dance choreography.

Workshops will be led by the Orange County Performing Arts Center Arts Teach. Arts Teach and its instructional material incorporate activities that coincide with objectives contained in the National Standards for Arts Education and the California State Frameworks for the Visual and Performing Arts.

Students will be encouraged to use what they learn in these workshops to create entries for the Reflections Programs.

Congratulations to San Juan Elementary School PTA!

Red Ribbon Training

Training sessions for Red Ribbon Week are being offered by the County of Orange Health Care Agency, Public Health Services, Alcohol and Drug Education and Prevention Team.

Register online at

<http://www.ochealthinfo.com/adept/index.htm>

or call ADEPT at (714) 834-4058.

Class sizes are limited.

Schedule:

Sept. 10	Time and location TBA
Sept. 12	3:30 p.m.-6:30 p.m. Placentia
Sept. 15	Youth. Time and location TBA
Sept. 18	3:30 p.m.-6 p.m. Santa Ana
Sept. 24	3:30 p.m.-6 p.m. Stanton
Sept. 26	3 p.m.-4:30 p.m. Anaheim
Oct. 16	Youth. 9 a.m.-1:30 p.m. Huntington Beach

Arts are an Essential Part of a Child's Education

By Steven Lustig, Fourth District Arts Coordinator

I cringe every time I hear public policy professionals refer to arts education as enrichment. I've been cringing for a long time.

As an artist myself, I have never understood how lawmakers fail to understand the value of an arts education, and how we have allowed them to take this valuable resource away from our children's development.

A robust arts education is essential in fully developing a child's mind, abilities, opportunities, and life. It should not be an afterthought – something that we'll get to when we have the time and money.

We've all heard about the Mozart effect. People who listened to 15 minutes of classical music and were then tested scored better than those who had not listened.

Listening to Mozart does not make you smarter. It stimulates your mind in ways different than reading, writing and algebra. The mind is an amazing thing. It takes in all kinds of stimuli, and does all kinds of wonderful things with the information.

Give a child a pencil and teach him or her to draw. That child will develop enhanced spatial skills and better hand-eye coordination and will become a more creative



thinker. The child might even become enthused about all learning.

Study after study has shown the positive effects that arts education has on children from all demographic and social levels.

Dance and theater studies have been shown to increase math and reading scores, not to mention enhanced physical health as a result of the exercise.

Sustained engagement in the arts has proven to develop many cognitive skills, like critical thinking, that are essential to success in our fast paced, technological world.

Creativity in business has emerged as one of the most valuable tools to surviving in the highly competitive business world. Yet, we have virtually removed this essential tool from our children's education.

These facts, and many more, cry out for more parental participation in bringing a valuable arts education back into our schools. As the new Fourth District PTA Arts Coordinator, I will bring you information on how to do just that. For more information please go to the Arts section of the CAPTA website, <http://www.capta.org/sections/programs-smarts/index.cfm>

Include Expenses in your Budget for the California State PTA Convention at Long Beach in May, 2008

By Karen Schroeder, Fourth District Vice President, Convention

Attending the State PTA Convention will help your PTA in a million ways.

Get the training you need to do your PTA job, get fund-raising ideas, vote on education advocacy resolutions, network with PTA members from throughout the state, and meet with fun and friendly Fourth District PTA officers who have experience with every PTA situation you may be dealing with at your school.

The 2008 State PTA Convention will be held May 1 through 4 in Long Beach, a short drive north from Orange County.

Plan to send delegates to this exciting and important annual event!

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

Estimated Convention Expenses per Delegate:

Registration:	\$125
Housing:	\$150 per person, double occupancy
Transportation:	35 cents per mile
Meals:	\$50 per day






The Book Corner

By Dianna Kronquist, Fourth District PTA Reading /Library Chair


There is an ocean of books for your child to read. With that many books to read, the following question comes up: "How do I choose the right book for my child's reading level?"

One of the easiest ways is the "Five Finger Rule": If your child has difficulty with five words on the page, it is too difficult and even with your help, reading that book will be a frustrating experience.

With the start of the new school year, the following books came to mind:

 *How Do Dinosaurs Go to School?* by Jane Yolen, illustrated by Mark Teague, Age Range: 5 - 7

Everyone's favorite dinosaurs are back and this time they are going to school. These prehistoric pupils are in a class of their own!

 *Schooled*, by Gordon Korman, Age Range: 8 to 12
Capricorn Anderson (Cap, for short) had never watched a television show before. He'd never tasted a pizza. And he had never, in his wildest dreams, thought of living anywhere but Garland Farm commune with his hippie caretaker, Rain. But when Rain falls out of a tree, Cap has to attend the local middle school, Claverage Middle School, and live with his new guidance counselor and her irritable daughter. While Cap knew a lot about Zen Buddhism, no amount of formal education could ready him for the trials and tribulations of public middle school.

Your Next Legislation Chairman Awaits Your Call

By Celia Jaffe, Fourth District Vice President, Advocacy

Chances are that you are currently filling the last few appointed spots on your board. Is legislation/advocacy one of those open positions? Here are some hints for finding a PTA advocacy person:

- **Brainstorm possibilities:** Who is active in neighborhood associations, League of Women Voters, professional organizations? Who seems to know what is going on at the school board or in city politics? Consider PTA dads. Consider past financial officers or parliamentarians. Consider members who are intelligent and committed, but don't have a lot of time during the school day. Try advertising in your newsletter. (Note: Beware the single-issue activist or the gadfly who might alienate policymakers.)
- **Ask someone to serve:** A personal conversation works better than merely asking for volunteers. Emphasize the importance of advocacy as a core purpose of PTA, the reasons you think this person is a good candidate for the job, and the many resources available to help her/him get started.
- **Pass along resources and train:** Refer your new recruit to the Advocacy Section of the *California State PTA Toolkit* and to www.capta.org and www.edsource.org for background information. Send him/her to the Fourth District PTA Advocacy Roundtable on Oct. 5 for basic training. Have him/her sign up for LegLink. (Email the person's name and unit/

council name to tech@fourthdistrictpta.org to receive emailed information.)

Remember, the Advocacy Team and I are here for you. We have a great year planned, and we hope your unit and council will participate!

Fall Advocacy Roundtable

Friday, October 5 9:30 a.m.

Irvine Conference Center, 2 Alderwood, Irvine
(More information in October *Orange Leaves*.)

There will be separate sessions for first-timers and for more experienced advocates. You will have the opportunity to learn the basics, or increase your advocacy skills and find out about Fourth District PTA's new legislative liaison program.

Learn how you can have a voice in the decisions made in Sacramento that affect your child and your school.

Every unit and council should send a legislative/advocacy chair or other representative to this important meeting.



Reflections Program, 2007-08

By Fran Sdao, Fourth District PTA Reflections Chair

The theme for the 2007-08 National PTA Reflections Program is **“I Can Make A Difference By....”**

You can make a difference by supporting the Reflections contest at your school.

The National PTA Reflections Program is an arts recognition and achievement program for students in preschool through 12th grade. PTA promotes participation in and appreciation for the arts by providing opportunities for students to exercise their creative talents in the areas of visual arts, photography, literature, musical composition, dance choreography, and film/video production. Students are encouraged to “reflect” the theme in their works and may make an “Optional Artist Statement” to explain or connect their work to the theme.

A Reflections packet was included in the summer mailing to all PTA unit and council presidents. Please give this important information to your Reflections chairperson. Early communication to students and parents helps make your program successful. Please set a deadline for your program that will allow for ample time to judge

the entries and submit winners to your council.

All council entries must be submitted to the Fourth District PTA by Monday, Dec. 3, 2007. Please plan your unit and council programs to accommodate this deadline.

An exhibit of entries that advance to the Fourth District PTA level and a reception for artists and their families will be held in January.

Creative expression through words, pictures, music and other art media helps children to get in touch with their thoughts and feelings and to grow intellectually. Recognition for these efforts is critical to the success of the Reflections Program. Remember to recognize and show appreciation to all of the children who participate at your unit.

Additional information on the Reflections Arts Program is available at the California State PTA website at www.capta.org – Programs. Go to the National PTA website at www.pta.org to view the 2006-07 honored student entries.

National PTA Convention Held in the “Show-Me” State

By Patty Christiansen, Fourth District PTA President

St. Louis, Missouri, was host to the 111th Annual National PTA Convention. Ellen Carroll and I represented Fourth District PTA as delegates. Other delegates from Fourth District were Julie Redmond, Mary Galuska, Barbara Ledterman, Kathy Moffat, and Charlene Pendergraft.

Jan Harp Domene, who hails from Fourth District PTA and got her start as a PTA member in Anaheim, was installed as the new National PTA president.

We enjoyed performances by the national Reflections winners, including our own National PTA award recipient, Sarah Sukardi, from Eastshore PTA in Irvine, who played her musical composition entitled “Adventure in Yosemite.”

The featured speaker at the convention was Craig Scott, brother of Rachel Scott (the first student killed in the Columbine shooting tragedy) and founder of Rachel’s Challenge Foundation.

The delegates adopted two resolutions (with amendments), dealing with Internet safety and

classroom auditory learning issues, and returned one of the resolutions back to committee for revisions.

Next year, the National PTA convention will be held in San Diego, California on June 21-23.



California delegates at the National PTA Convention: (Left to right) California State PTA president Pam Brady, Patty Christiansen, Immediate Past CAPTA president Brenda Davis, and Ellen Carroll.

Mensaje de la Presidenta**Niños...la ola del futuro**

Por Patty Christiansen

Por los próximos dos años, mi trabajo será servir como “el salvavidas” del 4º Distrito de PTA, y con binoculares en la mano estaré al pendiente del horizonte de PTA asegurándome que todas nuestras unidades se mantengan seguras y fuertes.

Vigilare y me asegurare que las reglas de seguridad sean cumplidas para que nadie salga lastimado. Cuando alguien de nuestra PTA sea atrapado por una corriente, y se lo este llevando el mar, mi trabajo será tomar uno de nuestros salvavidas (también conocidos como oficiales del 4º Distrito de PTA) y saldremos al rescate.

En las estaciones de salvavidas de la playa, las banderas

están en alto para alertar a la gente de las condiciones del mar. La bandera verde significa “seguro” ya que la marea esta baja, la bandera amarilla advierte a los nadadores que procedan con precaución ya que hay cierto peligro, y la bandera roja avisa que las condiciones del océano son peligrosas.

Como su salvavidas de PTA, yo estaré izando banderas para alertar a todos los miembros de PTA. ¡Queremos que naden y no se hundan! ¡Y definitivamente no queremos que a su PTA se la lleve la corriente!

Si usted es un líder a nivel consejo, es imprescindible que asista a las juntas del 4º Distrito de PTA para que proceda de una manera segura.

Si usted es un líder de la unidad, su asistencia a las juntas del consejo es imprescindible para su éxito. Si usted no puede asistir ¡SIEMPRE envíe a un representante!

¿De otra manera como podrá enterarse que esta entrando a aguas peligrosas si no puede ver las banderas?

Presidentes de Unidad: Puntos básicos de PTA

Algunos puntos importantes para recordar al empezar el año de PTA:

- Asegúrese que tanto los oficiales como los directores de comité han recibido los libros de sus predecesores o ayúdeles a crear uno.
- Lance una campaña de membresía creativa y divertida. ¡No se olvide de incluir a los maestros, administradores y miembros de la comunidad!
- Designe un comité para que revisen su reglamento. Si usted revisa su reglamento, por favor use la forma

en la pagina 11.

- Reúnase con su comité para desarrollar un presupuesto. No se olvide de incluir gastos para la convención estatal de la PTA. Su asociación deberá de aprobar este presupuesto durante la primera junta de asociación.
- Asegúrese que sus oficiales financieros entiendan y siguen los procedimientos financieros de PTA. (Vea la sección financiera de la *Guía estatal de la PTA* o vaya al sitio de Internet www.capta.org)
- Asista a cada junta de consejo de

PTA, o mande un representante para que no se pierda de información importante.

- Asegúrese que su programa de “Reflexiones” se este llevando a cabo.
- Copie la forma para llenar las horas de voluntario de la pagina 12 y déselas a su historiador.

¿PREGUNTAS? Contacte a sus Oficiales del consejo de PTA. ¡Su trabajo mas importante es apoyar y animar a sus unidades!

Como revisar su Reglamento de Unidad o Consejo

Por Lindell Belote, Parlamentaria del 4o Distrito de PTA

El Reglamento es el documento legal que gobierna cada unidad de PTA. Dicho reglamento deberá de ser revisado y actualizado cada dos años. Si se siguen los siguientes pasos simples, el proceso de revisado será fácil:

- El presidente de unidad o consejo elige un comité de revisión, encabezado por el Parlamentario.
- Use una copia del reglamento actual, revíselas y vea si se necesitan cambios (fechas de las juntas, cantidad de las cuotas, oficiales y sus obligaciones, etc.).
- Obtenga la última edición del reglamento de unidades y consejos de la

PTA estatal que se puede pedir en la oficina del 4º Distrito. Use las instrucciones para completar los estándares del reglamento que se encuentran en la pagina ii.

- Usando la forma de transmisión en la página 9 de este periódico o por el sitio de Internet del 4º Distrito de PTA (contenido debajo de "Forms"), mande el reglamento propuesto al parlamentario del consejo para revisión.
- El parlamentario del Consejo a su vez mandara dicho reglamento al Parlamentario del Distrito quien lo revisara y lo mandara al parlamenta-

rio de la PTA estatal para aprobación y firma oficial.

- En cuanto regrese el reglamento aprobado, llame a votar para adoptar el nuevo reglamento durante la siguiente junta de asociación y al menos con 30 días de anticipación.
- Después de ser adoptado por la asociación con 2/3 del voto, la copia original será firmada por el secretario y una copia es hecha para cada oficial para poner en su libro de procedimientos.

Si necesita una copia de su reglamento actual, su parlamentario del consejo podrá asistirle.

Tesoreros, secretarios financieros y auditors :

Empezando por el principio

Por Shereen Walter, Tesorera del 4o Distrito de PTA

En este momento, los oficiales financieros (tesorero, secretario financiero y auditor) deberán haber asistido a un taller de entrenamiento y deberán tener toda la información de cómo hacer su trabajo.

Es importante también que los oficiales financieros lean la sección financiera de la *Guía estatal de la PTA* (disponible en el sitio de Internet www.capta.org). Otra fuente de información excelente es la guía nacional de PTA *El dinero cuenta*.

El año escolar ya ha comenzado y usted ha estado trabajando en los siguientes puntos:

- Obtenga todos los datos financieros y materiales de su antecesor.
- Cambie las firmas en las tarjetas del banco en la cuenta de PTA para que incluyan a las nuevas firmas autorizadas por su reglamento y elecciones.
- Sostenga una junta con el comité de presupuesto y planee cuidadosamente el presupuesto que servirá como guía financiera por todo el año.
- Presente el presupuesto propuesto al comité ejecutivo para aprobación.
- Durante la primera junta de asociación del año, presente el presupuesto para aprobación.

Cuando el año continua, es importante que recuerde lo siguiente:

- De un recibo para todos los pagos recibidos por su PTA. Si no hay un secretario financiero, deposite los fondos de inmediato en la cuenta del banco.
- El presupuesto no representa la autorización para pagar cuentas. Las cuentas deberán ser presentadas a la asociación o mesa directiva para aprobación de pago o ratificación de acuerdo a los procedimientos de su reglamento.
- Mandé su primer pago de membresía de PTA a través de los canales apropiados (unidades a consejos, consejos al 4º Distrito de PTA). Las cuotas deberán mandarse mensualmente después de este primer pago. La unidad solo retiene la porción que le corresponde de las cuotas y deberá mandar el resto a la PTA del distrito, estado y nacional a través de los canales apropiados.
- Asegúrese que dos personas cuenten el dinero y que las dos firmen la forma de verificación de dinero en efectivo.
- Cada cheque de PTA deberá ser firmado por dos personas.

Construir membresía es una meta Nacional para la PTA

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

Nuestra nueva Presidenta Nacional de PTA Jan Harp Domene (¡directamente del 4o Distrito de PTA!) nos recomienda que concentremos nuestros esfuerzos en membresía.

¡Necesitamos nuevos miembros para mantener nuestra organización fuerte y vibrante!

Presidentes de Consejo y Unidad, el reto es reclutar mas miembros ahora mas que nunca.

El 4o Distrito de PTA es el distrito mas grande del universo, entonces mostremos con orgullo nuestra maravillosa organización incrementando nuestras membresías.

¿Podemos lograr que un cuarto de millón de miembros nos acompañen? ¿Por qué no?

Solo empiece esas campañas de membresía y anuncie a todos la oportunidad de apoyarnos para luchar en pro de los niños de hoy quienes se convertirán en los líderes del mañana.

Fechas importantes de membresía para el próximo año

18 de octubre de 2007	Pago temprano de las cuotas (al menos 15 miembros)
1 de noviembre de 2007	Club de Directores - 50 miembros o más
15 de noviembre de 2007	Pago REQUERIDO de membresía para conservar un buena posición
20 de marzo de 2008	Pago Final
17 de abril de 2008	Ordenar los sobres de membresía para 2008-2009

Para mayor información favor de ir al sitio de Internet www.fourthdistrictpta.org y apriete en "Membership", o contacte su director de membresía del consejo de PTA.



CALIFORNIA STATE PTA

930 Georgia Street, Los Angeles, CA 90015-1322

PLEASE ATTACH THIS FORM TO THE ORIGINAL BYLAWS SUBMITTED FOR APPROVAL

(This form may be duplicated as needed.)

TO: Lindell Belote
Parliamentarian, Fourth District PTA
5854 Rexford Avenue
Cypress, CA 90630

BYLAWS FROM: Unit:

Council:

District: Fourth District PTA

Organization Date:

California State ID #:

National PTA ID #:

EIN:

Incorporation #:

Registry of Charitable Trust # (councils only):

Fiscal Year:

Date Submitted:

ENCLOSED ARE ONE (1) ORIGINAL AND FOUR (4) COMPLETE COPIES OF BYLAWS FOR:

- New Unit Organization Date:
- Update to most current edition without changes
- Change of Status/Name Change - Original form signed by district president attached
- Mandatory updated required to reinstate charter/recognition
- Proposed amendments

FROM: Contact:

Address:

Phone:

E-Mail:



Orange Leaves Subscription Form 2007-2008

Each PTA in Fourth District will have two *Orange Leaves* subscriptions automatically sent to the school site for the unit president and school principal. Councils' subscriptions are sent to the school district for the superintendent and mailed to the home of the council president. This form is for **ADDITIONAL** subscriptions for PTA board members and other interested members. Do not list subscriptions for presidents and administrators.

Order early; back issues may not be available. Electronic distribution is an opt-in for all; the newsletter is not sent via email automatically. There is no charge for *Orange Leaves* subscriptions.

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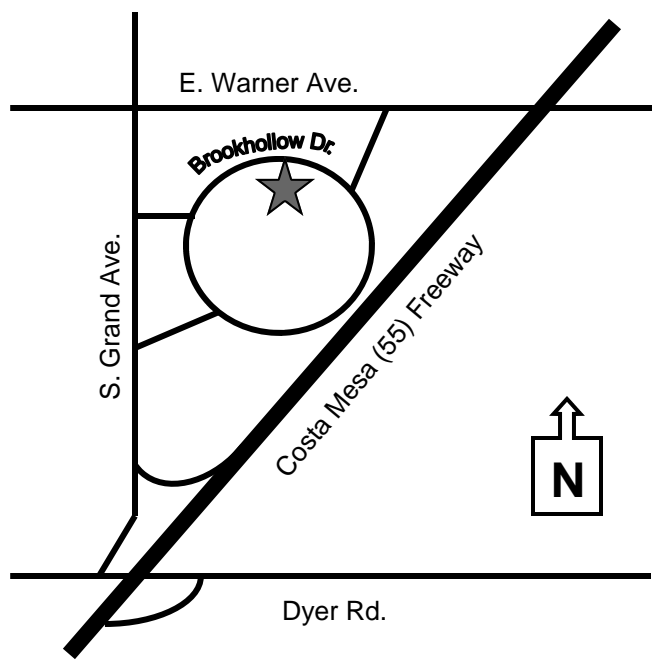
Fourth District PTA
Orange Leaves Subscriptions
1520 Brookhollow Drive, # 40
Santa Ana, CA 92705-5422

For additional copies, please provide all information on a separate attached sheet of paper.

The Fourth District PTA Office has moved!

Our New Address:
1520 Brookhollow Dr., #40
Santa Ana, CA 92705-5422

New Phone Numbers:
(714) 241-0495
(714) 241-0496
Fax (714) 241-0497



From the 55 Freeway, exit at Dyer Road West, go north on Grand Avenue and turn right at Brookhollow. Follow the circle around to the 1520 building. Our office is on the south side.

Fourth District

PTA[®]

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