

President's Message

Membership is "Who We Are"

by Celia Jaffe



"Have you joined PTA yet?"

I hope you have asked many, many people in your school and community this question over the last month, and continue to ask it all year long. Every PTA member – and certainly every leader – can serve as an ambassador for PTA, as a way of personalizing the organization and recruiting new members. PTA should not be thought of as "those people" who exist behind the scenes, unknown except as a name on a flier. Approaching people in person with a friendly invitation to join PTA is the best way to build your membership. Consistently, the top reason given for not joining PTA is that no one asked...so ask someone to join today!

What your PTA does this year is decided by your membership.

A well-functioning PTA is a terrific example of democracy in action. No PTA is bound by the previous year's actions; this year's members decide what happens this year. The purposes and mission of PTA provide a basic framework for the association, and should serve as a touchstone for planning the year's activities. Consultation with the school's administration and a check through the PTA insurance guide are important steps in any planning process. But listening to the ideas and priorities of your members

helps to keep your PTA vibrant and relevant to your community.

Recruit from under-represented populations within your school.

Ideally, the composition of your PTA reflects the school community where it is based, with a similar racial and ethnic mix; inclusion of both men and women; representation from among school staff, parents, students, and community members; and incorporating all neighborhoods or feeder schools. If this does not sound like your PTA, it's time to do some targeted recruiting. If you only have one person from a particular group regularly attending PTA, invite that person to bring friends to the next meeting or event, and ask what s/he thinks stands in the way of more participation. Listen to the answer and look for solutions.

The connection between home and school is priceless.

PTA is not all about the money. The "3-to-1 Rule" calls for there to be at least three PTA programs for every fundraiser. Another way to look at this is to ask these questions:

- *How does an average family in our school view the PTA?*
- *In what way does this family feel more connected to the school because of PTA?*
- *Are helpful newsletters or emails sent out with information that explain activities at the school?*

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Fourth District
PTA®

everychild.one voice.

*Artículos en español—
paginas 10 y 11*

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Fourth District PTA

President

Celia Jaffe

Vice President, Communications

Patty Christiansen

Orange Leaves Editor

Kathleen Fay

Orange Leaves Distribution

Candi Kern

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"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

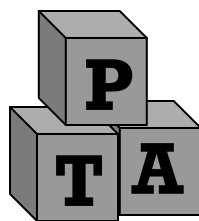
(714) 540-1575

E-mail address

fourthdistrictpta@sbcglobal.net

Website

www.fourthdistrictpta.org



Bylaws Review

Basics

Bylaws make your PTA job easier

By Bev Berryman, Fourth District PTA Parliamentarian

Did you know that your unit bylaws actually make your job as a PTA board member easier?

Your bylaws are the framework for all the work that your PTA does. Now is the time to review this valuable document and make sure that copies are provided to all officers and executive board members. Most questions on how to run your association can be answered by simply looking through the bylaws, and many of the day-to-day questions can be answered quickly and efficiently.

Remember that current bylaws are also a requirement for an association to remain in good standing. Other requirements include:

- An association must have a minimum of 15 members, including a president, secretary, and treasurer;
- Per capita dues and insurance premiums must be submitted through channels on time;
- All the required state and federal tax returns, along with other government forms must be filed; and
- Units and councils must adhere to the purposes and basic principles of PTA.

Reviewing your bylaws each year also gives the executive board an opportunity to determine if changes and revisions need to be made. Now is the perfect time to appoint a small committee, with the parliamentarian as chairman, to study the bylaws, make recommendations, and forward any amendments through channels—units to councils, and councils to the California State PTA Parliamentarian for approval.

Once the revised bylaws are returned, signed by the State PTA Parliamentarian, give 30 day's written notice of the changes to the unit association members. The revised bylaws must be approved at an association meeting by a two-thirds (2/3) vote.

Make your job easier.... review your bylaws.

...membership is the "Who We Are"

(Continued from page 1)

- Does PTA offer everyone – not just PTA leaders – widely-publicized opportunities to be involved at school?
- Is there a free, just-for-fun event that brings families to the campus?



I hope that your membership campaign is off to a great start, and that your members find meaning and a warm welcome within PTA.

Top 10 things that a great legislative advocacy chairman does

By Kim Anderson, Fourth District PTA Vice President, Advocacy



What makes an effective PTA advocate? What should you focus on if you are your unit or council legislative chairman? Here's our top ten list of what a great legislative advocacy chairman does:

1. Advocates for children.
2. Attends appropriate legislative meetings and actively participates in related activities, including Fourth District PTA Advocacy Roundtables.
3. Stays informed about the issues – local, state, and national:
 - a. Sign up to receive email updates from:
 - Your school
 - Your school district
 - Your PTA Council
 - Fourth District PTA – www.fourthdistrictpta.org
 - California State PTA – www.capta.org
 - Sacramento Bee – www.sacbee.com
 - National PTA – www.pta.org
 - b. Read the California/Education sections of local newspapers
4. Keeps parents informed of legislative issues by:
 - a. Reporting on latest legislative issues at unit PTA meetings – both general association meetings and executive board meetings
 - b. Submitting a legislative article for all unit newsletters
 - c. Emailing the members of the PTA Executive Board to update them on important issues and ask them to take action, when appropriate
 - d. Using the unit PTA email distribution list – with the president's permission – to update parents on important issues and urging them to take action, when appropriate
5. Provides information to parents on elections, candidate forums, PTA positions on ballot measures, etc., and has voter registration forms available at Back-to-School and Open House events.
6. Attends the annual two-day Fourth District PTA *Sacramento Safari* trip to meet with elected officials and key education groups
7. Visits local legislators and relevant elected officials
8. Attends local school board meetings – as many as possible
9. Turns to the legislative advocacy portion of the PTA *Toolkit* for information when necessary.
10. Listens to input from the unit members regarding legislative issues, and shares this with the Council Legislative Team.

For the full job description of a Legislative Advocacy Chairman, please go to the *Toolkit* (Section 10, Job Description, pages 437-438), available at: www.capta.org.

Fourth District PTA Calendar

October

- 13 Council Presidents Roundtable,** 9:30 a.m., directly followed by **District Board Meeting,** 10:30 a.m., Orange County Dept. of Education, 200 Kalmus Drive, Room D1004, Costa Mesa.
- Due:**
- Membership remittance
 - Insurance premiums
 - Year-end audits (year ended 6/30)
 - Council budget for 2011-12

November

- 10 Council Presidents Roundtable,** 9:30 a.m. at Fourth District Office, 1520 Brookhollow Drive, Suite 40 Santa Ana (to 11:30 a.m.)
- Due:**
- Last day to remit to remain in good standing (15 members)
 - Tax returns for fiscal year ended June 30, 2011
- 15 Due:**
- Scholarships and Grant Applications to CAPTA, 2327 L Street, Sacramento, CA
- 17 Executive Committee Meeting,** 9:30 a.m. at Fourth District Office, 1520 Brookhollow Drive, Suite 40 Santa Ana (to 11:30 a.m.)
- 23-24** Fourth District PTA office closed for the Thanksgiving holiday

Resources for PTA leaders:

Fourth District PTA
www.fourthdistrictpta.org

California State PTA
www.capta.org
New Toolkit is available

National PTA
www.pta.org

Crucial tax information for units and councils as of 2011

By Julie Redmond, Fourth District PTA Treasurer

The State of California and the IRS have changed their reporting requirements for nonprofit organizations, which includes the PTA. This article provides a brief outline of the new requirements. Please note that now all nonprofits are required to file a tax return regardless of gross income. If you have less than \$25,000 in gross income, you will be able to file state and federal postcard returns. This can be done online, and you will receive an email confirmation from the governing body.

New Tax Laws Require Different Forms than in Previous Years

Due to changes in California Franchise Tax Board requirements for exempt organizations (nonprofits), all PTAs must file both state and federal tax forms this year.

And all PTAs – not just councils – must get a Charitable Trust number from the California Attorney General, or if they already have a charitable trust number, they must file an annual form to renew it.

When do we file tax forms?

For most PTAs the deadline is November 15, which means work on it in September and October. Specifically, forms are due no later than the 15th day of the fifth month after the fiscal year-end. For PTAs with fiscal year-ends on June 30, your federal and state tax forms are due on November 15.

What is "gross income"?

Gross income is the total money coming into the PTA in the fiscal year, with the exception of the dues sent up PTA channels. It includes

the total funds deposited from fundraisers, not just the net profit.

Your year-end audit and your annual financial report have these figures.

What is PTA's tax exempt number?

Sometimes called the "group number," this is the IRS tax exemption number shared by all PTAs within California. It is **0646** for all of us.

Keep records of your tax filings

Make three copies of all your tax forms, including the online receipt if you file the e-Postcards. Keep one copy, and turn in two copies to your council. Councils will forward one copy to Fourth District PTA.



Gross Income for your PTA Unit or Council:	Federal Tax Forms to the Internal Revenue Service (IRS)	State Tax Forms to the California Franchise Tax Board (FTB)
Less than \$25,000	990N - "e-Postcard" online	199N - "e-postcard" online
\$25,000 to \$50,000	990N - "e-Postcard" online	199 California Exempt Organization Annual Information Return
\$50,000 to \$200,000 and total assets less than \$500,000	990EZ - "Short Form" Return of Organization Exempt from Income Tax	199 California Exempt Organization Annual Information Return
More than \$200,000 and total assets more than \$500,000	990 Return of Organization Exempt from Income Tax	199 California Exempt Organization Annual Information Return

Charitable Trust Numbers—they're not just for councils anymore!

Do you already have a Charitable Trust Number?
All councils must have a Charitable Trust Number. Some

PTA units also already have one because they have registered with the California Attorney General in order to hold raffles or gaming events. In any case, all PTAs need to have a Charitable Trust Number in the next year.

PTAs who already have a Charitable Trust Number (CT#)	PTAs without a Charitable Trust Number
File annual form RRF-1 by November 15 (for July-to-June fiscal years) with the California Attorney General. The form is at http://ag.ca.gov/ . Also, register any raffles you hold at the same site.	Apply for a charitable trust number using form CT-1 with the California Attorney General. (This is not a Nov 15 due date, but do it this year.) See checklists and a sample form at capta.org under QUICK LINK / "Tax Filing" / "Registry of Charitable Trust."

Tips for a successful membership campaign

By Su Craig, Fourth District PTA Vice President, Membership

Membership campaigns at your schools should be well under way. Here are some suggestions to ensure a successful campaign and recommendations to avoid some strategic mistakes:

- Invite your teachers and staff to join. Teachers are the "T" in PTA. The "S" in PTSA stands for students, so invite students to join, too.
- Have PTA information and membership forms available at all meetings and school events.
- Thank those who join. Send a short note of appreciation along with the membership card.
- Remind last year's members that their membership needs to be renewed each school year.
- Talk about the value of joining PTA. People join because they appreciate what PTA does and joining makes them feel like part of the school community.
- Tell your members about what your PTA is doing and how it makes a difference in the lives of those they care about: their children, and the teachers and staff at the school. Share the many ways PTA is working for children and families at the local, state, and national levels.
- Make sure your membership campaign is ongoing. Your newsletter should have a year-round welcome to join PTA. Welcome packets with membership forms should be in the office for new students.
- Use all forms of communications. Newsletters, flyers, websites, and email are great, but it's also important to talk to people individually.

Membership cards

Membership cards should be given to each **individual** member. The cards should include your unit's 8-digit National PTA ID number (which can be found in your unit bylaws) and the expiration date (Oct. 31, 2012 for this year's members). You may hand-write the cards or print them on your computer. A template for cards printed on computer was sent to all council presidents.

Why is a 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 are 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.

Keeping records

Like every California nonprofit corporation, California State PTA is required by state law to keep a record of its members. Each PTA membership chairman should keep a list of current members as they join. Include each member's name, address, phone number, child/children's name(s), and the date they enrolled. 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 chairman, and should be available at all association meetings to determine who is eligible to vote.

Here's wishing all a successful membership campaign for the 2011/12 school year!



Where to go for membership information

- Fourth District PTA website: www.fourthdistrict.org
- California State PTA website: www.capta.org
There are great articles in The Communicator.
- National PTA website: www.pta.org
- The "Resources for Membership" packet in the 2011 California State summer service mailing.
- The Membership section of the *California State PTA Toolkit*.

Important membership due dates

Due dates listed below are for remittances to Fourth District PTA.; units, check with council for their dates.

October 15

Ready, Set... Remit

30 members for Ready, Set...Remit! award

November 15

Last day to remit per capita to remain in good standing



Orange County on the path to break Guinness World Record at *The Gift of History* event

By William M. Habermehl, Orange County Superintendent of Schools

The Gift of History event began four years ago in the city of Anaheim. All third-graders in the city were invited to the event, which celebrated Anaheim's history and literacy development. Each student in attendance received a backpack with school supplies and a children's history book. The success of this program inspired the Children's Education Foundation of Orange County to expand the program county-wide.

This year, the program will be held on Tuesday, November 8, at Angel Stadium, from 10:30 – 11:20 a.m.

This memorable learning experience will kick off subsequent lessons addressing third-grade content standards in social studies and language arts.

Thirty five thousand third-grade students from across Orange County are invited to participate in breaking the Guinness world record for the largest history lesson ever delivered. On this day, students will actively participate in an interactive history lesson about Orange County and its cities. Each student in attendance will receive a backpack, a copy of *Nothing Rhymes with Orange* by Stan Oftelie, school supplies, and a unique experience at Angel Stadium.

The program is intended to serve multiple purposes:

- Support implementation of Common Core State Standards
- Integrate literacy and history / social science
- Instill appreciation for and a sense of connection to Orange County and students' home cities
- Develop an understanding of how history affects each of us and our potential to affect the future
- Learn about the people who have made a difference in Orange County
- Recognize that history is alive and all around us, and the "big idea" that things change over time

As a key sponsor, Disney's production company will coordinate this outstanding academic and entertaining event. Orange County Department of Education (OCDE) is developing a classroom guide to support instruction and use of the book *Nothing Rhymes with Orange*. OCDE is providing academic oversight to the event to ensure it is a meaningful, standards-based, academic learning experience for all participating students.

The Children's Education Foundation of Orange County has committed to supporting transportation to *The Gift of History* event. They will work with district trans-

portation directors to coordinate and oversee transportation logistics. Upon registration, participating schools will be invited to contact the Children's Education Foundation of Orange County for transportation information.

To learn more about this exciting opportunity, contact Vicki Green, Executive Director, Children's Education Foundation of Orange County, at vgreen@giftofhistory.org.



Arts Education chairmen needed

By Shanin Ziemer, Fourth District PTA Cultural Arts

Your Fourth District PTA Cultural Arts Committee is hard at work trying to find opportunities for your schools and your students to bring arts into their classrooms and lives.

To support these efforts, the committee is creating a list of all the Arts Education chairmen with whom they can share arts opportunities. If you don't yet have an Arts Education Chairman, the committee can work with you to find a suitable candidate. Information needed:

- Council Name
- Unit Name
- School Level (e.g., K-6, Jr. High, HS)
- Arts Education Chairman, if any
- President's name, if you don't have Arts Ed Chairman
- Contact's Email

Please submit this information to:

cultural-arts@fourthdistrictpta.org

Airport student art contest for K-12

John Wayne Airport is proud to announce the 22nd Annual John Wayne Airport Student Art Contest. This year's theme is "SILENT FLIGHT." Students from Kindergarten through Grade 12 are eligible to enter. Contest entry information will be distributed to all public and private schools in Orange County. Entry deadline is November 2, 2011. For more information, please go to www.ocair.com/Terminal/ArtExhibits.aspx.





ROCK 'N ROAD OC 2011

**OC's 4th Annual
Official "Red Ribbon Week" Kick-off Event**

**Live Music, Radio DJ, Resource Fair, Fun
The Block at Orange
October 22, 2011 2 - 8 p.m.
Media Event 4 p.m.**

What is it?

Rock 'N Road is the official annual kick-off for OC's Red Ribbon Week with teen competitions - Battle of the Bands, Battle of the Banners and Battle of the Bytes (PSAs) - that culminate at The Block, OC teens' favorite Mall. The action-packed day includes a media event and teen safety fair, exhibits and interactive displays.

Why is it important?

Traffic crashes and underage drinking result in thousands of deaths and injuries every year. To reduce these numbers, more than 30 of OC's leading health, education, law enforcement and non-profit agencies host tables and exhibits around the live stage. Collectively we present this teen safe driving/underage drinking prevention event to educate teens, young adults and parents; literally thousands of attendees from all over Orange County!



SAVE THE DATE!

**FRIDAY, DECEMBER 9, 2011
10:30 A.M. - NOON**

**Fourth District PTA & Capistrano Unified Council PTSA co-host our
Advocacy Roundtable**

WITH SPECIAL GUEST SPEAKERS...

**70TH DISTRICT ASSEMBLY MEMBER, DON WAGNER
Education & Budget Committee Member
&
MR. RICK SIMPSON
Deputy Chief of Staff to Assembly Speaker, John Perez**

**They will be sharing the latest happenings in Sacramento...
with plenty of time for your questions!**

You truly won't want to miss this fantastic opportunity, so please mark your calendar now!

**Capistrano Unified School District Education Center – Board Room
33122 Valle Road, San Juan Capistrano 92675**



Resources for PTA leaders

Pocket Pal is all about education

The California State PTA recently published the *Education Pocket Pal* for PTA leaders and parents. The *Pocket Pal* includes basic information to help parents understand education issues. It is a valuable tool for parents who are new to public school and who would like an overview of how the system works in California.

Topics covered include what children learn in school, what children need to succeed in school, what if a child has special needs, why students are tested by the state,

how are schools governed, and how are schools funded.

A resource page lists websites for parents to access information on a range of topics related to education in California.

PTA leaders and parents can order the [Education Pocket Pal](#) on the California State PTA website at www.capta.org, or contact the Fourth District PTA at (714) 241-0495.

- Fourth District PTA Education Team

Unit and council special education chairmen needed

By Fran Sdao, Fourth District PTA Parent & Community Issues Committee Chairman

It is very common for parents of special needs students to become isolated as they are typically the primary caregiver to their child with special needs, and therefore have little or no time to socialize with other parents, much less teachers. These parents often lose out on opportunities to contribute to the betterment of the school as well as having a voice in their students' education.

To help support and encourage these parents, all units and councils are encouraged to identify a PTA member to serve as your unit or council's Special Ed Chairman. The

Fourth District PTA Special Education Chairman is Debra Dement. Debra will help your special education chairmen obtain and disseminate information related to special education issues.

PTA serves all children and parents in our school communities. It is important to welcome and include all parents in your PTA. For more information about special education, contact Debra Dement at special-ed@fourthdistrict.org.



Protecting children from family violence and abuse

In 2002, the California Department of Social Services estimated that 376,290 referrals for investigation of child abuse and neglect involving 707,707 children were handled by child welfare services. According to a 2000 audit by the California Department of Health Services, approximately 115 children died in the state as a result of child abuse and neglect.



Neglect is failure to provide for a child's basic needs. Neglect may be physical (lack of appropriate supervision or failure to provide necessary food, shelter or medical care), educational (failure to educate a child or attend to special education

needs or emotional (inattention to child's emotional needs or exposure to domestic violence).

Physical abuse is a physical injury as a result of punching, beating, kicking, biting, etc. Such injury is considered abuse regardless of whether there was intent to hurt the child. Sexual abuse includes activities by a parent or caretaker such as fondling a child's genitals, penetration, sodomy and indecent exposure. Emotional abuse is any pattern of behavior that impairs a child's emotional development or sense of self-worth. This may include constant criticism, threats, or rejection, as well as withholding love, support, or guidance.

There are resources available if you suspect abuse. California domestic violence hotline: 818-242-1106. Sexual assault hotline: 949-831-9110. RAIN Hotline (Rape, Abuse, Incest National Network): 800-656-HOPE. Child Abuse: 1-800-4ACHILD.

Excerpts from the COMMUNICATOR, March 2006

— Barb Shangraw,

Parent and Community Concerns Committee

Fourth District PTA Advocacy

Time to start planning for Sacramento Safari!



By Kim Anderson, Fourth District PTA Vice President, Advocacy

The Fourth District PTA Advocacy Team is currently planning its annual two-day visit to Sacramento. This trip is filled with fabulous speakers, enlightening legislator meetings, incredible networking opportunities and, of course, the opportunity to advocate directly with Orange County Assembly Members and Senators.

Please plan (and budget) now to send a representative from your unit or council. **Here are the details:**

Dates: Monday March 26 – Tuesday, March 27, 2012

Time: We depart early on Monday morning and return on Tuesday evening.

Where: Embassy Suites Hotel in Sacramento on Monday and State Capitol on Tuesday.

Cost: Approximately \$550 total, which needs to be part of your budgets now.

Registration: Information will be available in November.

Speakers typically include:

- Governor's Office/State Board of Education
- State PTA Board of Directors
- California Department of Education

- Sacramento Columnist/Journalist
- Legislative Analyst's Office
- Senators & Assembly Members
- Key Senate & Assembly Leadership Staff
- California Budget Project
- Top Education Consultant

PTA advocates will come away with:

- An insider's view into the inner workings of Sacramento and how that translates to the best advocacy techniques, empowering them to SPEAK UP for kids most effectively.
- In-depth knowledge to share with their units and councils about the latest issues affecting children, and how to take action on these issues.
- The knowledge that they have *absolutely* made a positive difference to children's lives!

As Fourth District PTA is the state's largest, Orange County's voice should definitely be a resounding one. Please ensure you have funds budgeted to send a representative from your unit or council. Thank you!

Preparing Reflections Entries

By Kathleen Sarangay,

Fourth District PTA Reflections Chairman

Here are some important tips for Reflections chairmen when preparing to submit entries:

- Please fill in your council name and **4th District** at the top of the Entry Form. Complete the section on the entry form marked "To be completed by local PTA." You can find your National PTA ID # on your bylaws, or ask your council president or council Reflections chairman.
- Double-check the entry form to be sure all required information is complete and legible: age, grade level, name, address, phone and email. *Both the student and a parent/guardian must sign the entry form.*
- Be sure each entry meets all stated rules and requirements. New this year: All entries must have a title; artist statement; and, if a person's recognizable image and/or voice is included in original works of art, consent forms.
- Be sure to comply with new requirements for naming, labeling, and packaging of winning entries being submitted to the next level of competition.
- Check the size/running time of the entry; Photography and Visual Arts have size limitations. Playing time for Musical Composition, Dance Choreography, and Film production entries must not exceed five minutes.

- Literature entries should be submitted in a manila folder with the entry form stapled to the back. Do not mount Literature entries.
- Use of copyrighted material is prohibited. This includes the use of copyrighted cartoon characters. An entry must be original work created only by the student.
- **Cellophane wrap** the Photography and Visual Arts entries for protection. Place the Official Entry Form in a plastic sheet protector and firmly attach to the back of the entry **on top** of the cellophane wrap, leaving an opening in the clear page protector. **(No food wrap, please).**
- Judges should not see artists' names. Give a set of rules to each judge, and remember to send thank you notes.
- **Know your council's deadline.** Students must submit their entries by your deadline, and your unit must submit selected entries to your council by their deadline. (The deadline for your council to submit entries to Fourth District PTA is Friday, December 2, 2011.)
- Complete the FORM A –PTA UNIT PARTICIPATION FORM and forward it with your entries to your council level of judging. Council chairmen must complete and submit the FORM A –PTA COUNCIL PARTICIPATION FORM.
- 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!

Mensaje de la Presidenta

Membrecía dice “quiénes somos”

Por Celia Jaffe

¿Ya se ha unido a la PTA?

Yo espero que haya hecho esta pregunta a mucha gente en su escuela y comunidad durante el mes pasado y que lo siga preguntando por el resto del año. Cada miembro de PTA y cada líder deben servir como embajador de la organización, para de esta manera reclutar miembros nuevos. La PTA no es un grupo selecto que existe detrás del escenario y que solo se conocen los nombres por las circulares. Acercarse a la gente en persona con una actitud amistosa e invitándolos a hacerse miembros es la mejor manera de crecer su membrecía. Consistentemente la razón por la que la gente no se une a la PTA es porque “nadie me invito”.

Lo que su PTA hace durante el año lo deciden sus miembros.

Una PTA de buen funcionamiento es un ejemplo de democracia. Ninguna PTA está limitada por las acciones del año anterior. Los miembros del año en curso deciden el curso de la PTA de este año. El propósito y la misión de la PTA proveen el marco de referencia de la

asociación y debe servir como base para planear las actividades del año en curso. El consultar con la administración de la escuela y leer la guía del seguro de PTA son pasos muy importantes en cualquier proceso de planeación. Sin embargo escuchar las ideas y prioridades de sus miembros le ayudara a mantener su PTA vibrante y relevante en su comunidad.

Trate de reclutar miembros de la población de su escuela que casi no participan.

Idealmente su PTA debe verse como un grupo representativo de su comunidad escolar. La mezcla de diferentes razas debe ser similar; debe haber hombres y mujeres; miembros de la administración de la escuela, maestros, padres, estudiantes y representantes de la comunidad; también representantes de los diferentes vecindarios y escuelas conectadas con la suya. Si su PTA no tiene miembros de todos los grupos representativos de su escuela, entonces es momento de reclutar nuevos miembros con estas características. Si solo tiene a una persona asistiendo a las juntas de un

grupo en particular, dígame a dicha persona que traiga a uno o más amigos al siguiente evento o junta y pregúnteles por qué no participan. Escuche las respuestas y busque una solución.

La conexión entre la casa y la escuela es invaluable.

PTA no es solo para recaudar fondos. La “Regla de 3-1” dice que tenemos que organizar 3 programas de PTA por cada recaudación de fondos que organicemos. Otra manera de mirar esto es preguntando lo siguiente:

- ☐ ¿Qué imagen tiene la PTA en nuestra escuela?
- ☐ ¿De qué manera su familia se sentiría mas conectada con la PTA de la escuela?
- ☐ ¿Los boletines de noticias y correos electrónicos que se mandan a la casa explican bien las actividades de la escuela?
- ☐ ¿La PTA ofrece a “todos” la oportunidad de involucrarse en la escuela?
- ☐ ¿Existe un evento divertido y gratis para traer a la familia en la escuela?

Yo espero que su campaña de membrecía haya tenido un lanzamiento exitoso y ojala encuentre la manera de dar una bienvenida calurosa a sus miembros de PTA.

Los estatutos hacen su trabajo en PTA más fácil

Por Bev Berryman, Parlamentaria del 4o Distrito de PTA

¿Sabía usted que sus estatutos de PTA están ahí para hacer su trabajo más fácil?

Sus estatutos son el marco de referencia del trabajo que su PTA hace. Ahora es momento de revisar tan valioso documento y asegurarse que se les den copias de ellos a todos sus oficiales de la mesa directiva. La mayoría de las preguntas de cómo manejar su asociación pueden ser contestadas cuando se leen los estatutos, además de que las preguntas diarias pueden ser respondidas rápida y eficientemente.

Acuérdese que los estatutos actuales son un requerimiento de la asociación para conservar su buen estatus. Otros requerimientos incluyen:

- ☐ Una asociación deberá tener un míni-

mo de 15 miembros incluyendo al presidente, secretario y tesorero;

- ☐ Las cuotas por persona y el pago del seguro deben ser mandados a través de los canales indicados y a tiempo.
- ☐ Todas las declaraciones de impuesto federal y estatal, además de cualquier otra forma de gobierno deben ser entregados; y
- ☐ Las unidades y los consejos deben adherirse a los objetivos y principios básicos de PTA.

Revisar sus estatutos anualmente le dará la oportunidad a su mesa directiva para determinar si hay cambios o revisiones que se necesitan hacer. Ahora es

un momento perfecto para designar a un comité que sea encabezado por su parlamentario, para estudiar los estatutos, hacer recomendaciones enmendar cambios que serán mandados a través de los canales indicados al parlamentario estatal para aprobación.

Una vez que los estatutos han sido aprobados, de un periodo de 30 días de notificación de los cambios a los miembros de su asociación. Los estatutos revisados deberán ser aprobados en su junta de asociación por un mínimo de 2/3 del voto total.

Haga su trabajo más fácil...revise sus estatutos.

Translation by



After School Spanish Program 909-319-9796

Información crucial para las unidades y los consejos efectiva en 2011

Por Julie Redmond, Tesorera del 4o Distrito de PTA

El estado de California y el IRS han cambiado los requerimientos de reporte de impuestos para organizaciones no lucrativas, lo cual incluye su PTA. Este artículo le provee un resumen de los nuevos requerimientos. Por favor note que todas las asociaciones no lucrativas tienen que presentar su declaración de impuestos sin importar sus ingresos. Si su PTA presenta ingresos de menos de \$25,000 usted podrá presentar su declaración a través de una postal. Esto puede ser hecho en el sitio de internet y recibirá un correo electrónico de confirmación de la entidad de gobierno que la reciba.

Las nuevas leyes de impuestos son diferentes que las de los años anteriores

Por los cambios de la franquicia de impuestos del estado de California los requerimientos para las organizaciones sin fines de lucro, todas las PTA deberán presentar una declaración de impuestos federal y estatal. Y todas las PTA —no solo los consejos— deberán obtener un número Caritativo del procurador de

California, o si usted ya lo tiene, se debe mandar un formulario anual para renovarlo.

¿Cuándo debemos presentar las declaraciones de impuestos?

Para la mayoría de las PTA la fecha límite es el 15 de noviembre, lo cual significa que el trabajo tiene que hacerse en Septiembre u Octubre. Específicamente los formularios tienen como fecha límite el día 15 del quinto mes después de que el año fiscal ha finalizado. Para las PTA con años fiscales terminando el 30 de junio los formularios de impuestos deben ser entregados para el 15 de noviembre.

¿Que son los ingresos brutos?

Los ingresos brutos es el total de dinero que entra en su cuenta de PTA hasta el final del año fiscal, con excepción de las cuotas mandadas por los canales designados de PTA. Este incluye el total de fondos depositados de las recaudaciones de impuestos, no solo las ganancias. Su auditoria de final de año debe contener dichos números provistos en el reporte financiero anual.

¿Cuál es el número de excepción de impuestos de PTA?

Algunas veces se le llama “numero de grupo” es el numero que el IRS da como excepción de impuestos y es compartido por todas las PTA de California. Dicho número es **0646**.

Siempre guarde copias y recibos de sus declaraciones de impuestos.

Haga 3 copias de todos sus formularios de impuestos, incluyendo en recibo obtenido cuando se presenta la postal en el sitio de internet. Guarde una copia y mande las otras dos a su consejo. Los consejos mandaran a su vez una de las copias al 4º Distrito de PTA.

Números Caritativos- ¡No son solo para los consejos!

¿Ya tiene su número caritativo?

Todos los consejos deben tener sus números caritativos. Algunas unidades de PTA también los tienen pues se han registrado con la oficina del procurador de California para poder hacer rifas o casinos. En cualquier caso todas las PTA deben tener un número caritativo asignado para el próximo año.

Ingresos brutos de su PTA Unidad o Consejo:	Formularios Federales del Internal Revenue Service (IRS)	Formularios estatales de California Franchise Tax Board (FTB)
Menos de \$25,000	990N - "e-Postcard" Online (postal)	199N - "e-postcard" Online (postal)
\$25,000 a \$50,000	990N - "e-Postcard" online (postal)	199 Organización exenta de California Declaración anual de información
\$50,000 a \$200,000 Y un total de menos de \$500,000	990EZ - "Formulario resumido" Declaración de la organización Exento de impuesto de ingresos	199 Organización exenta de California Declaración de información anual
Más de \$200,000 Y un total de bienes de más de \$500,000	990 Declaración de la organización Exenta de impuestos de ingresos	199 Organización exenta de California Declaración de información anual

Para las PTA que ya tienen su número Caritativo (CT#)	Para las PTA sin sus numero Caritativo
<p>Presente el formulario anual RRF-1 antes del 15 de noviembre (para los que terminan su año fiscal en junio) con el Procurador General de California.</p> <p>Dicho formulario lo puede encontrar en http://ag.ca.gov/</p> <p>También, registre cualquier rifa que haga en dicho sitio.</p>	<p>Aplique para obtener dicho numero usando el formulario CT-1 con el Procurador General de California. (Esta fecha límite no es el 15 de noviembre pero aplique antes de finalizar este año.)</p> <p>Vea las listas de quehaceres en el formulario muestra en el sitio capta.org bajo "QUICK LINK" / "Tax Filing" / "Registry of Charitable Trust."</p>

Did you know that PTA is green?

The California State PTA Supports Environmental Health and Education

The California State PTA believes all children and youth have the right to live and attend school in a healthy environment free from avoidable environmental hazards.



Opening Eyes

The PTA seeks to educate its members to recognize the importance of a healthy environment and the potential dangers that environmental contamination poses for children's developing minds and bodies.

For more information, go to: www.capta.org/sections/programs/pta-green.cfm



October
2011

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

Fourth District
PTA[®]