

President's Message



Local PTA Leaders are the Key

By Fourth District PTA President Maureen Christensen

Here we are at the beginning of a new school year. Welcome to all of our new PTA leaders and welcome back to our returning or veteran leaders.

As members of the PTA you are part of the oldest and largest child advocacy group in the United States. National PTA is 5 million members strong. Fourth District PTA, of which you are all members, has 130,000 members. We are the largest PTA district in the nation.



Being a part of the PTA gives you a voice not only on a national or state level but on a school district and school site level. You become partners with school administrators and teachers. You can learn to become part of the solution not part of the problem.

Although we are a national organization, the key to PTA success is at the unit or school level—and that means you. The grass roots PTA members. You, your board, and your members are the heart of PTA because you directly impact the children, parents, and teachers at your school.

There is so much you can learn from being a PTA member. Board members learn leadership skills, financial management, event planning, and team building. We also practice parliamentary procedure at our meetings, which can be used in other settings such as school board meetings and other association meetings. These organizational skills will benefit you for years to come.

The best part of PTA is the people. You can make friends through PTA that last a lifetime. You become part of a network that will help you navigate through your child's school years.

So, enjoy your PTA year. I look forward to meeting many of you this year at trainings and unit, council, and district events.

Maureen

P.S. Please take advantage of all the great information in this issue and be sure to share appropriate articles with your officers and PTA membership.

Sweeten the World



One Drop at a Time

**Fourth District
PTA®**

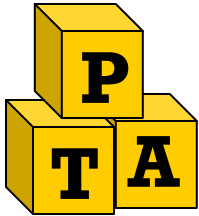
everychild.onevoice.®

*Artículos en español
paginas 10 y 11*

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Basics: What is a Motion?

By Fourth District PTA Parliamentarian Erin Jenks

The main purpose of a meeting that uses "rules of order" is for the group to make decisions. To begin this process a member offers a proposal by making a motion. A motion is a formal proposal by a member, in a meeting, that the group take certain action.

A main motion is one whose introduction brings business before the assembly. No debate should begin before the motion is introduced and only one motion can be before the assembly at a time.

Motion slips can be used in your meetings. Motions should clearly and precisely state what the proposed business item is. Motions become the official record of action to be taken by the organization.

If the details here make you feel sleepy, just keep in mind that motions and parliamentary procedure ensure promptness, organization, and fair and impartial treatment for all. And it makes it a whole lot easier to figure out what is going on when only one person speaks at a time and only one subject is discussed.



Here in summary are the eight steps to a motion:

1. **Obtain the floor – raise your hand and wait to be recognized.**
2. **The chair grants you the right to speak by stating your name.**
3. **Make the motion. ("I move to ...") Never say "I make a motion..." or "I so move."**
4. **The motion is seconded. A second means more than one person wishes to discuss the subject.**
5. **Chair restates the motion.**
6. **Debate/discussion**
7. **Put the motion to a vote. The motion should be restated before the vote so that the assembly understands what they are voting for.**
8. **The results of the vote are announced.**

Content adapted from *Robert's Rules of Order Newly Revised, 11th Edition*

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Leadership Hints

Procedure Books and Your PTA's Success

By Fourth District PTA Out-of-Council Counselor Marilyn Amato

This morning as I was meeting with a PTA unit, I was once again reminded of the importance of procedure books. This particular PTA has a completely new incoming board, none of whom has had previous PTA experience. Although this new executive board is very enthusiastic, they have questions about what the duties are for their new positions. It is so unfortunate that none of the previous board members left information to guide them. This makes their jobs a little more difficult. I had a similar experience with my first position in PTA and remember it well.

As I looked back upon my many PTA positions, one particular experience stands out above the rest. Our school held a yearly Halloween Carnival. Since the carnival is a tradition, when I was asked to chair it I thought, "Sure I can just carry on what has been done before."



You can imagine my distress when upon gathering up the materials saved from previous years I found a floppy disc and a bunch of tickets and NO instructions or directions. Nothing on the floppy disc was labeled and little was recorded. You need to understand that this is a BIG carnival that raises almost all the PTA funds for the year. Since the previous chairman had left the

school, I had to gather information from teachers, parents, and even community members, all in time for an October date.

Working together with a great committee, the carnival did succeed, but not without a few mishaps along the way. Not wishing for anyone to go through the frustrations we had to go through, we each took notes on what did and didn't work. Shortly after the carnival we evaluated the success of each part, from the booths, rides, auctions, and prizes to the food. Then we wrote out complete instructions for all aspects of the event, making copies of everything from the flyers we used to ticket sales records, putting everything in a Carnival Procedure Book Binder.

Although many may have called that year's carnival a success, the real story is what happened the next year. First of all, since a procedure book was available, many more parents were willing to volunteer because they knew exactly what was expected of them. The biggest surprise was the funds raised. My first year the PTA raised \$15,000, but the next year it raised \$30,000. Why the significant increase? It was the procedure book and the information those committee members thoughtfully and carefully collected for future boards.

I strongly encourage each PTA to prepare procedure books for each position and/or committee if you have not already done so. You, too, can experience the joy I felt when I saw the difference it made.

FOURTH DISTRICT PTA CALENDAR

October

- 16 Fourth District Board Meeting**
9:30 a.m. - CP Roundtable
10:30 a.m. - Board Meeting
North Orange County ROP
385 N Muller St, Anaheim

November

- 13 Council President Roundtable**
7-9 pm
Fourth District Office
- 14 Advocacy Roundtable**
9:30 am - 12 noon
Orange County Department of Education, Room D-1001
200 Kalmus Dr., Costa Mesa
- 15 Tax Form Submission Deadline**
See article on page 9
- 20 Executive Committee Meeting**
9:30-11:30 am
Fourth District Office
- 26 - 30 Office Closed for Thanksgiving**

December

- 1 DUE DATE:**
Workers Comp forms
- 4 Fourth District Board Meeting & Holiday Brunch**
9:30 am - 12:30 pm
Council President Roundtable immediately following
- 5 Reflections Entries Due**
9:00 am - 1:00 pm
By appointment
Fourth District Office



Program Ideas for Red Ribbon Week

October 23-31

From the California State PTA Communicator



Red Ribbon Week (RRW) is the nation's largest drug awareness and prevention campaign, involving 80 million people each year.

For over 25 years, PTAs have organized RRW activities to take a stand against illicit drug use in their communities and make a commitment to healthy living.

Some ways to celebrate Red Ribbon Week:

- * Hold a 'Hugs Not Drugs Day' and invite students to bring in their favorite stuffed animal
- * Create posters with drug prevention messages for classrooms
- * Hold a 'Red Ribbon Run For Fun' to reinforce your commitment to healthy living
- * Organize a 'Band Against Drugs' Talent Show
- * Invite drug prevention experts for an assembly
- * Decorate trees and fences with red ribbons
- * Hand out red ribbons or armbands to students
- * Invite everyone to wear red for the day
- * Sponsor an essay contest
- * Write personal pledges to be drug-free
- * Plan Family Fun Night with games & activities

Sample RRW activity schedule

- Day 1 – RRW Decoration Day
- Day 2 – RRW Theme Day
- Day 3 – Rally in Red Day
- Day 4 – Make a Pledge Day
- Day 5 – RRW Celebration Day

- * Cover playground with drug prevention slogans in chalk
- * Ask everyone to wear sneakers for 'Don't Let Drugs Sneak Up On You' day
- * Hold a contest for the best drug prevention slogan to use for your RRW Celebration
- * Wear clothes backwards for 'Turn Your Back On

Drugs' day

- * Sign red ribbons and send them to Washington as a symbol of unity and concern
- * Serve red foods such as red popsicles, watermelon, pizza and tomato juice
- * Collect canned foods for a local food bank for 'We Can All Say No

To Drugs!'

- * Write poems on Red Ribbon Celebration themes and post them around the school
- * Create a drug prevention mural, offering a prize for the best prevention mural theme
- * Have a Coloring Contest for students to color in a picture with a prevention theme
- * Party at a Family Night 'Red Ribbon Sock Hop' with everyone wearing red socks

Up and Away: Put your Medicines Up and Away and Out of Sight

More than 60,000 young children end up in emergency rooms every year because they got into medicines while their parent or caregiver was not looking.

Learn how to keep your child safe.

- ✓ Pick a place your children cannot reach.
- ✓ Put medicines away every time.
- ✓ Make sure the safety cap is locked.
- ✓ Teach your children about medicine safety.
- ✓ Tell guests about medicine safety.
- ✓ Share the UP AND AWAY website.
- ✓ Be prepared in case of an emergency.

Download a poster, a medication tip sheet, an educational coloring book, and a brochure at the UP AND AWAY website (<http://upandaway.org/>). Take the UP AND AWAY Pledge to keep your child safe.

**Program the
Poison Help Center
phone number into
your phone, in case
of emergency:
(800) 222-1222**

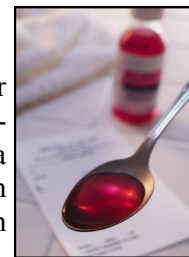
OTC Safety: Over-the-Counter Medicines and your Child

As parents, you're in charge of your children's health. This is a big responsibility, but it doesn't have to be a difficult one. Special attention should always be used when giving children any medicine.

With so many over-the-counter (OTC) therapies, there are a lot of choices when it comes to your family's health. Take the guessing out of giving your kids OTC medicines by learning how to read labels and how to let your children's symptoms help you decide which medicine they need.

For tips and resources, go to:

<http://otcsafety.org/en/audiences/parents/>



PTA and Elections: The Basic Guidelines

Adopted from *The Communicator*, March 2010, California State PTA

PTA is nonpartisan and never endorses or opposes any candidate for public office

As tax exempt organizations, PTAs may not support or oppose any political party or candidate, including those running for school boards and nonpartisan slates. Participation or intervention in political campaigns will endanger the organization's nonprofit status with the IRS.

PTA does take positions on issues that affect children and youth.

One of the purposes of PTA is to secure adequate laws for children and youth. This means law making at all levels, including ballot measures. It is PTA's responsibility to disseminate as much factual, objective information as possible during election campaigns to help the community make informed choices.

A position adopted by the California State PTA on a statewide measure is the official PTA position for all PTA Districts, Councils and Units.

Therefore, any local unit, council or district PTA may participate in the campaign in support of the PTA position without a vote or other formal action by their local board or membership.

If the State PTA has taken a position on a ballot measure:

Local PTA units are strongly encouraged, but not required, to work actively for the PTA position. However, a PTA unit, council, or district **may not** take action in opposition to the position. (PTA members who feel the need to act in opposition to the PTA position must do so as individuals not as PTA, and may not refer to their role in PTA.)

Some things PTAs can do in election campaigns:

Publicize campaign issues through use of e-mail, telephone trees, and mailings to members; hold meetings, provide speakers to present the PTA position, distribute campaign materials in public places or door-to-door, write letters to the editor of your local newspaper.

The PTA may provide volunteers to work phone banks or in other activities at the campaign headquarters for a ballot measure, and in activities such as, 'Get Out The Vote'. Encouraging community members to register and then to vote are important contributions for improving conditions for our children and the future of California.

Participate in a Candidates' Forum:

Since elected officials' decisions significantly affect the well being of children and youth, it is a PTA responsibility to disseminate factual, object information. Candidate forums provide one way to provide such information. While PTAs do not take positions on candidates for public office, they may engage in informational activities such as Candidates Forums. Often this is done jointly with other organizations such as League of Women Voters. Remember: no campaign literature is to be distributed inside the forum room. No buttons or other campaign promotions are to be worn.

(See the Online Toolkit for more information)



Some cautions to observe in distributing issue campaign information:

Unless your PTA has the permission of your principal, you are not permitted to send campaign literature home with students.

Cautions in Use of PTA funds:

PTA funds may be used to prepare, print, or mail campaign issue literature, but this expenditure must be authorized by a vote and recorded in the minutes. A complete and accurate record must be kept of all

PTA campaign expenditures. (State law prohibits use of public resources, even if the School District permits it.)

PTA does not directly finance election campaigns or divert PTA funds to any other organization, including campaign organizations. (However, PTA members may, as individuals, donate to a campaign if they choose to do so. A PTA may invite its members to contribute to an issue campaign, as long it does not appear coercive or expected.)

PROTECT OUR PTA NON-PARTISAN POLICY AND TAX-EXEMPT STATUS

To retain our tax-exempt status and continue to receive tax-deductible contributions, PTAs may not: 1) devote more than an insubstantial part of their activities to influence legislation, including ballot measures (generally interpreted as not exceeding five percent of total income); 2) participate in any political campaign on behalf of or in oppositions to a candidate for national, state or local public office. A unit's failure to comply with these restrictions may endanger PTA district, council, California State and National PTA IRC 501(c) (3) status.

Developing your PTA communications plan

By Fourth District PTA Vice President for Communications Kathleen Fay

Now that your year is off to a good start (yes, it is!), it's time to further develop your communications plan for the year. Begin by determining:

Who are your target audiences?

Sometimes it will be parents (or just a subset of them), other times it will be teachers, and for some purposes you'll need to reach out to the entire school community (including administrators, staff, school board trustees, foundation leaders, etc.).

What are the right communications tools?

For each audience AND considering the goal of your communication, determine the best way to reach your audience. Consider using newsletters (digital or print); emails or email marketing tools; your PTA website; mobile device texting; social media; video; flier; banner; brochure; poster; presentation or meeting agenda item; press release; telephone call-out; marquee; letter; or carrier pigeon (they really need the work these days). Don't forget that communication should work both ways, so consider gathering input and feedback through a website "Contact Us" option; paper or online survey; suggestion box; tear-off-and-return response; parent input forum; or just soliciting comments via email.

What is the right message for each tool to be used?

Think through what needs to be said and how and where to say it. Be concise and to the point. Brevity is especially



important in social media, whereas a more formal tone would be appropriate for a written letter or press release.

To create your overall plan, review your PTA calendar of events. Schedule website, social media updates, event promotion, and publicity around these dates. Set submission deadlines for the

year for all publications. Create a content calendar for social media and website postings. Develop a budget to support the plan. And finally, present the communications plan to the executive board for approval.

A successful PTA communications plan should:

- ◆ Adhere to PTA noncommercial, nonpartisan, and non-sectarian policies.
- ◆ Inform every family in the school of the aims and accomplishments of the PTA.
- ◆ Encourage and highlight attendance at PTA meetings and family engagement in PTA projects and activities.
- ◆ Foster cooperation with the school in keeping parents informed about school functions, regulations and/or procedures on child-related issues.
- ◆ Inform the community about PTA activities and school functions.
- ◆ Express appreciation to those participating in or contributing to programs.
- ◆ Tackle barriers such as language and culture.

– Adapted from 2014 California State PTA materials.

Save the date:

California State PTA Convention at Sacramento Convention Center April 30 - May 2, 2015

Fourth District PTA Vice President for Convention Cheri Jones

In the new era of education reforms and parent engagement, your voice as a PTA leader and parent is more important than ever. California State PTA's Annual Convention is the place to get the latest information on key issues, build the skills to strengthen your school and community, and have fun and connect with PTA leaders from across the state.

PTA convention continues to be our premier training program for PTA leaders, parents, advocates and more!

PTAs that dedicate a small amount of their resources to attend convention win big in the end. ****Remember to include PTA Convention in your budgets****

More information to follow in upcoming *Orange Leaves* as well as through your Council Presidents.

Questions? Contact Cheri Jones: convention@fourthdistrictpta.org



Inform your PTA about Advocacy...the Easy Way!

By Fourth District PTA Advocacy Speakers Bureau Chairman Donna Artukovic

Did you know that we have knowledgeable and inspiring speakers in Fourth District PTA who are willing to come to your PTA meeting and talk to your members?

Spice up your meetings with a well-informed guest speaker.

Our speakers are able to

- ◆ Generate excitement about advocacy topics
- ◆ Inform your members regarding issues important to parents
- ◆ Share up-to-date information on the latest developments in education
- ◆ Help parents understand education funding
- ◆ Motivate parents to stay involved
- ◆ Discuss just about any topic that interests your members!




Potential topics for your PTA speaker include

- ◆ PTA & Advocacy: Our legacy, why it's still important, and how PTA can help
- ◆ 10 things you can do to advocate for your kids
- ◆ Demystifying California's new school funding system
- ◆ Common Core in a nutshell
- ◆ PTA and advocacy – how you can make a difference at your school, your district, your state
- ◆ Elections and PTA
- ◆ Using the new LCAP process to improve your school
- ◆ Local advocacy – How to address your issues in a way that gets results
- ◆ Five simple things you can do to be an informed parent
- ◆ ...or create a topic that your own PTA would like to address.

Fourth District PTA Advocacy Roundtable

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



Rick Simpson
Deputy Chief of Staff
to Assembly Speaker Toni Atkins

?

To be announced!

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

**Friday, November 14
9:30 a.m. to 12 noon**

Orange County Department of Education
Room D-1001
200 Kalmus Drive, Costa Mesa 92626

All PTA members are welcome to attend.

Please contact Speaker Bureau Chairman Donna Artukovic at donnaartukovic@earthlink.net



Reflections 2014-15

DUE DATES:

Councils and out-of-council units:
Due Friday, December 5 **by appointment 9 am—1 pm** at the Fourth District Office.

Units/Schools: Please contact your council PTA for program due dates. Allow time for judging entries.

>>>If you would like to serve on the Fourth District PTA Reflections Committee: Please contact Kathleen Sarangay:

programs@fourthdistrictpta.org

or Maureen Christensen:

president@fourthdistrictpta.org

Or call the office at 714-241-0495.



Plan to Attend!

Sacramento Safari: March 16-17, 2015

By Fourth District PTA Sacramento Safari Chairman Kim Anderson

PTA was founded as an association of concerned advocates more than a century ago. Today, PTA is the nation's most respected volunteer organization speaking up with one voice for the welfare of children, youth, and families.

Join this legacy by traveling with us to Sacramento for two full days of engaging speakers, private legislator meetings, and interactive forums – all focused on helping our kids succeed by encouraging our elected officials to provide the support needed in our schools and communities. You will come back from this trip to California's Capitol energized, informed, and empowered to take action!

Monday, March 16, 10:30 a.m. – Tuesday, March 17, 5:30 p.m.

Vote now to budget **\$600** per attendee for expenses

This trip is designed for Unit & Council Advocacy/Legislative Chairs and Presidents

Open to current **PTA members** over 18 years old, or accompanied by a parent

Attendee must be **voted by the association** to represent PTA unit or council

Only 100 participants permitted – first come, first served! Don't miss out!

Safari Orientation: Friday, March 6, 2015; 9:30 - 11 a.m.

More information will be available soon at www.fourthdistrictpta.org and, in the meantime, check out reports and photos from previous years!

Secretary Procedures

Why PTA Minutes Need to be Permanently Bound

By Fourth District PTA Secretary Barbara Shangraw

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? These are the permanent record of the business of your PTA. The secretary's book needs to be a bound volume that stays unchanged. 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 out and files on a computer can be edited. 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.

PTA allows you to collect all of these documents and have them professionally bound at the end of the year rather than pasting into a book. If you plan to do this, be sure to keep all of the documents in a secure location. And make sure the minutes are properly designated so that they aren't thrown out accidentally.

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.



Dinosaurs didn't file state and federal tax forms on time...and look where they are now!

Don't let your PTA's tax-exempt status go the way of the T-rex. Filing is easy. And PTA is here to help....

Just a reminder that if your PTA's fiscal year-end was June 30, you must file the following forms no later than November 15:

- ◆ IRS Form 990 ([990](#), [990EZ](#) or [990N](#))
- ◆ California State Franchise Tax Board Form 199 ([199](#) or [199N](#))
- ◆ Registry of Charitable Trusts [RRF-1](#)



- ◆ If you require additional time to file, don't forget to file your [Form 8868](#).

For additional guidance in completing these forms, visit www.capta.org.

Plus, don't forget - **California State PTA's Tax Filing Support Center** is a valuable online resource to provide you with even more tools and guidance to help your PTA meet all of the federal and state nonprofit reporting requirements



Treasurer Procedures

The Basics of Treasurer's Reports

By Fourth District PTA Financial Secretary Donna Broussard

Treasurers need to prepare and present a written treasurer's report at every meeting.

The treasurer's report must include:

- ◆ The dates covered in the report
- ◆ A beginning balance for the period covered
- ◆ An itemized list of receipts/income (with receipts NOT belonging to the association separated)
- ◆ An itemized list of disbursements/payments (with disbursements NOT belonging to the association separated)
- ◆ An ending balance for the period covered
- ◆ Name of the person who prepared the report
- ◆ Date the report was prepared

The treasurer's reports are created in two distinct sets - one covering the periods from association meeting to association meeting, and the other covering the period from executive board meeting to the next executive

board meeting. The report can also be done monthly to coincide with your bank statement ending date.

The report must be posted or distributed at the meeting. The report should not be adopted, but filed for audit. Submit copies to the secretary and president and retain one copy in your treasurer's file. These reports should be given to the auditor during the auditing process.

To see a sample PTA treasurer's report, go to the online California State PTA Toolkit and search "treasurer's report, or follow this link:

<http://downloads.capta.org/toolkit/forms/TreasurersReportSample.pdf>



NOTE: Examples of funds not belonging to the association are membership per capita, which is the amount forwarded up channels from membership dues, and freewill offerings, which are donations made to PTA in honor of Founders Day and are also sent up channels.



Líderes Locales de PTA son la Clave

Por la presidenta del Cuarto Distrito de la PTA Maureen Christensen

Bienvenidos a un nuevo año escolar. Como miembros de la PTA Ud. es parte del grupo más grande y antiguo de defensa del niño en los Estados Unidos. El PTA a nivel nacional cuenta con 5 millones de miembros. El PTA del cuarto distrito, del cual ustedes son todos miembros, cuenta con 130.000 miembros. Somos el distrito más grande de PTA de la nación.

Ser parte de PTA le da una voz, no sólo a nivel nacional o estatal sino a nivel del distrito escolar y de la escuela. Se convierte en socio con los administradores escolares y los maestros. Puede aprender a formar parte de la solución, y no a ser parte del problema.

Aunque somos una organización nacional, la clave



para PTA es el nivel de unidad o escuela. Y ese es Ud. Los miembros bases de PTA. Ud., su mesa directiva, y sus miembros son el corazón de PTA porque ustedes

directamente impactan a los niños, a los padres y a los maestros de su escuela.

Hay tantas cosas que puede aprender al ser un miembro de PTA. Los miembros de la Mesa Directiva aprenden habilidades de liderazgo, gestión financiera, planificación de eventos y trabajo en equipo. También practicamos el procedimiento parlamentario en nuestras reuniones, que pueden ser utilizados en otros ámbitos como las reuniones de la junta escolar y otras reuniones de la asociación. Estas habilidades organizativas le beneficiarán en los años venideros.

La mejor parte de PTA es la gente. Hará amigos a través de PTA que le durarán toda la vida. Será parte de una red que le ayudará a navegar a través de años de la escuela de su hijo.

Así que, a disfrutar de su año en PTA. Estoy deseando conocer a muchos de ustedes este año en futuros entrenamientos y en el Consejo y en eventos del distrito.

Maureen

Sweeten the World



One Drop at a Time

¿Qué es una moción?

Por la parlamentaria Erin Jenks del Cuarto Distrito PTA

PTA

cadaniño.unavoz.

El propósito principal de una reunión que utiliza "reglas de orden" es para que el grupo tome decisiones. Para comenzar este proceso un miembro ofrece una propuesta al hacer una moción. Una moción es una propuesta formal realizada por un miembro, en una reunión, para que el grupo tome ciertas medidas.

Una moción principal es aquella que se discute antes de la Asamblea. Ningún debate debe comenzar antes de que la moción se presente y puede ser sólo una propuesta ante la Asamblea en un determinado momento.

A continuación un resumen de los ocho pasos para una moción:

1. **Obtener la palabra – levante la mano y espere a ser reconocido.**
2. **El Presidente le concede el derecho de hablar indicando su nombre.**
3. **Hacer la moción. ("Yo mociono...") Nunca diga "yo hago una moción o así me mociono".**
4. **La moción es secundada. Secundada significa que más de una persona desea discutir al tema.**
5. **El presidente reafirma la moción.**
6. **Debate/discusión.**
7. **Someta la moción a votación. La moción deberá ser expresada nuevamente antes del voto de manera que la Asamblea entienda por lo que están votando.**
8. **Se anuncian los resultados de la votación.**

Se pueden utilizar papeletas para las mociones en las reuniones. Las mociones deben clara y precisamente explicar cuál es la acción propuesta. Las mociones se convierten en el registro oficial de acción a ser tomada por la organización.

Ahora que están todos durmiendo, mantenga en mente que las mociones y el procedimiento parlamentario garantizan rapidez, organización y trato justo e imparcial para todos. Y resulta mucho más fácil averiguar qué está pasando cuando una persona habla en un determinado momento y solo se discute un tema.

Contenido adaptado de *Reglas del Orden de Robert Recién Revisadas*, 11ª Edición.

Ideas para el Programa de la Semana del Listón Rojo – Octubre 23-31

Del *Comunicador* de PTA del estado de California

La semana del listón rojo (RRW por sus siglas en inglés) es la campana más grande de la nación para crear conciencia y prevención del uso de drogas, con la participación de 80 millones de personas cada año. Durante más de 25 años, los PTAs han organizado actividades en RRW para adoptar una postura contra el uso ilícito de drogas en sus comunidades y comprometerse en llevar una vida sana.

Algunas formas de celebrar la semana del listón rojo:

- ◆ Realice un “Día de abrazos en contra de las drogas” e invite a los estudiantes a traer su muñeco de peluche favorito
- ◆ Crear carteles con mensajes de prevención de drogas para las aulas de clases
- ◆ Realice un “Maratón de diversión de la Semana del Listón Rojo” para reforzar su compromiso con la vida saludable
- ◆ Organizar una función de talentos “Banda contra las drogas”
- ◆ Invitar a expertos en prevención de drogas para una reunión
- ◆ Adornar los árboles y vallas con cintas rojas
- ◆ Repartir cintas rojas o brazaletes para los estudiantes
- ◆ Invitar a todos a vestirse de rojo por el día
- ◆ Auspiciar un concurso de ensayos
- ◆ Escribir una promesa personal antidroga
- ◆ Planifique una noche familiar de diversión con juegos y actividades
- ◆ Cubra el patio de la escuela con lemas libre de drogas

Muestra del Calendario de actividades de RRW
 Día 1 – Día para decorar RRW
 Día 2 – Tema del día RRW
 Día 3 – Carrera en el día de rojo
 Día 4 – Día para hacer una promesa
 Día 5 – Día de celebración de RRW

- ◆ escritos en tiza
- ◆ Pedir a todos que utilicen zapatos deportivos para el día de “No dejes que las drogas te miren con disimulo”
- ◆ Realice un concurso para el mejor eslogan de prevención de drogas utilizado durante la celebración de la semana del listón rojo
- ◆ Utilizar la ropa hacia atrás en el día de “Dele la espalada a las drogas”
- ◆ Firme listones rojos y envíelos a Washington como un símbolo de unidad y preocupación
- ◆ Servir alimentos rojos como jugo de tomate, sandía, pizza y helados
- ◆ Recolecte conservas de alimentos para un banco de alimentos local para “¡Todos podemos decir No a las drogas!”
- ◆ Escribir poemas sobre temas en la celebración de la semana del listón rojo y publicarlos en la escuela
- ◆ Crear un mural de prevención de drogas, ofreciendo un premio para el mejor mural con tema de prevención
- ◆ Realizar un concurso de pintura para que los estudiantes pinten un dibujo con un tema de prevención
- ◆ Realizar una fiesta en la noche familiar “Saltando en calcetines con el listón rojo” con todo el mundo usando calcetines rojos



Convención PTA del Estado de California – Reserve la Fecha: Abril 30 – Mayo 2 de 2015 Centro de Convenciones de Sacramento

En la nueva era de reformas de la educación y participación de los padres, tu voz como un líder de PTA y padres es más importante que nunca. La convención anual de PTA del estado de California es el lugar para obtener la información más reciente sobre las cuestiones clave, construir las habilidades para fortalecer su escuela y comunidad y que te diviertas y conectar con los líderes de PTA de todo el estado.

¡La convención de PTA sigue siendo nuestro programa de entrenamiento principal para líderes de PTA, padres,

defensores y más! Los PTAs que dedican una pequeña cantidad de sus recursos para asistir a la convención al final ganan a lo grande.

**** Recuerde incluir en sus presupuestos la convención PTA ****

Se brindará más información en las próximas ediciones de *Orange Leaves*, así como a través de sus presidentes del Consejo.

Cheri Jones, VP de la Convención del Distrito 4^{to}
convention@fourthdistrictpta.org



Membership Incentives & Awards

By Fourth District PTA Vice President for Membership Lisa Boler

Ready, Set...Remit! Award

Certificates from California State PTA will be distributed to each unit PTA that remits per capita dues for 30 or more members through PTA channels on time. No application required.

30 members due to arrive in the California State PTA office by October 30.

LOCAL DUE DATES: Councils, your deadline to remit membership dues to Fourth District for the "Ready Set Remit" Award is October 16. Units, please check with your council for your due date.

Teachers Matter...Members Matter Award

One free convention registration will be awarded to units that have both:

- 1) 100% teacher membership
- 2) A membership increase (remitted through council and district to state) by February 2.

An application is required, and is available at www.capta.org.



Membership & Outreach Spotlight Award

Applications are due in the State PTA office February 2 and must have been signed by council and district presidents. Membership and Outreach, one of the PTA Spotlight Awards, will be presented at the annual California State PTA Convention. An application is required and is available at www.capta.org. Units must have met the qualifications for Ready, Set...Remit.

NEW! Membership Challenge and Award: "One to Grow On "

Units that increase membership by March 31, 2015 (received through channels to State

PTA) will be entered into a 2015 convention drawing that will include a check for \$250, a plaque commemorating the award, a tree to plant at the school site and a visit from the California State PTA president. No application is required.



October
2014

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Fourth District
PTA