

President's Message

Small Steps lead to Great Things!

by Maureen Christensen



As PTA leaders we have a vision of what an ideal PTA is. It has a full board, with many standing committees and volunteers galore. It holds all of the required meet-

ings each month and there is a standing-room-only crowd. The membership list is so long that you have to have two chairmen to compile it. Students have a voice and many of them are members and hold board positions. Administrators and PTA leaders work hand-in-hand to make the school a better place. We hope that this is your ideal of what PTA should be.

But in this ever-changing world, our PTA units don't always look like that ideal PTA. Maybe you struggle to follow parliamentary procedure. Maybe you don't always get the wording right when making a motion. Maybe you struggle to get enough PTA members to come to meetings to arrive at the required number for a quorum. Maybe you weren't able to fill all of the chair positions that you had in the past. Maybe your minutes or treasurer reports aren't done in exactly the style that you would like. No one is perfect. And no PTA is perfect.

This year at Fourth District PTA we want each PTA to grow a little, and not only in membership. We want each

PTA to stretch a little bit. Try to do something better. Work a little harder on parliamentary procedure in your meetings. Try to meet quorum by inviting people back to PTA. Take it one step at a time.

We don't expect perfection. But if we take it line upon line, precept on precept, we can make great strides towards having that ideal PTA.

And you have the full support and help of your councils and Fourth District PTA! Invite us to your meetings. We won't be there to criticize. We want to celebrate your successes with you. We will have ongoing training opportunities this year. We want you to succeed.

Just because your unit PTA doesn't look perfect doesn't mean that it is in any way not the ideal PTA for your school. You are the only ones that can take a real look at your PTA struc-

ture and know what needs to be done. Keep in mind that change often begins with baby steps. If you never take that first step then you will never go anywhere.

Let us know of your successes. But don't be afraid to ask for help when you have those small failures. We are here to help!

Maureen

We don't expect perfection. But if we take it line upon line, precept on precept, we can make great strides towards having that ideal PTA.

Sweeten the World



One Drop at a Time

Fourth District PTA®

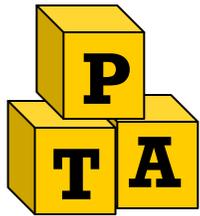
everychild.onevoice.®

*Artículos en español
paginas 10 y 11*

Inside this Issue

Secretary	2
Sacramento Safari; Summer Mailing; Calendar	3
Membership; Parliamentarian	4
PTA Tax Information Guide	5-6
Advocacy Roundtable; Facebook	7
PTA Logo Use; Common Core	8
Reflections; Advocacy	9
Artículos en español:	
• Talleres de Capacitación en Español	10-11
• Secretario	
• Reflections	
Membership Cards	12





Basics: Secretary

Care and Keeping of PTA Minutes as Permanent Records

By Barb Shangraw, Fourth District PTA Secretary

Secretaries, where are you keeping your minutes from this year? In a folder? A three-ring binder? A box under the bed?

You should be pasting them in a bound book, such as the handsome blue PTA Secretary's Book, available at the Fourth District PTA office for \$18 (paid by your PTA, of course).

Why do we paste our minutes into a book? For an answer, we need to go way back into the last century to a time when there were no personal computers or copiers. In those days, the PTA secretary used a fountain pen to write the minutes directly into the Secretary's Book. This created one permanent master record of the activities of the organization.

Pasting computer-generated minutes into the book is a way of

duplicating that permanence.

Permanence is important because minutes are among the legal documents that a nonprofit is required to keep, according to California law. It's also important because, sad to say, PTA officers sometimes use PTA funds inappropriately. Minutes kept in a folder or a binder can be easily removed or switched.

A complete, secure master copy of the minutes helps prevent this kind of a loss and helps to clear up questions that might arise. In this way, both PTA funds and PTA officers are protected.

What should go into your Secretary's Book? In addition to the minutes, you should paste in all written financial reports, including budgets, income and expenditure reports, lists of every check issued, and the two

annual audit reports. You should also include bylaws amendments and written reports by officers and committee chairs.

Instead of pasting into a bound book, PTA allows you to collect all of these documents and have them professionally bound at the end of the year. If you plan to do this, be sure to keep all of the documents in a secure location.

Finally, find a safe place to store your minutes. Many schools will set aside a cupboard for PTA materials. This is a good place to keep your PTA minutes, as they must be archived indefinitely.

Make sure any stored permanent records such as minute books are clearly labeled: "Permanent records. Property of ___ PTA. Do not discard or destroy."

Fourth District PTA

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Fourth District PTA comprises 20 councils in Orange & Los Angeles Counties with over 400 unit PTAs.

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Save the Date For Sacramento Safari: March 17-18

By Kim Anderson
Fourth District PTA Safari Chairman

What: Our annual not-to-be missed trip to our state capitol.

Where: Sacramento—Embassy Suites Hotel and the California State Capitol.

When: Monday, March 17 through Tuesday, March 18, 2014.

Cost: Approximately \$600 per person which will cover airfare (individually booked), hotel, food, and registration.

Basic Policies:

- Attendees must be current PTA members.
- Attendees must be voted as representatives by a PTA unit or council.
- Attendees must be at least 18 years old or accompanied by a parent.
- Participation is limited to 100 people – first come, first served.

Safari Orientation: Friday, March 7, 2014; 9:30-11 am

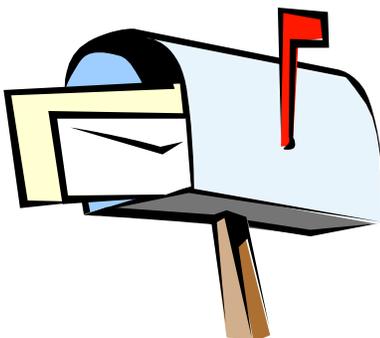
More information will be available at www.fourthdistrictpta.org

The “Summer Mailing” Did you receive it? What’s in it?

The California State PTA “2013 Service Mailing” and the National PTA “Back to School Kit” were mailed during the summer to each PTA unit and council president.

If you did not receive a summer mailing, that means the new PTAEZ officer contact system did not have your mailing address at the time of mailing.

But don’t worry! It is possible that your packet was given to your council president. And all the material is available for download from the websites: www.capta.org (search “service mailing” on the site) and find National PTA’s kit at <http://www.ptakit.org/>



FOURTH DISTRICT PTA CALENDAR

October

- 4 Workshops in Spanish**
(see flier in this issue)
9 am—Noon
Orange Unified School District
1401 North Handy Street, Orange
- 17 District Board Meeting**
9:30 am—CP Roundtable
10:30 am—Board Meeting

November

- 11 Office closed for Veterans Day**
- 14 Council Presidents’ Roundtable**
9:30 am Fourth District Office
- 15 Advocacy Roundtable**
10:30 am — noon
Fountain Valley District Board Rm.
- 21 Executive Committee Meeting**
9:30 am Fourth District Office
- 22 Reflections entries from councils due to 4th District**
Time by appointment.
- 27-28 Office closed for Thanksgiving**

December

- 12 District Board Meeting**
Location TBD
- 19 Last day the office is open before Winter Break**

January

- 6 Office reopens**
- 16 Council Presidents’ Roundtable**
9:30 am Fourth District Office
- 23 Executive Committee Meeting**
9:30 am Fourth District Office
- 24 Advocacy Roundtable**
9:30 am—11:30 am
Fountain Valley District Board Rm.

Support the PTA Through Membership

By Lisa Boler, Fourth District PTA Vice President for Membership

Studies have shown that asking a parent or teacher to *Support the PTA* has better results than asking them to *Join the PTA*. The word "JOIN" makes a person think that they must volunteer and/or attend meetings along with paying the dues. When you ask them to "SUPPORT" they are more likely to say "yes." Everyone feels good as the PTA is getting the members, and the parents who don't have the time or inclination to volunteer feel good that they are supporting their child's school.

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:

- Have PTA information and membership forms available at all meetings and school events.
- 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.
- Remind last year's members that their membership needs to be renewed each school year.
- Talk about the value of supporting (joining) the PTA. People support or join because they appreciate what PTA does and it makes them feel like part of the school community.
- Thank everyone who joins your PTA. Send a short note of appreciation along with the membership card.
- 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 their school
- Make sure your membership campaign is ongoing. Your newsletter should have a year-round welcome to join PTA.
- Use all forms of communications. Newsletters, flyers, websites, and email are great, and don't forget about Facebook and Twitter. But it's also important to talk to people individually in person.
- Welcome packets with membership forms should be in the office for new students.

Keeping Membership Records

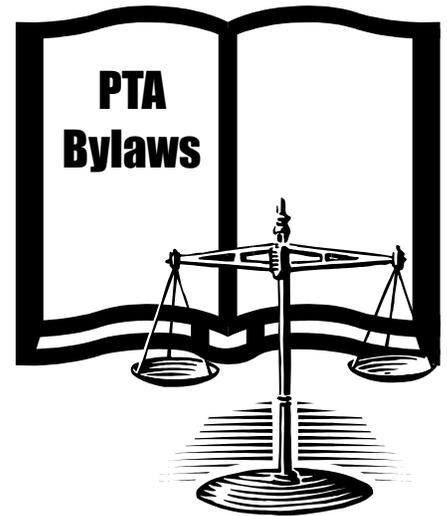
Like every California nonprofit corporation, California State PTA is required by state law to keep a record of its members. Each PTA membership chairman should keep a list of current members as they join. Include each member's name and any other information your PTA has collected—address, phone number, child/children's name(s). 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 2013-14 school year.

Important Membership Due Dates—For Councils*

(*For councils remitting to Fourth District. Units should check with council for their dates, which will be earlier).

- | | |
|--------------------|--|
| October 17 | "Ready, Set... Remit" Award - 30 members minimum |
| November 15 | Last day to remit per capita membership to remain a PTA in good standing - 15 members minimum. |



Parliamentarian Tips

Training for all

By Erin Jenks, Fourth District PTA Parliamentarian

As the parliamentarian for your PTA unit or council, the beginning of the school year is a good time to train your board members in parliamentary procedure. Review your bylaws to determine if they are current. Make sure your officers each have a copy of the bylaws.

Ask your president to put you on the agenda and then go over the steps for making a motion, what items need to have a motion, who can and cannot make a motion, and how to make it. Review proper voting procedures and who can vote. You might want to also address who is allowed to speak and when.

As parliamentarian, you are there to help the president maintain order and fairness, providing equal opportunity for all to participate with the minority being heard but a majority determining the final decisions.

You contribute to the success of the meeting and your school year when every voice is welcomed and heard and meetings run smoothly and efficiently.

PTA Tax Information Pull-out Guide—Fall 2013

Content by Diana Flores, Outreach Chairman & Angela Carswell, Treasurer, Fourth District PTA
 And adapted from "Taking the Angst out of Tax Filing" Convention Workshop Handout by Celia Jaffe

Required Forms For Every PTA: All units, council, and districts MUST...

1. Complete and submit federal tax filings—IRS Form 990
 - The chart below shows which version of the 990 applies to your PTA.
 - If your PTA receives a donation of \$5,000 or more from a single donor, attach Schedule B to the 990 form.
 - Form 8868 is used to request an extension on filing.
2. Complete and submit California filings— California Franchise Tax Board Form 199
 - The chart below shows which version of the 199 applies to your PTA.
3. Complete and submit Form RRF-1 to renew your PTA’s Charitable Trust Number (CT#) with the California Attorney General’s office.
4. PTA units that are incorporated (very few in 4th District are), have additional filing requirements.

By the laws and tax code of the State of California and the IRS, PTAs and other nonprofit organizations must file both state and federal tax forms every year.

When do we file tax forms?

For most PTAs the deadline is November 15, which means you should work on it in September and October or earlier. 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. These are prepared on 2012 tax forms for the 2012-2013 fiscal years.

Keep records of your tax filings!

Make three copies of all your tax forms, including the online receipt if you file the e-postcards. This receipt will be emailed to the email of record with the IRS. Keep one copy and turn in two copies to your council. Councils will forward one to Fourth District PTA.

Consequences for Not Filing

Forms filed late usually result in a penalty—a monetary fine. These notices come months later when a substantial fine has accumulated.

Any tax exempt organization that does not file a 990 in three consecutive years will have its federal tax exempt status revoked. At that time the PTA ceases to function until the nonprofit status is reinstated.

Reinstatement requires compiling

- 5 years of annual financial information
- current bylaws
- multiple signed IRS forms
- a fee (\$400-\$850)

Beginning 2013 tax exempt organizations that have not filed a 199 in three years will have California State tax exempt status taken away.

Gross Annual Revenue for your PTA Unit or Council	Federal Tax Forms to the IRS- Internal Revenue Service	State Tax Forms to the FTB- California Franchise Tax Board
Normally less than \$50,000	990N- "e-Postcard" online Find it at http://epostcard.form990.org/	199N -"e-postcard" online Find it at www.ftb.ca.gov/online/199N_ePostcard/index.asp
Normally \$50,000 to \$200,000 and total assets less than \$500,000	990EZ- "Short Form" Return of Organization Exempt from Income Tax Schedules A&O and sometimes B	199 California Exempt Organization Annual Information Return
Normally more than \$200,000 and total assets more than \$500,000	990 Return of Organization Exempt from Income Tax Schedules A&O and sometimes B	199 California Exempt Organization Annual Information Return

Crucial PTA Tax Information Pull-out Guide, cont.

Each PTA holds tax exempt status as a 501(c)(3) Organization

To be tax-exempt under section 501(c)(3) of the Internal Revenue Code, an organization must be organized and operated exclusively for exempt purposes set forth in section 501(c)(3), and none of its earnings may inure to any private shareholder or individual.

Benefits of Being Tax Exempt

- Tax-free income - Income earned by the organization is deemed tax-free.
- Tax-deductible donations - Donors can make charitable contributions and receive a tax deduction on their tax return.
- Grants - The organization will be qualified to receive private and public grants

Important reminder:

ALWAYS and IMMEDIATELY contact your District PTA if a unit receives ANY communication from the IRS, the Franchise Tax Board, the Attorney General, the Secretary of State, or any other agency.

Use a Professional

For PTAs that are required to file more than the online postcards, it is recommended that an accountant or tax professional specializing in nonprofit 501(c)(3) organizations be used for all tax filings.

What are "gross receipts" or "gross annual revenue"?

Total money coming into the PTA in the fiscal year, with the exception of the dues or Founders Day offerings sent up PTA channels. Gross income includes the total funds deposited from fundraisers, not just the net profit. Your year-end audit and your annual financial report have these figures.

Keeping your tax numbers straight:

Number	Additional names for that number	What forms it is used on
Employer Identification Number (9 digits) XX-XXXXXXX	EIN or FEIN Tax ID Number	Federal (IRS) tax forms Charitable Trust application (CT-1) Registration Renewal Form (RRF-1)
Franchise Tax Board Number (7 digits) XXXXXXX	FTB# Corporate/Organization Number Entity ID number	California Franchise Tax Board forms Charitable Trust application RRF-1 Charitable Trust Renewal
PTA tax exempt number: 0646 for all PTAs in California	GEN or group number or group exemption number	This is the IRS tax exemption number shared by all PTAs within California. Required on most tax forms.

Filing the RRF-1: Annual Registration Renewal Fee Report

All units/councils/districts must file the RRF-1 annually by November 15

- Gross receipts should match tax return.
- Copy of federal return must be sent with the RRF-1.
- Name is **Legal Name** found on bylaws cover page.
- A standard PTA internal audit is **not** the same as an "audit prepared in accordance with generally accepted accounting principles." (For a question on the form)
- Fees depend upon gross receipts.

What does RRF-1 stand for? Registration Renewal Fee

Where can I find the RRF-1 form?

You find the RRF-1 form at http://oag.ca.gov/sites/all/files/pdfs/charities/charitable/rrf1_form.pdf or by doing a simple internet search for "California RRF-1."

When is the RRF-1 due? November 15th.

Will I have to pay a fee for filing the RRF-1 form?

It depends on the PTA's gross annual revenue for the previous fiscal year; please see the chart on the form.

What is the purpose of the RRF-1?

The purpose of the Form RRF-1 is to assist the California Attorney General's Office with early detection of charity fiscal mismanagement and unlawful diversion of charitable assets.

Soon after receiving my CT-1 number I got a letter asking my PTA to file the RRF-1 form along with the IRS 990N, 990EZ, or 990. Do I need to do that?

Yes, do not ignore any written communication from the Attorney General's Office and IRS. If you have any questions, please contact your council president for assistance.



Fourth District PTA Advocacy Roundtable

**Friday, November 15
10:30 a.m. to 12 noon**

Fountain Valley School District, Board Room
10055 Slater Ave., Fountain Valley, 92708
(Please park at the back or side of the building, not in the front)

All PTA members are welcome to attend.

Which legislator will join us for a bipartisan look at public education policy in California?

Rick Simpson
Deputy Chief of Staff
to Assembly Speaker
John Pérez



**To be
announced!**



Get the inside scoop on what's happening
in Sacramento from two points of view.

Questions? Please contact Fran Sdao at roundtables@fourthdistrictpta.org

Like Us On Facebook!

By Shanin Zeimer, Fourth District PTA Social Media Chairman



Fourth District PTA is active on Facebook. We post timely information and news you can use.

Some examples of posts from this month: links to an article on bullying, resources available from PTA to help your school prevent bullying, reminders about Fourth District PTA trainings with links to sign up, and a link to sign up for a chance to win free tickets and support our local Orange County arts organizations.

We will keep you current with what's going on, what's coming up, and what PTA is doing for you! So like us on Facebook. To make sure you don't miss any of our posts, click the little gear symbol to the right of the checked "Liked" box (next to the Message button) and select "Add to Interest Lists..." from the drop-down menu. Please like our posts and share the information we post with your PTA families and friends!

“And now a word from our sponsor...”

By Kathleen Fay, Fourth District PTA Vice President for Communications

Would you ever expect an advertiser paying big money to sponsor a television show to say to the programmers, “Oh, please – just mention our company once at the top of the show – that’s enough for us!” – or do you expect to see the same commercial over and over again during the breaks?

Why do they do this? It’s the same message time and again, so why the repetition?

The answer has to do with a concept called *cognitive ease*, which simply means that people are more comfortable with what’s familiar. Familiarity connotes safety and brings forth positive feelings that “all is well.” No surprises or lions lurking in the bushes here!

Our organization can benefit from the same principle. Just as commercial advertisers display their own logos at every opportunity, PTA has developed a logo that you can use to remind everyone that PTA is the sponsor of many valuable programs that benefit kids and families.

How can people know what PTA does if PTA doesn’t get credit for it? Announcing your programs once at the start of the school year isn’t enough.



Instead, use the PTA logo on everything you do – on fliers, calendars, parent education pieces, signs, and all electronic communications. By increasing the frequency of exposure, you increase the favorable feelings associated with seeing it, and let people know how active a contributor PTA is within your school community.

You can download various versions of the PTA logo – with or without the “*everychild.onevoice*®” tagline, in English or Spanish, at the California State PTA website (right side of the Home page, under “What’s Helpful”): www.capta.org/sections/communication/visual-identity.cfm.

You can even make a customized logo for your own school’s PTA by centering the name above the logo in Arial Black or Helvetica Black. More detailed instructions on logo usage are available on the Fourth District PTA website under “COMMUNICATIONS” at: www.fourthdistrictpta.org/pta-logo-usage-guide/.

So, What is This 'Common Core' Stuff Anyway?

By Candi Kern, Fourth District Vice President for Education, Health, and Community Issues

As we return to school after our summer breaks, we are beginning to hear more and more from teachers and administrators about the Common Core State Standards. Though school districts have already been ramping up for Common Core for months, most parents are just now trying to get our heads around what this change really means.

The current California state standards, for which most of our students are assessed annually, are sometimes jokingly called “a mile wide and an inch deep.” The joke was meant to point out that the huge amount of content to be covered at each grade level only allowed time for a very superficial introduction into much of the content. One goal of the Common Core is to focus the content so that students have time to study concepts at a deeper level and not merely skim the surface.

Common Core strives to meet the needs of 21st century learners and the demands of future employers. One method is to focus on the “4 C’s”: critical thinking, communication, collaboration, and creativity. As parents, we should recognize, and indeed expect, that instruction may begin to look a little bit different.

Gone are the days of rote memorization and regurgitation of facts. Expect more collaborative

and open-ended projects. Students will need not only to know the answers to questions, but also be able to explain and cite resources as to how they found their answers. Teachers should not be viewed as a “sage on the stage” but rather a “guide by the side.” Parents may find the classrooms are a little bit noisier as the students become more actively engaged in their own learning.

As one may expect, the assessments required of our students will be shifting as well. STAR testing will be going away. It will be replaced in 2014-2015 with the Smarter Balanced Assessment. This assessment includes many new features, most significantly that it will be taken on a computer. This computer adaptive testing means that the computer adjusts the difficulty level of the questions based on the student’s responses. Obviously, this requires not only adequate technology at the schools themselves, but also demands that our students be computer savvy.

At your upcoming parent/teacher conference, try asking your child’s teacher, “So, what is this Common Core stuff anyway?” You’re sure to learn more about this huge shift in our students’ education.

See more resources about Common Core: www.edsource.org, www.capta.org, www.ocde.us



The 2013-2014 Reflections Theme is "Believe, Dream, Inspire"



By now the Reflections Program should be up and running at your school! Since 1969 the popular Reflections Program has encouraged millions of students to explore and celebrate their artistic talents by creating works of art for fun and recognition.

All students in preschool through grade 12 are encouraged to submit their original works of art in six categories: **Dance Choreography, Film Production, Literature, Music Composition, Photography, and Visual Arts.**

Local winners in each category can advance to compete at the PTA council, district, state and even national level! Participation encourages creativity and exploration. Students should do their best, but crooked lines, incorrect musical notes, or misspelled words do not disqualify anyone. The Reflections Program provides an excellent opportunity for students to:

- Unleash their creative talents and be inspired.
- Express themselves imaginatively in their artwork.
- Experience the joy and fun of making art.

- Tap into critical thinking skills to create art inspired by the annual theme
- Receive positive recognition for their original works of art

As an added bonus, in showcasing and celebrating student talent, the Reflections Program increases community awareness of the importance of the arts in education.

DUE DATES

Council Leaders: Reflections entries being advanced to Fourth District are due November 22.

Unit (School) Leaders: Contact your council to find out your deadline for submitting entries to your council. It is likely to be soon.

For complete Reflections rules, forms, and more information, go to:

Fourth District PTA: www.fourthdistrictpta.org/reflections

California State PTA: www.capta.org/sections/programs/reflections.cfm which also includes an impressive gallery of past winners.

Reflections Theme Search for 2015-2016

The Reflections Program annual theme search offers another great way for students to get involved in the Reflections Program. Encourage your students to brainstorm and imagine a theme that will appeal to others in preschool through grade 12. The student who submits the award-winning theme will be recognized at the National PTA convention in June. The entry form is available at <http://downloads.capta.org/ref/ThemeSearch.pdf> Theme entries are due to California State PTA by November 1.

Fourth District PTA Brings Bipartisan Visits to Local High

As part of the Fourth District Advocacy Roundtable on November 15, our team once again has arranged for a bipartisan visit to several of our local high schools on November 14 and 15. Democrat Rick Simpson, Deputy Chief of Staff for the Assembly Speaker of the House, and a yet-to-be-named Republic legislator will be giving presentations and answering questions at several high school U.S. Government classes.

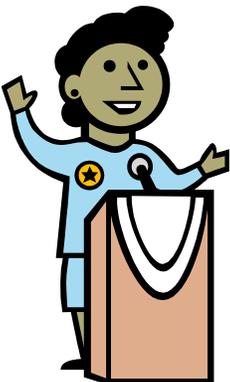
Students will get an unprecedented look at what is going on in Sacramento and how both political sides view the issues, many of which have a direct impact on our students. The guests will give a short presentation of what they see as the important issues in Sacramento from their viewpoint and then students are encouraged to ask challenging questions. The program

will give a frank and interesting view of partisan and bipartisan politics in our State Capitol.

Last year's visit to Huntington Beach High School's U.S. Government class drew questions about adequate school funding as well as the cost of college from students. This outstanding opportunity for some of our seniors allows them to see that their elected officials are accessible and takes away some of the fear of speaking with them about issues students feel are important. Last year, Assemblyman Allan Mansoor gave students an open invitation to come see him in his office.

After their morning high school visit on Friday, the two presenters will come to the Fountain Valley School District Office located at 10055 Slater Avenue, Fountain Valley from 10:30-12:00 noon to give a similar presentation to our 4th District PTA members.

We invite you all to come and get the inside scoop on what's happening in Sacramento from two points of view.



Pequeños Pasos Llevan a Grandes Hazañas



Como líderes de PTA tenemos una visión de lo que una PTA ideal es: Tiene una mesa ejecutiva completa con muchos comités vigentes y gran cantidad de voluntarios. Cada mes sostienen las juntas requeridas y tantas personas asisten que solo queda espacio para estar de pie. Es tan grande la lista de miembros que se necesitan dos directores de comité para recopilar la informa-

ción. Estudiantes tienen voz, muchos de ellos son miembros y asumen posiciones en la mesa directiva. Conjuntamente, personal administrativo escolar y líderes de PTA trabajan para hacer de su escuela un lugar mejor. Esperamos que esto sea el ideal que Ud. tenga para su PTA. Pero frecuentemente, en este mundo tan cambiante, nuestras unidades de PTA no reflejan a una PTA ideal. Es posible que usted batalle para seguir los reglamentos parlamentarios. Tal vez no dice las palabras correctas cuando hace una moción. Quizás le es difícil que suficientes miembros asistan a sus juntas para tener el quorum requerido. Es posible que no pueda llenar todos los puestos de directores de comité. A lo mejor los reportes del tesorero o las actas no sean como a usted le gusta. Nadie es perfecto, ninguna PTA es perfecta.

Este año en el Cuarto Distrito de PTA queremos que cada PTA crezca un poco más. No solo en miembros afiliados. Deseamos que cada PTA se desarrolle como organización. Trate de hacer algo un poco mejor. Que haga ese esfuerzo extra de seguir los reglamentos parlamentarios en sus juntas. Trate de obtener quorum invitando nuevamente a más personas a su PTA. Haciéndolo paso a paso. No esperamos perfección. Pero si lo hacemos renglón por renglón, precepto por precepto podremos avanzar hacia una PTA ideal. ¡Usted cuenta con el apoyo completo de su concilio y del Cuarto Distrito de PTA! Invítenos a sus juntas. No vamos a estar ahí para criticarle. Queremos celebrar sus éxitos con ustedes. Este año tendremos talleres de capacitación continuamente, le urgimos que participe. Deseamos que tenga éxito.

El hecho de que su PTA no parece ser perfecta, no quiere decir que no es la PTA ideal para su escuela. Pero tome en cuenta que ustedes son los únicos que pueden ver la estructura de su PTA y determinar las necesidades que deben ser atendidas. Recuerde que la jornada de 100 millas empieza con un paso. Pero si nunca toma el primer paso, nunca la termina.

Déjenos saber sus éxitos. También infórmenos cuando tenga pequeños fracasos. No tenga temor de pedir ayuda. ¡Estamos aquí para ayudarle!

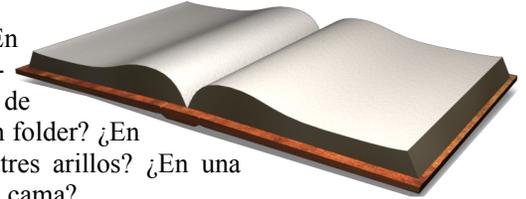
Maureen Christensen

Presidente del 4o Distrito de PTA

¿Que debe asentar en su libro de secretario?

Por Barb Shangraw, Secretario del 4o Distrito de PTA

Secretarios, ¿En dónde está guardando las actas de este año? ¿En un folder? ¿En una carpeta de tres arillos? ¿En una caja debajo de la cama?



Realmente debe adherir las actas con pegamento en el libro encuadernado azul del secretario, el cual puede obtener por \$10 en la oficina del Cuarto Distrito PTA (desde luego pagado por su PTA).

¿Porque adherimos nuestras actas en un libro encuadernado? ¿Esto no es regresar al siglo pasado, en la época en donde no existían copiadoras ni computadoras personales?

La verdad es que anteriormente el secretario de PTA aseguraba permanencia desde el principio al usar una pluma fuente cuando escribía las actas directamente en el libro del secretario. Adhiriendo con pegamento en el libro las actas generadas por computadora es una forma de duplicar esa permanencia y evitar que alguien pueda modificar, electrónicamente, su texto en el futuro.

De acuerdo a las leyes de California, es importante la permanencia de las actas porque son los documentos legales que una organización sin fines de lucro debe de mantener. Es importante, además aunque sea triste decirlo, cuando se trata de actas financieras, algunos oficiales usan fondos de PTA en manera inapropiada. Si las actas no están permanentemente pegadas en el libro y únicamente están guardadas en una carpeta o folder electrónico, estas pueden ser fácilmente removidas o cambiadas. Una serie maestra de actas, completa y segura previene el destrozo o pérdida de las mismas. Al mismo tiempo ayuda a aclarar preguntas que lleguen a surgir en el futuro. De esta manera, son protegidos tanto los fondos como los oficiales de PTA.

¿Que debe asentar en su libro de secretario? Aparte de las actas generales, debe adherir todos los reportes financieros, incluyendo presupuestos, reportes de ingresos y egresos, listas de cada cheque que ha sido emitido, y los dos reportes anuales de auditoría. Asimismo, debe incluir las enmiendas de sus estatutos y los reportes escritos por sus oficiales y directores de comités.

Si lo prefiere, en lugar de pegar los documentos en el libro, PTA permite recopilar todos los documentos antes mencionados y al final del año fiscal enviarlos para que sean profesionalmente convertidos en un libro de cubierta dura. Con ese fin, asegúrese de guardar todos sus documentos legales en un lugar seguro.

Muchas escuelas proveen un armario para uso exclusivo de PTA. Este es un buen lugar para guardar sus actas de PTA, ya que estas deben ser archivadas indefinidamente. Cerciórese de que todos los archivos permanentes, como su libro de secretario, tenga una etiqueta en la portada que diga: "Anotaciones Permanentes. Este libro es propiedad de _____ PTA. No destruir o desechar"

El Tema de Reflections para 2013-2014 es "Creer, Soñar Inspirar"

¡El programa "Reflections" debe estar ya en plena marcha en su escuela! Desde 1969 el programa "Reflections" ha sido muy popular y ha motivado a millones de estudiantes a explorar y celebrar sus talentos artísticos al crear obras de arte por diversión y reconocimiento.

Desde el preescolar hasta el duodécimo grado se alienta a todos los estudiantes a que presenten sus obras de arte originales en seis categorías: Coreografía de Danza, Producción Cinematográfica, Literatura, Composición Musical, Fotografía y Artes Visuales.

¡Los ganadores locales en cada categoría podrán avanzar a competir en los niveles del concilio, distrito, estatal y hasta nacional! La participación estimula la exploración y creatividad. Los estudiantes deben hacer lo mejor que puedan, pero líneas chuecas, notas musicales incorrectas o palabras con faltas de ortografía no descalifican a nadie. El programa "Reflections" provee una oportunidad excelente para que los estudiantes:

- Le den rienda suelta a sus talentos creativos y se inspiren
- Se expresen con imaginación en sus obras de arte
- Tengan una experiencia placentera y disfruten al hacer arte
- Utilicen sus habilidades de razonamiento analítico
- Reciban el reconocimiento positivo por sus obras originales de arte

Además de, exhibir y celebrar el talento del estudiante, el programa "Reflections" aumenta el reconocimiento en la comunidad de la importancia que las artes tienen en la educación.

FECHAS DE VENCIMINETO

Líderes de Concilio: Las obras que pasarán al Cuarto Distrito deben entregarse el 22 de noviembre.

Líderes de Unidad: Contacte a su concilio para que le indiquen cual es la fecha de vencimiento para presentar las obras de arte a su concilio. Es probable que sea muy pronto.

Para mayor información, reglamentos, formularios de participación y más visite:

Fourth District PTA: www.fourthdistrictpta.org/reflections

California State PTA: <http://www.capta.org/sections/programs/reflections.cfm> la cual incluye una gallería virtual de ganadores anteriores.

Talleres de Capacitación en Español

Viernes 4 de octubre, 2013

9:00am a 12:00pm

Orange Unified School District
1401 North Handy Street, Orange 92867

Inscripción: \$10.00 por persona - No habrá reembolsos. El costo de inscripción es un gasto legítimo y reembolsable por su unidad.

Podrá inscribirse en la puerta, pero no hay garantía de materiales educativos.

Se cubrirán temas de PTA para Presidentes y tesoreros, secretario financiero, auditor, estatutos, membresía y elecciones.

Concluida la capacitación, habrá comida de "traje." Por favor traiga su platillo favorito para compartir.

El Concurso de Búsqueda del Tema de Reflections para 2015-2016

El programa anual de búsqueda del Tema de Reflections ofrece otra oportunidad para que los estudiantes se involucren en el programa. Anime a sus estudiantes a que aporten ideas e imaginen un tema que pueda gustar a otros participantes, del preescolar al duodécimo grado. El estudiante que presente el tema ganador sera reconocido

en junio en la convención Nacional de PTA. Para presentar la sugerencia del tema, sírvase a completar el formulario de participación para la búsqueda de tema y envíela a la PTA del Estado de California antes del 1ero de noviembre.





Every Member Needs a Card

Each **individual** member should be given a membership card. The cards include your unit's 8-digit National PTA ID number (which can be found in your unit bylaws) and the name of your school. 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. This year the cards are not glossy and print easily.

This year for the first time e-membership cards are available. All council presidents have received the instructions and should forward them to membership chairmen so that ecards can be emailed to members who prefer to have the card electronically.

Why is a Membership Card Important?

1. The card shows that dues have been paid.
2. It entitles the member to a ballot in any voting situation at any level of PTA.
3. 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.
4. Convention attendees must show a membership card when registering to attend convention.
5. Applicants for PTA scholarships and grants must provide a copy of their membership card.

October
2013

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

Fourth District
PTA