

**President's Message**

**Who's in it for KIDS?**

by Celia Jaffe



**Take the lead...**

If you are new to being president or another crucial leader in your PTA, you may be nervous about conducting meetings and "doing things right." If you plan ahead and get your fellow officers on board, it will work out fine. Don't be shy about starting your meeting on time, keeping discussions on topic, and having proper motions and votes for all actions. Your group is counting on you to keep things on track.

**...but listen**

If you have come into your role with a lot of changes planned, keep in mind that PTA is a democratic organization. Bring new ideas up for discussion and examination. Have everyone consider the needs of your members, the purposes of PTA, the available financial and volunteer resources, etc. Let the association decide; otherwise, you might find yourself the leader of a group of one.

**Get help**

Last of all, remember that you have lots of help available. Fourth District PTA offers workshops to help train PTA leaders. By now you should have received the new California State PTA *Toolkit*, which is a wealth of information. Your council is there to inform and support you, as is Fourth District PTA. There is no need to go it alone. We're in this together and on your side!



Welcome to a new year of working together to benefit all children. I hope you feel proud to have stepped up to a leadership position in our wonderful PTA organization. Here are a few suggestions to help you get your year off to a good start:

**Be a welcoming face**

To people at your school and community, you are one of the faces of PTA. Your friendly smile and welcoming attitude will go a long way toward encouraging participation in PTA. Try wearing a PTA nametag and walking around campus, passing out invitations to your first meeting. Or set up a brightly decorated membership table for the first week of school during drop-off and pick-up times. At your meeting, greet attendees by name and make sure they are included in the conversation. PTA is fun, and there are great people to meet through PTA – let it show!

**No secrets**

When and where is the PTA meeting? What exactly does PTA do at our school? Will the principal talk at the meeting about what is new for this school year? Can I attend even if I'm not an officer? Everyone at your school should have access to this information. Try different ways to get the word out, from fliers in the backpack to group texting to robo-calling. The old-fashioned painted sign on the front fence isn't such a bad idea, either.

**Fourth District**  
**PTA®**

*everychild.one voice.*

*Artículos en español—  
paginas 10 y 11*

**Inside this issue:**

PTA Basics: Duties of the Secretary	<b>2</b>
Calendar; File tax forms to protect your PTA	<b>3</b>
Membership campaign	<b>4</b>
Advocacy; Fourth District training workshops	<b>5</b>
Fall training workshop enrollment form	<b>6</b>
Fall training workshop enrollment form — Spanish	<b>7</b>
Message from OCDE; Legislative updates	<b>8</b>
Orange Leaves subscription form	<b>9</b>
Artículos en español	<b>10-11</b>
PTA scholarships & grants available	<b>Back</b>

---

## Fourth District PTA

---

**President**

Celia Jaffe

**Vice President, Communications**

Patty Christiansen

**Orange Leaves Editor**

Kathleen Fay

**Orange Leaves Distribution**

Candi Kern

©2011, Fourth District, Orange County, California Congress of Parents, Teachers and Students, Inc. Contents may be reproduced for private, non-commercial use only, provided credit is given to:

"Orange Leaves, Fourth District PTA, CCPTS."

*Orange Leaves* is published nine times per year.

Fourth District PTA comprises 20 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

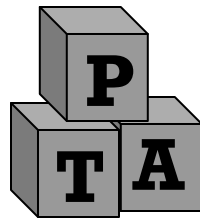
(714) 540-1575

E-mail address

fourthdistrictpta@sbcglobal.net

Website

www.fourthdistrictpta.org




---

## Secretary: An important job

---

# Basics

By Gisela Meier, Fourth District PTA Secretary

The secretary's job may seem like a small one, but it is actually one of the most important positions on a PTA board. In fact, the recording secretary is one of the three positions required for a PTA or PTSA. Accurate, concise records of all meetings are essential for a well-run organization.

What should you do if you are a new secretary? Here are some guidelines:

- Obtain secretary's minute book with minutes of previous meetings and other materials from your predecessor, including master copy of the bylaws, list of members, and official documents and records of the PTA.
- Come to meetings prepared for your job. Bring paper or a computer to take notes, blank motion forms (motions should be written by the makers), and a file to hold copies of reports, motions, and other documents.
- Minutes contain a record of what the group did, not what was said. Do not include comments or discussions.
- Prepare the minutes and give a copy to the president soon after each meeting.
- Minutes should be typed or hand-written in permanent ink and the original copy pasted into the bound minutes book (available from Fourth District PTA).

**Minutes should include:**

- Name of the association and kind of meeting (association, executive board, special).
- Date, time, and place of meeting.
- Name and title of presiding officer (or pro tem).
- Approval or correction of minutes of previous meeting.
- Financial reports and list of bills approved for payment.
- Summarized reports of other officers and chairmen (important reports such as budget should be attached to the minutes in full).
- Record of each motion voted upon, the name of the member who made the motion, and whether the motion was adopted or failed. The name of the person who seconds the motion is not recorded.
- Copy of any resolutions adopted.
- Record of results of any election and votes cast.
- Brief notation of program topic, names of participants, and method of presentation.
- Time of adjournment.
- List of persons in attendance or excused absences.
- Signature of secretary.

For more information about your job as secretary, attend Fourth District PTA's Fall Training Workshops on September 29.

Tips from your Treasurer**File the right tax forms to protect your PTA's non-profit status**

By Julie Redmond, Fourth District PTA Treasurer

Welcome to a new school year! As Fourth District PTA Treasurer, I will be monitoring or collecting all of the reports as they relate to the financial aspects of each PTA. We have several new financial requirements that must be met in order to maintain our non-profit tax status.

**Get your Charitable Trust number, then file RRF-1**

Financial officers at every unit and council should complete all information required to request a Charitable Trust Number. Please go to <http://ag.ca.gov/charities/forms.php> to begin the process. You are also now required to file a RRF-1 form annually. You will need to attach a copy of your federal tax return (Form 990). Do not file the RRF-1 until you have received your CT number from the Attorney General.

**Get your Franchise Tax Board number**

In addition, everyone should have received their Franchise Tax Board number (*this is not the same as the EIN number that you have been using for your Form 990*). If you haven't received it yet and you are a unit, contact your council (councils and out-of-council units that have not received the number, please contact me at [treasurer@fourthdistrictpta.org](mailto:treasurer@fourthdistrictpta.org)).

**File California State Franchise Tax Board Form 199 / 199N**

For the 2010 tax year (fiscal year beginning in 2010 and ending in 2011), you are now required to file a Form 199 (PTA gross receipts normally greater than \$25,000) or Form 199N (PTA gross receipts equal to or less than \$25,000). For Form 199, there is a \$10 filing fee. The 199N has no fee.

**File IRS Form 990 / 990EZ / 990N**

You are required to file a Form 990 with the Internal Revenue Service. If you have gross receipts equal to or less than \$50,000, file Form 990N. For gross receipts that are equal to or more than \$50,000 and less than \$200,000, *and* total assets are less than \$500,000, file Form 990EZ. Finally, if your gross receipts are equal to or more than \$200,000 *and* total assets are equal to or more than \$500,000, file Form 990.

**Deadlines**

Fortunately, all of the reports have the same deadline date. All of these reports must be filed four (4) months and fifteen (15) days after the end of your fiscal year.

**Protect your PTA—file your taxes!**

Please be sure to file all of the necessary reports. The IRS is cracking down on nonprofit organizations, and if you have not filed your tax returns for the last several years you are in danger of having your nonprofit status revoked. Contact me at [treasurer@fourthdistrictpta.org](mailto:treasurer@fourthdistrictpta.org) if you have any questions.

**Fourth District PTA  
Calendar****September**

- 5** PTA office closed for Labor Day
- 8** **Executive Committee Meeting**  
9:30 a.m., 4th District PTA Office
- 9** **Reflections Workshop**, 9-11 a.m.  
OCDE Bldg. D1002,  
200 Kalmus Drive, Costa Mesa
- 15** **Council Presidents Roundtable**  
9:30 a.m., at North County ROP  
385 N. Muller Street, Anaheim  
**General Meeting**, 10:30 a.m.-noon  
**Due:** Annual Financial Reports
- 23** **Advocacy Training Roundtable**  
9:30-11:30 a.m., Fountain Valley  
Board Room, 10055 Slater Avenue
- 29** **Fall Training Workshops**  
Morning and evening sessions at  
National University, 3390 Harbor,  
Costa Mesa. See registration  
forms on pages 6 & 7.

**October**

- 13** **Council Presidents Roundtable**  
9:30 a.m., OCDE, 200 Kalmus, CM  
**Executive Board Meeting**, 10:30  
a.m.-noon.  
**Due:** Membership remittance; in-  
surance premiums; year-end au-  
dits; 2011-12 Council budget

**Resources for PTA leaders:**

Fourth District PTA  
[www.fourthdistrictpta.org](http://www.fourthdistrictpta.org)  
+Fall Training Workshops

California State PTA  
[www.capta.org](http://www.capta.org)  
New Toolkit is available

National PTA  
[www.pta.org](http://www.pta.org)

# Guidelines for your annual PTA membership campaign

By Su Craig, Fourth District PTA Vice President, Membership

Membership is essential to PTA. Your unit's annual membership campaign helps build the strength of our organization as we work together for the benefit of all children.

Here are some points to remember:

- **National PTA raised their dues by \$0.50** making the total amount due to National PTA \$2.25, California State PTA \$1.25, and Fourth District PTA \$0.60, plus your council dues.
- Everyone who joins your PTA should receive a membership card. The card is proof of membership, and entitles the member to vote, apply for scholarships, and receive benefits from the

“members only” portion of the National PTA website.

- When printing membership cards, use October 31, 2012, as the expiration date. This “grace period” allows members to approve the budget and programs at the beginning of the next school year.
- Dues forwarded to council PTA are **per capita**. Per capita means per person, so if your school has a family membership and a family has four members, the forwarded dues are four times the dues amount. Why? These dues are the only form of income for the council and district PTA, and make up a major portion of the income for state and national

PTA as well. The dues help to cover training, support, and the important legislative and advocacy work that PTA performs.

- Please make payment to your council, at the first council meeting to cover the per capita dues for the number of members you currently have at your school.
- Continue to offer membership throughout the school year. Have membership forms available at meetings, back-to-school night, family dinners, and other events. When you receive these memberships, please continue to remit the per capita dues to your council.
- Do not forget to invite teachers, administrators, and staff to join the PTA. As members, they can take advantage of PTA grant and scholarship opportunities.
- Invite school board members, your district superintendent, and local business owners who may benefit from your school community to join your PTA; it does not hurt to ask!

Thank you for taking on the membership responsibilities at your school. I know it is a big job, especially at the beginning of the school year. Please call 562-943-9469 or send an email to me at [membership@fourthdistrictpta.org](mailto:membership@fourthdistrictpta.org) if you have any questions or concerns.

Good luck with your membership campaigns. Wishing you much success!



*Need more ideas or information on running a successful membership campaign? See the “Membership” menu on the California State PTA website: [www.capta.org](http://www.capta.org).*

## 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 council, councils to Fourth District PTA).

**Due dates listed below are for remittances from councils to Fourth District PTA.**

**Units: Check with your councils for their due dates.**

### October 13

Ready, Set ... Remit! (30 members)

### November 15

Last day to submit per capita dues to remain in good standing

### January 15

PTA Spotlight Award application due

### June 30

Final date to remit money in the current fiscal year and the end of our membership (and fiscal) year

# PTA training for officers and chairmen is essential to success

By Cathy Lindsey, Fourth District PTA Workshop Chairman

All incoming unit and council officers and chairmen should attend the fall Fourth District PTA workshops, especially if they did not attend training at the California State PTA Convention. Training is invaluable, whether you are new to your position or an ongoing officer with questions about your job.

Workshops are offered both in the morning and the evening on Thursday, September 29, at National University, 3390 Harbor Blvd., Costa Mesa. Spanish interpretation will be available for all workshops.

Register for the workshops using the forms on pages 6 and 7 of this issue. You can also download the form at [www.fourthdistrictpta.org](http://www.fourthdistrictpta.org).

Observe the deadline for pre-registration and make sure that any PTA check has two signatures.

Unit and council presidents, please distribute copies

of the registration form and encourage your officers and chairmen to attend. Well trained leaders feel more comfortable in their jobs, perform better, and strengthen the overall work of PTA in your schools.

We look forward to meeting you and helping you launch your PTA year successfully!

*Please plan to attend  
Fourth District PTA training workshops  
on Thursday, September 29 —  
morning & evening sessions offered.*

REGISTRATION FORMS ARE ON PAGES 6 & 7.



## Advocacy: We are here for you!

By Kim Anderson, Fourth District PTA Vice President, Advocacy

Advocating for the safety and welfare of all children has been one of the primary goals of PTA since our founding in 1897. The Fourth District PTA Advocacy Team is here to help and support our unit and council leaders with advocacy efforts that will impact the children, families, and schools of Orange County. We ask that each unit and council appoints an Advocacy/Legislative Chairman to lead and coordinate activities in your school community. Please pass the following information on to your Advocacy/Legislative Chairmen.

We have a busy and exciting year planned and we are providing many resources to Advocacy/Legislative Chairmen. We invite you to take full advantage of everything below:

**Advocacy Training** – A joint session and guest speaker at the beginning, followed by split sessions for new and returning Legislative Chairmen. Friday, September 23, 9:30 a.m. - 11:30 a.m., Fountain Valley School District.

**Advocacy Roundtables** – Scheduled for December 9, January 20, and April 20. You will be hearing from outstanding guest speakers about current hot topics, as well as learning the latest and greatest on Fourth District PTA happenings.

**Sacramento Safari** – This is our annual Fourth District PTA two-day trip to Sacramento, where you will hear from key policy makers, top education experts, and meet with legislators in the State Capitol. The dates are March 26 - 27, 2012, with an orientation tentatively scheduled for March 16. It is important for you to ask your PTA *now* to appropriate about \$550 in the annual budget for this not-to-be-missed trip!

**Speaker's Bureau** – Members of our Fourth District PTA Advocacy Team will come to your meeting at your request to speak about any topic of importance to you. These could include: Education Funding in California; Elections & PTA; Top Ten Things a Great Advocate Does; History of PTA & Advocacy; or How to Get Parents to Take Action on Advocacy Issues.

**Advocacy Communicator** – Our monthly e-newsletter filled with invaluable, in-depth information for you to use in multiple ways — in your own PTA newsletters, as an e-mail distribution to your PTA members, or as a handout at PTA meetings.

**Advocacy E-Mail Alerts** – These keep you up-to-date with PTA's breaking news *so you will definitely want to sign up now!* Join our email distribution list at [www.fourthdistrictpta.org](http://www.fourthdistrictpta.org) (home page, turquoise box, lower left).

**Website** – Your go-to electronic resource for all of Fourth District's up-to-the-minute advocacy information: Go to [www.fourthdistrictpta.org](http://www.fourthdistrictpta.org) and then click on the "Advocacy" tab. *Check it out frequently!*



# Fall PTA Workshops Thursday, September 29

WHO's in it for KIDS?



PTA That's WHO!

## National University

3390 Harbor Blvd., Costa Mesa

Morning Session: 8:30 am - 12:15 pm

Evening Session: 5:45 pm - 9:15 pm

Fourth District



everychild.onevoice.®

Registration Fee: \$10 per person (no refunds)  
Registration Deadline: September 22  
After September 22, register on site.  
Hand-outs may not be available for all on-site registrants.

Complete the form below and mail it  
along with a check payable to:  
Fourth District PTA  
1520 Brookhollow Drive, #40  
Santa Ana, CA 92705

### Sorry, no childcare provided

One form per person, please. Print clearly & fill out completely. Keep top portion; return bottom with payment.



NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

UNIT/SCHOOL: \_\_\_\_\_ COUNCIL/SCHOOL DISTRICT: \_\_\_\_\_

Select morning or evening & mark your workshop(s) below.

#### Morning: Registration at 8:30 am & classes begin 9:00 am

Double Session:  Basics for Presidents (for President & Executive Vice President)  
9:00-12:15  Basic Financial Procedures (for new financial officers)

Single Session: Choose one or two classes

- |   |  |
|---|--|
| <input type="checkbox"/> <u>9:00-10:30 am</u>                     | <input type="checkbox"/> <u>10:45 am -12:15 pm</u>                         |
| <input type="checkbox"/> Membership (the heart of PTA)            | <input type="checkbox"/> Advanced Financial (taxes & legal aspects of PTA) |
| <input type="checkbox"/> Secretary (minutes/legal records of PTA) | <input type="checkbox"/> Parliamentarian/Bylaws                            |
|   | <input type="checkbox"/> Auditor (How to conduct a PTA audit)              |

#### Evening: Registration at 5:45 pm & classes begin 6:00 pm

Double Session:  Basics for Presidents (for President & Executive Vice President)  
6:00-9:15 pm  Basic Financial Procedures (for new financial officers)

Single Session: Choose one or two classes:

- |  |  |
|--|--|
| <input type="checkbox"/> <u>6:00-7:30 pm</u>                 | <input type="checkbox"/> <u>7:45-9:15 pm</u>                               |
| <input type="checkbox"/> Fundraising                         | <input type="checkbox"/> Advanced Financial (taxes & legal aspects of PTA) |
| <input type="checkbox"/> Parliamentarian/Bylaws              | <input type="checkbox"/> Secretary   |
| <input type="checkbox"/> No Cost/Low Cost Ideas for your PTA | <input type="checkbox"/> Communicating with your members                   |
|  | <input type="checkbox"/> Auditor (How to conduct a PTA audit)              |

#### Spanish-speaking attendees:

Please see next page for Spanish language offerings.

Office Use Only:

Date received \_\_\_\_\_

Cash \_\_\_\_\_ Check \_\_\_\_\_ Check # \_\_\_\_\_ PTA Personal: \_\_\_\_\_

# Talleres de Otoño de PTA Jueves 29 de Septiembre

WHO's in it for KIDS?



PTA That's WHO!

National University

3390 Harbor Blvd., Costa Mesa

Sesión matutina: 8:30 am - 12:15 pm

Sesión vespertina: 5:45 pm - 9:15 pm

Fourth District

# PTA®

everychild.one voice.®

Inscripción: \$10 por persona (no se darán reembolsos)

Fecha limite de inscripción: 22 de septiembre

Después de esa fecha favor de registrarse en la puerta.

Si se registra en la puerta es probable que no alcance materiales.

Complete la siguiente forma y envíela por correo junto con el cheque a nombre de:

Fourth District PTA  
1520 Brookhollow Drive, #40  
Santa Ana, CA 92705

### No habrá servicio de guardería

Complete una forma por persona. Escriba claro y sin abreviaturas. Quédese con la parte superior de este volante y envíe la parte de abajo.



NOMBRE: \_\_\_\_\_

TELEFONO: \_\_\_\_\_ CORREO ELECTRONICO: \_\_\_\_\_

UNIDAD/ESCUELA: \_\_\_\_\_ CONSEJO/DISTRITO ESCOLAR: \_\_\_\_\_

Seleccione las clases a las que asistirá.

### Matutino: Inscripción a las 8:30 am y las clases empiezan a las 9:00 am

Sesión Doble:  Puntos Básicos de PTA (En español)  
9:00-12:15  Puntos Básicos Financieros (con traducción simultanea)

Para las siguientes clases escoja una para el primer turno: Estas clases serán con traducción simultanea.

9:00-10:30 am  Membreía (El Corazón de PTA)  
10:45 am -12:15 pm  Secretario (Como registras minutas)  Parlamentario/Reglas y Estatutos

**No se proveerá traducción simultanea en las clases vespertinas por lo que todas serán en Inglés. Si desea registrarse para alguna de dichas clases por favor utilice la parte posterior**

Para Uso de Oficina:

Date received \_\_\_\_\_

Cash \_\_\_\_\_ Check \_\_\_\_\_ Check # \_\_\_\_\_ PTA Personal: \_\_\_\_\_



## Orange County Department of Education welcomes Dr. Marc Lerner as new Medical Officer

*By William M. Habermehl, Orange County Superintendent of Schools*

The research is clear: healthy children are more likely to have positive outcomes in school. Until now, financial restraints have made it difficult to expand health-related services in our schools. The scale of this challenge was understood by our partners who have stepped up to make a new investment on behalf of our youth. It is with this generous support that we are pleased to announce that Orange County children and families have a new health champion, Dr. Marc Lerner.

As Medical Officer (M.O.) with the Orange County Department of Education (OCDE), Dr. Lerner joins a proactive education community that is focusing on student well-being as a critical feature that leads to academic success. Dr. Lerner is an esteemed professional, an Orange County resident, and an active leader in the medical community. As a Board Certified General, Developmental, and Behavioral Pediatrician, a Clinical Professor of Pediatrics, and the Chief of the Division of Developmental and Behavioral Pediatrics for the University of California Irvine Medical School, Dr. Lerner has addressed important clinical issues and research for Orange County children and their families. A recipient of the Halo Award from the Orange County School Nurse Association in 2007, Dr. Lerner is well respected in the community as a leader in the field of pediatrics.

Dr. Lerner will offer consultation services on youth-related medical and health issues for the education community. He will join with members of the existing OCDE health and wellness team to support the physical health and mental well-being of children from preschool through high school. A comprehensive approach to health, wellness, nutrition, physical education, the prevention of mental health problems, and emergency preparedness supports Orange County youth to develop the foundation they need to achieve excellence in their learning and to reach their full potential.

The vision and financial support for this inaugural position of Medical Officer reflects a shared mission along with a generous investment by the Orange County Health Care Agency, Hoag Hospital, and the Children and Families Commission of Orange County. Each agency has committed financial resources and will join a select group of health and community partners who have volunteered their expertise to serve on an advisory group for this effort. The goal is to advance student wellness and in doing so, support the OCDE goal of ensuring a world class education where every student succeeds.



## Summer was a busy time in Sacramento & beyond! Things you need to know...

**State budget:** An on-time, majority-vote budget was signed into law on June 30, providing K-12 education with the same level of funding as in 2010-11. The approved budget assumes \$4 billion in increased revenues; additional midyear cuts will be automatically triggered if at least half of the anticipated revenues do not come in. This would trigger cuts to schools (subject to collective bargaining), including a reduction of up to seven days in the school year and elimination of state funding for Home-to-School Transportation.

**Whooping cough vaccine:** Governor Brown signed SB 614 (Kehoe) that would give schools a 30-day grace period to enforce a state law requiring students entering grades seven through 12 to obtain a booster shot for whooping cough, or Pertussis.

**Redistricting update:** The 14-member California Citizens Redistricting Commission adopted a final set of boundaries in mid-August for State Assembly Districts, State Senate Districts, State Board of Equalization Districts, and Congress Districts. Maps of the new districts maybe found at: [www.wedrawthelines.ca.gov](http://www.wedrawthelines.ca.gov).

### SAVE THE DATE!

**Friday, September 23, 2011**  
9:30 - 11:30 a.m.  
Fountain Valley School District

### FOURTH DISTRICT PTA ADVOCACY TRAINING

*OFFERING SIMULTANEOUS  
SESSIONS FOR BOTH  
BEGINNING AND RETURNING  
LEGISLATIVE CHAIRMEN*

**PLEASE MARK YOUR  
CALENDAR NOW!**



# Exciting news for Parliamentarians!

By Beverly Berryman , Fourth District PTA Parliamentarian

No longer do you have to spend many hours slaving over revising your unit’s bylaws...e-Bylaws are finally here. As you already know, this is the time of year when all unit presidents should be appointing a 3-5 member bylaws review committee, chaired by the parliamentarian, to review and recommend any changes that may be needed to your unit bylaws. Once these changes are approved by the executive board, the fun begins...

Your first step is to request a password and create a username by visiting the California State PTA website at [www.capta.org/sections/management/e-bylaws.cfm](http://www.capta.org/sections/management/e-bylaws.cfm) and

clicking on the *Request a Password* link. After completing the necessary information, your e-Bylaws password will be sent to you via email in 3-5 days. You are then ready to build your bylaws by accessing the [capta.org](http://capta.org) website once again. The website will guide you through the process, using unit data already stored in the system. If incorrect or missing information is noted, the system will alert you to make a correction before moving on to the next page. Once this process is complete, a PDF will be generated, ready to print and send through proper channels. Eventually this process will be completely electronic, but it is not

yet complete.

For more information and step-by-step instructions, refer to the *California State PTA Toolkit* and pages I through iii of the standard bylaws.

Additional information regarding the National PTA dues increase and the bylaws implications has already been sent to all unit presidents and their parliamentarians.

As a reminder, bylaws should be reviewed each year and updated with California State PTA at least every three years. It has never been easier to update your unit bylaws. Now is the time – give it a try.



## Orange Leaves Subscription Form 2011-2012

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 e-mail automatically. There is no charge for *Orange Leaves* subscriptions.

Please **PRINT** all information. Be sure to include your Zip Code +4 and email address for opt-in electronic distribution (Adobe PDF).

**Mail to: Fourth District PTA, Orange Leaves Subscriptions, 1520 Brookhollow Drive, #40, Santa Ana, CA 92705-5422.**

### Contact

Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Subscription #1 Delivery method:  Paper copy only  PDF via email copy only  Both

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Subscription #2 Delivery method:  Paper copy only  PDF via email copy only  Both

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Subscription #3 Delivery method:  Paper copy only  PDF via email copy only  Both

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

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

## Mensaje de la Presidenta

# ¿Quién está ahí para los niños?

Por Celia Jaffe, Presidenta del 4o Distrito de PTA



Bienvenidos a un nuevo año trabajando juntos para beneficio de todos los niños. Yo espero que usted se sienta orgulloso de asumir su posición de PTA, nuestra gran organización.

He aquí algunas cosas que usted puede hacer para comenzar el año:

### Sea la cara que de la bienvenida

A la gente de su escuela y su comunidad, sea usted la cara de bienvenida de PTA. Su sonrisa y actitud de bienvenida le ayudaran enormemente a incrementar la participación de PTA. Trate de tener un gafete con su nombre y el nombre de la PTA siempre que camine alrededor de la escuela o cuando pase invitaciones para su primera junta. Quizá si decora una mesa para vender membresías cerca de la oficina durante la primera semana de la escuela durante la hora de entrada y de salida. En su junta aprenda el nombre de la gente y asegúrese que cada

persona ha sido saludada y forme parte de la conversión. PTA es divertida y ahí conocerá a mucha gente ¡Enseñeles!

### No hay secretos

¿Dónde y cuándo es la junta de PTA? ¿Qué hace la PTA en su escuela? ¿Le pedirá al director de la escuela que hable en su junta sobre lo que pasara durante el nuevo año escolar? ¿Puedo asistir aunque no soy miembro de la mesa directiva? Todos en su escuela deben saber esta información. Trate muchas maneras de comunicarse con sus miembros desde circulares en las mochilas, mandar mensajes de texto hasta llamadas por teléfono a la casa. El letrero que siempre pone en la barda de la escuela es un recurso fácil y que necesita usar también.

### Tome la iniciativa

Si usted es un nuevo presidente u otra posición crucial de liderazgo en su PTA, usted puede estar nervioso de cómo conducir juntas y “de cómo hacer

las cosas bien”. Si usted planea de antemano con sus compañeros oficiales, todo va a salir bien. No sea penoso de empezar su junta a tiempo, mantenga sus discusiones en tema y sepa la manera adecuada para hacer mociones. Su grupo cuenta con usted para que usted tenga el control de las cosas.

### ...pero escuche

Si usted entra en su cargo con muchos cambios planeados, tiene que tener en mente que su organización democrática. Traiga nuevas ideas para discusión y análisis. Tiene que considerar las necesidades de sus miembros, los objetivos de la PTA, los recursos financieros y de voluntarios, etc. Deje que sus miembros decidan, de otra manera se encontrara liderando un grupo de uno solo.

### Busque ayuda

Finalmente, acuérdesese que usted necesita toda la ayuda posible. El 4o Distrito de PTA ofrece talleres para ayudar a los líderes de PTA. Usted debe de haber recibido a la carpeta de recursos de la PTA de California, que contiene mucha información. Su consejo está ahí para informarle y apoyarle al igual que el 4º Distrito de PTA. Usted no está solo ¡Nosotros estamos de su lado!



## ¡El verano fue ocupado en Sacramento para votar! Lo que usted necesita saber...

**Presupuesto estatal:** El presupuesto fue aprobado a tiempo y firmado como ley el 30 de junio proveyendo a la educación K-12 con el mismo nivel de fondos que en el periodo 2010-11. El presupuesto aprobado asume \$4 billones incrementados de ingresos pero que serán automáticamente recortados si al menos la mitad de los ingresos no se materializan. Esto

provocara recortes a escuelas (que se decidirán en discusiones) incluyendo la reducción de hasta 7 días en todo el año escolar y la eliminación del los fondos del estado que proveen la transportación a las escuelas.

**La vacuna de la Tosferina:** El gobernador Brown firmó SB 614 (Kehoe) que dará a las escuelas un periodo de 30 días de gracia para poner en práctica la ley estatal requiriendo que los estudiantes que entren a los grados 7º al 12º sean revacunados contra la tosferina.

**Actualización en los límites del distrito:** La comisión de 14 personas dividiendo los nuevos límites de los distritos en California adoptaron los nuevos límites para ser presentados a mediados de agosto a la asamblea estatal de California, al senado y a la mesa de igualdad de distritos y distritos de congreso. Los mapas de los nuevos distritos se pueden encontrar en el sitio de internet:

[www.wedrawthelines.ca.gov](http://www.wedrawthelines.ca.gov).

### Translation by



### After School Spanish Program 909-319-9796

Laura Zuchovicki ha sido una miembro de PTA muy activa desde hace 11 años, y su pasión ha sido compartir su experiencia dentro de PTA con padres latinos para que comprendan y conozcan los grandes beneficios que la participación en la escuela de sus hijos puede darle a usted, sus hijos, su familia y nuestra comunidad. Laura tiene dos hijas estudiando en la Universidad, y según sus mismas palabras, ese gran logro tiene mucho que ver con PTA porque fue así como ella aprendió a navegar el sistema educativo en Estados Unidos. Le invitamos a inscribirse para recibir todos nuestros materiales en español:

[www.capta.org](http://www.capta.org) : [ ¡Bienvenidos! ]

## Consejos de su tesorero

# Presente las formas de impuestos correctas para proteger el estatus no lucrativa de su PTA

Por Julie Redmond, Tesorera del 4o Distrito de PTA

¡Bienvenidos a un nuevo año escolar! Como la tesorera de PTA, estaré coordinando la recolección de todos los reportes que se relacionen con los aspectos financieros de cada PTA. Nosotros tenemos varios requisitos financieros que deben ser cumplidos para mantener el estatus no lucrativo.

### **Obtenga su número de contribuyente caritativo**

Espero que todos estén trabajando en completar toda la información necesaria y requerida para obtener su número de contribuyente caritativo. Por favor visite el sitio de internet <http://ag.ca.gov/charities/forms.php> para empezar el proceso. También se requiere que presente la forma RRF-1 anualmente. Usted tendrá que incluir una copia de su declaración de impuestos federal (Forma 990). No presente la RRF-1 hasta que haya recibido su número de contribuyente caritativo del Procurador general (DA).

### **Obtenga su número de contribuyente estatal**

En adición todos deben de haber recibido su número de contribuyente

estatal (*este no es el mismo que el número de contribuyente federal que utiliza en la forma 990*). Si usted no ha recibido dicho número y es una unidad, contacte a su consejo y si es un consejo, favor de contactarme en la siguiente dirección de correo electrónico: [treasurer@fourthdistrictpta.org](mailto:treasurer@fourthdistrictpta.org)

### **Presente la forma 199/199N correspondiente a los impuestos estatales**

Para el año fiscal 2010 (año que empezó en 2010 y termina en 2011) se requiere que usted presente la forma 199 (para las PTA con ingresos mayores de \$25,000) o la forma 199N (si los ingresos de PTA son menores de \$25,000) Para presentar la forma 199 hay que pagar una cuota de \$10. La forma 199N se presenta gratis.

### **Presente las formas 990 / 990EZ / 990N del IRS**

Se requiere que usted presente la forma 990 con el Servicio Interno de las Rentas. Si sus ingresos de PTA son iguales o menores que \$50,000, entonces presente la forma 990N. Para las PTA con ingresos igual o mayor que \$50,000 y menor que \$200,000, y que el total de bienes es menos de \$500,000, entonces



presente la forma 990EZ. Finalmente si los ingresos de la PTA son igual o menor que \$200,000 y todos los bienes son iguales o menor que \$500,000, entonces presente la forma 990.

### **Fechas límite**

Afortunadamente todos los reportes tienen la misma fecha límite. Dependiendo de su año fiscal, todos los reportes deben ser presentados cuatro (4) meses y quince (15) días después del final de su año fiscal.

### **Proteja su PTA— ¡Presente sus impuestos!**

Por favor asegúrese de presentar todos los reportes necesarios. El IRS está detrás de organizaciones no lucrativas y si usted no ha presentado sus declaraciones de impuestos por los últimos años está en peligro de que le revoquen el estatus de no lucrativo. Contácteme en [treasurer@fourthdistrictpta.org](mailto:treasurer@fourthdistrictpta.org) si tiene dudas o preguntas.

## **Fechas importantes para las cuotas de membresía**

Todas las cuotas de membresía son por persona. Las cuotas de consejo, distrito, estado y nacionales deben ser pagadas mensualmente por las unidades por los canales designados (unidad a consejo, consejo al 4º Distrito de PTA).

**Las fechas límites se encuentran abajo para los pagos al 4º Distrito de PTA. Unidades: Favor de checar con sus consejos para sus propias fechas límites.**

### **13 de octubre**

En sus marcas, listos...¡Fuera! (30 miembros)

### **15 de noviembre**

Ultimo día para pagar las cuotas por persona y permanecer en buen estatus.

### **15 de enero 2012**

Aplicación para el premio de luz en el escenario.

### **30 de junio 2012**

Fecha final para remitir dinero del año fiscal actual y final del año de membresía al igual que del año fiscal.

## **El entrenamiento de PTA es esencial para que los oficiales y el presidente sean exitosos**

Por Cathy Lindsey, Directora de entrenamientos del 4o Distrito de PTA

Todos los oficiales entrantes de unidades y consejos deben de asistir a los talleres organizados por el 4º Distrito de PTA, especialmente si no asistieron a la convención anual de la PTA de California. El entrenamiento es muy valioso pues ahí le otorgaremos las respuestas a sus preguntas sobre su nueva posición.

Los talleres se ofrecen por la mañana del jueves 29 de septiembre en la National University, 3390 Harbor Blvd., Costa Mesa. Habrá un taller completamente en español y otros con traducción simultánea.

Inscríbase a los talleres usando las formas en las páginas 6 y 7 de este boletín. También puede bajar la forma de

inscripción en el sitio de internet: [www.fourthdistrictpta.org](http://www.fourthdistrictpta.org).

Fíjese en la fecha límite de pre-inscripción y asegúrese que su cheque de PTA tiene dos firmas.

A los presidentes de unidad y de consejo les pedimos que distribuyan las formas de inscripción y que animen a sus oficiales a asistir. Los líderes bien entrenados se sienten mas cómodos en sus asignaciones, trabajan mejor y refuerzan el trabajo de la PTA de su escuela.

¡Le esperamos en los entrenamientos para ayudarlo a empezar su año de PTA con éxito!

# Need Money?



## PTA scholarships & grants make it easy!

California State PTA wants to help you attain your school goals, whether it's for an individual or a campus, we might have what you need! They are available to units, councils, districts, and members. Take a look at what's offered and talk to your local leaders or go to the California State PTA website at [www.capta.org](http://www.capta.org) for more information.

### Applications due November 15:

- Scholarships for Continuing Education for PTA Volunteers
- Scholarships for Continuing Education for Credentialed Teachers and Counselors
- Scholarships for Continuing Education for School Nurses
- Grant for Parent Education for Unit, Council & District PTAs
- Grant for Outreach and Translation for Unit, Council and District PTAs
- Grant for Healthy Lifestyles for Unit, Council and District PTAs
- Grant for Cultural Arts for Unit, Council and District PTAs

### Applications due February 1:

- Scholarships for Graduating Seniors

**When submitting scholarship or grant applications, please note that applications are due in the California State PTA office via US mail on or before the application due dates. Facsimiles will not be accepted.**

The California State PTA Scholarship and Grant Program is funded through Honorary Service Award donations. Please remember that when you honor someone with an HSA Award you are also helping to fund a scholarship or grant! For an application and details, visit the *Forms* section in the *Toolkit*, available on the California State PTA website at [www.capta.org](http://www.capta.org).

Get your membership  
campaign off to a  
great start!



September  
2011

1520 Brookhollow Dr., #40  
Santa Ana, CA 92705-5449

**PTA**  
Fourth District