



September/October 2016

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Fourth District PTA, CCPTS, National

We're Going Digital!

By Fourth District PTA Communications VP Shanin Ziemer

Would you love a version of Orange Leaves that you could read on your phone or computer? Do you want to be able to easily share specific articles with members of your board and administration? Are you trying to help the environment and use less paper? You asked for it, you got it, now watch for it to arrive in your inbox! Starting soon, you will have that newsletter you've been dreaming of, the new online digital version of Orange Leaves! This should be the last paper Orange Leaves you hold in your hands. We'll be sending you an email version of our newsletter each month, with short summaries of articles and clickable links for you to get more details and information on those topics. Find articles that matter to you, your school, and your kids and easily add them to your webpage, Facebook page, or your newsletter.

But first, we need something from you to make this possible! We need you to log in to www.PTAEZ.com and make sure that the contact information for you and your board is up to date. Don't forget your principal too! We'll be using the PTAEZ list for our email list. If you have your board members' emails listed, we'll email Orange Leaves directly to them. Your treasurer will get those helpful tips and reminders about what's due and when. Your secretary will get useful information to make their job easier. Your historian will be reminded of the importance of their job and what they need to do. Reflections, Programs, Membership... We'll have helpful information and tips for everyone, and it will help your board run smoothly and make everyone's jobs easier.



This is a great time to create a YourSchoolNamePTA@gmail.com (or your favorite email provider) email address. Many schools create a school PTA email account that the president can pass down as new people take up the position. You can easily set up a forwarding system so the emails go to your regular account, and then change the forwarding with each new president. And your members can have one easy email to remember to reach their PTA. There's less need to update your school's webpage, fliers that go out each year, or signs posted on your campus.

Fourth District PTA works to support you and make your PTA job easier, and this is one more step in that direction. And don't forget our other great resource for up to the minute information on fun events around the county, tips to make life easier, interesting articles and more. Check out our Facebook page at www.facebook.com/FourthDistrictPTA and be sure to Like our posts and Share them with your members!

Fourth District PTA®

everychild.one voice.®

Artículos en español
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www.fourthdistrictpta.org

Historians, your job starts now!

By Fourth District PTA Historian Lisa Boler

Welcome to the 2016-17 school year. We are off to a great start and it is hard to believe summer is over.

You, as the Historian, have the important job of manage the PTA volunteer hours. It is amazing to discover just how many hours of service are volunteered each and every year. Keeping a record of volunteer hours is crucial for many reasons. It helps California State PTA and National PTA maintain their federal tax-exempt status. An organization granted non-profit charitable status must receive one-third of its support from the general public, which can include service hours spent carrying out the purposes of the organization.

Please make sure to record those volunteer hours. Always pass around a tally sheet at each PTA executive board and association meeting. Many units have a volunteer sign-in sheet in the school office as well. You can find a sample volunteer tally form in the *California State PTA Toolkit*, and on the California PTA web-site (www.capta.org). Some historians prefer to format their own tally sheets with the names of the officers and their positions. It is up to you as to which version you choose.

Make sure to record the hours of all members who volunteer at and for your school. Volunteers should include the time that they spend preparing for meetings, organizing events, driving, making telephone calls about PTA activities, plus attending any trainings, events and meetings.

We appreciate all that you do for the children of Orange County, so let's keep track of the dedication and commitment of your members!

FOURTH DISTRICT PTA

CALENDAR

September

Advocacy Training

- 30 9:15 a.m.—12:00 p.m.
10055 Slater Ave.
Fountain Valley

October

Council Advocacy Roundtable

- 7 9:30 am.—11:30 a.m.
Fourth District Office
1520 Brookhollow Dr., Ste 40
Santa Ana

Tax Help Day

- 14 9:30 a.m.—1:00 p.m. (with appointment)
1520 Brookhollow Dr., Ste 40
Santa Ana

Council Parliamentarian Training

- 25 6:30 p.m.
Fourth District Office
1520 Brookhollow Dr., Ste 40
Santa Ana

Advocacy Training

- 28 9:13 a.m.—11:30 a.m.
TBD

Fourth District PTA

President

Bev Berryman

Vice President, Communications

Shanin Ziemer

Orange Leaves Editor

Vanessa Hatch

Orange Leaves Distribution

Brie Cuevas

Translation

Natalia Duenas and Diana Flores

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

Office Location

1520 Brookhollow Dr., #40
Santa Ana, California 92705-5449
(Off the 55 freeway at Dyer)

Office Hours

Monday through Thursday
9:30 a.m. to 2:00 p.m.
Closed Fridays and all school holidays.

Administrative Assistant

Deanna Seanoa

Data Administrator

Leticia Keeling

Office phone number

714-241-0495

FAX number

714-241-0497

Línea telefónica en español

714-540-1575

Email address

fourthdistrictpta@sbcglobal.net

Website

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President's Message

Welcome to the start of a new year!

By Fourth District PTA President Bev Berryman

Congratulations to you for being elected to guide and lead the parents, teachers and students at your school PTA. You are at the grassroots of the California State PTA and you can POSITIVELY IMPACT THE LIVES OF ALL CHILDREN AND FAMILIES! You and your team will set the tone for volunteering, collaboration and enthusiasm at your school.

As you work with your team to establish your goals and dreams for the school year, please remember to create a friendly atmosphere and make sure that everyone feels welcome. Parents need to be invited to meetings and to participate in events – you would be surprised at how just **“asking”** someone makes a difference. Somehow in today's environment of emails, texts, Facebook and Instagram, we have forgotten that the simple use of our voice makes a difference. People feel the kindness and genuine caring in a voice – this is lost with the other methods of communicating.

This method also works when gathering membership. I imagine your membership campaigns are in full force right now. Try adding the power of the voice this year. Challenge your team to **“just ask”** ten people to join your PTA,. You will be surprised by the outcome. Remember, people cannot “delete” a voice as they can an email or Facebook post.

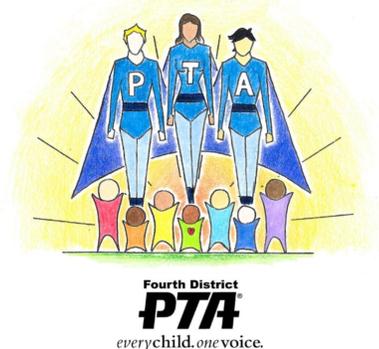
In planning the year, it is also important to **“just ask”** those on your team to take on responsibilities and to delegate. By sharing the work, not only does it take some of the burden off of you, but helps to build up the volunteer base, brings in new ideas and develops future leaders for your unit. Everyone needs to feel they are trusted, valued and an important part of the team.

Also remember when you have questions, need guidance or resources or just need another opinion, the people at your council and the district leadership are here to help – you just have to **“ASK”**....

So, the message here is to use the superpower of **“ASK”** this year and see what great things you can accomplish.

Thank you for taking on this important role at your child's school and have a great year!!

Empowering Our Kids



Important Tip

USE YOUR LEGAL PTA NAME as shown in your bylaws on all documents. “Jane Doe Elementary PTA” as opposed to “Doe PTA” Also, please print legibly if handwritten. Thank you!

Tips from the Treasurer

By Fourth District PTA Treasurer
Donna Broussard

Welcome to a new PTA year! As Fourth District PTA Treasurer, I would like to give you some tips to start your term out right.

At your First General Association Meeting in September, you will need to do the following:

- Present the Treasurer’s Report from your last Association Meeting through 6/30/16
- Ratify checks written from your last Association Meeting through 6/30/16
- Present the Treasurer’s Report from 7/1/16 through current
- Ratify checks written from 7/1/16 through current
- Adopt the Annual Financial Report for 7/1/15 - 6/30/16
- Adopt the Budget for 2016-2017
- Release budgeted funds for upcoming events

Tax Filing Requirements - Your PTA will need to file the following:

- IRS Form 990, 990EZ or 990N
- Franchise Tax Board Form 199 or 199N
- Attorney General's Office of Charitable Trust Registration Renewal form RRF-1

These must be filed by the tax deadline, which is 4.5 months from your PTA's fiscal year end (due November 15, for fiscal year end of June 30).

Step-by-step guidelines can be found at www.capta.org - click PTA Leaders, click Services, click Tax Filing Support Center.

Don't wait to file, they can be filed now!



Like us on Facebook!

Did you see the hundreds of fun ideas we posted this summer? Everything from recipes to places to go and things to do and more, along with helpful articles about issues that matter to you and current topics.

Like us on Facebook so you don't miss out! And be sure to Like and Share our posts.

www.facebook.com/FourthDistrictPTA



Where we stand

California State PTA-Supported Ballot Measures

By Fourth District VP of Advocacy Kathleen Fay

PTA works to secure adequate laws for the care and protection of children and youth by educating its members – and, through them, the general public — on the impact of issues affecting children and youth. PTAs may be involved in legislative activities by supporting or opposing local issues that affect children or services to children in their respective communities, and PTAs are encouraged to promote positions on legislation adopted California State PTA.

While unit, council and district PTAs are not required to work actively for any position, they should not officially oppose a stand taken by the State Board of Managers. Unit, council and district PTAs need not vote to affirm a California State PTA position in order to take action.

California State PTA's Board of Managers has taken "SUPPORT" positions on these ballot measures, which gives authority to all California PTAs to advocate in favor of them:

Proposition 51

School Bonds. Funding for K-12 School and Community College Facilities. Authorizes issuance and sale of \$9 billion in bonds for education and schools.



Proposition 55

Tax Extension to Fund Education and Healthcare. Extends the temporary personal income tax increases on incomes over \$250,000 implemented by Proposition 30.



Proposition 56

Cigarette Tax to Fund Healthcare, Tobacco Use Prevention, Research, and Law Enforcement. Increases the cigarette tax to \$2.00 per pack.



Proposition 58

Non-English Languages Allowed in Public Education

Repeals Prop 227 of 1998, thus allowing for bilingual education in public schools.



Proposition 63

Firearms. Ammunition Sales.

Prohibits possession of large capacity ammunition magazines and requires individuals to pass a background check and receive authorization from the Department of Justice in order to purchase ammunition.



Important Information For Reflection Chairpersons

By Fourth District PTA Reflections Chair David K. Lee

The 2016-2017 Reflections Theme is
"What is Your Story?"

DUE DATES:

- Councils and out-of-council units: Your due date to Fourth District is Thursday, December 1 by appointment at the Fourth District Office.
- Units/Schools: Please contact your council PTA for program due dates. Allow time for judging entries.

INSTRUCTION FOR ALL ENTRIES:

- ✓ All artwork must contain a title and include an artist statement.
- ✓ Each entry must be the original work of one student only.
- ✓ Use of copyrighted material is prohibited.
- ✓ Student Entry Forms – Only students whose winning entries are moving to the next level of the competition will be required to complete the official National PTA Reflections entry process.
- ✓ Please follow the State PTA guidelines for file formats related to artwork. Maximum file size of 1GB (gigabyte) can be submitted.

Additional information and forms for this year's Reflections program in English and Spanish can be found at:

<http://www.fourthdistrictpta.org/reflections/>
<http://www.capta.org/sections/programs/reflections.cfm>
<http://www.pta.org>



Celebrate all entries by displaying them at your school.

The Fourth District Reflections Art Gallery will be held on Saturday, January 28, 2017.

***If you or anyone you know would like to serve on the Fourth District PTA Reflections Committee, please contact David K. Lee at reflections@fourthdistrictpta.org or Michele Langham programs@fourthdistrictpta.org. You can also call the office at 714-241-0495.

Theme Search for the 2018-19 Reflections Program

The California State PTA Reflections Theme Search submission due date is November 1, 2016. Students submit their Reflections Theme Search form with their entry by mail to:

California State PTA
 Attn: Reflections Theme Search
 2327 L. Street
 Sacramento, CA 95816.

Please note that emails or facsimiles will not be accepted.

Find the theme search entry form at

<http://downloads.capta.org/ref/ThemeSearch.pdf>

The 2017-18 Theme is "Within Reach."



Save the Date!

Fourth District PTA
 2017 Administrators Dinner
 "This is Our Story"
 Thursday, March 9th, 2017
 At the City National Grove of Anaheim
 More detail to follow...





OCDE will help schools across California address students' academic and behavioral needs

By Al Mijares, Ph.D., OC Superintendent of Schools



A new state initiative has the potential to have a transformative impact on education in California — and the Orange County Department of Education has been tapped to lead the way.

OCDE was recently awarded \$30 million to help schools and districts across the state implement a proven framework of supports to address students' academic and behavioral needs. That framework is called MTSS, short for Multi-Tiered System of Supports.

If you haven't heard of MTSS, you're not alone. Yet it is becoming increasingly popular among schools and districts looking to identify students who need academic or social support, initiate a response plan, track progress and make improvements over time.

MTSS isn't a single program or method. Think of it instead as a comprehensive toolkit that relies on staff collaboration and data-driven decision-making to help students both in and out of the classroom. As such, it is being used by schools to boost attendance, prevent dropouts, lower disciplinary rates and improve school climates.

While several states have explored broader MTSS initiatives, California took it a step further in December 2015 by announcing it would accept applications

from county offices of education to lead a new project aimed at aligning numerous academic, behavioral and social supports.

That's where OCDE comes in. Our department, which has placed a premium on college and career readiness and success, produced the winning proposal after teaming up with the Butte County Office of Education and the SWIFT Center at the University of Kansas. Then something even more remarkable happened: The state, which initially awarded OCDE \$10 million, invested an additional \$20 million to support the full scope of the work we proposed.

This extraordinary investment positions OCDE as the lead agency on what will be known as the California Scale-Up MTSS Statewide Initiative — or SUMS Initiative — which will establish tiers of trainers to help schools and districts scale up MTSS programs. Expect to hear more about our progress in the months ahead.

California has become a trailblazer in the arena of 21st-century learning and addressing the needs of the whole child, and our county has considerable experience leading successful intervention and support strategies.



YOUTH LEADERSHIP SUMMIT
math and science

7th Annual Youth Leadership Summit
Saturday, October 29, 2016 from 8am-2pm
at the Tiger Woods Academy,
hosted by Project Tomorrow

Statewide, California reports that in 2020, the number of jobs requiring a college degree will outstrip the number of jobs which do not, with most of those jobs being STEM-related. Additionally, 45% of today's current science and engineering workforce will retire within the next few years. It is also becoming increasingly apparent that science and math proficiency are the new "must-haves" for jobs outside of the usual STEM fields including positions in the hospitality, construction and services sectors. How can you as High School student prepare and what opportunities are out there? Find out at the 7th Annual Youth Leadership Summit, open to all High School students and fully underwritten by our local STEM businesses. To register visit www.tomorrow.org

Parliamentarians—Getting off to a great start!

By Fourth District PTA Parliamentarian Christy Ballard

If you are a new Parliamentarian, you may have taken the job because your friend is the president and you were told you didn't have to do anything. That can certainly be the case, but the parliamentarian's job is important and does have specific duties and responsibilities. First and foremost, the parliamentarian advises the president on rules and points of order and procedural questions. You help the meeting run smoothly and ensure that every voice can be heard in an orderly fashion. Below are just a few additional responsibilities:

- Review and study the bylaws and standing rules annually.
- Ensure each member of the executive board has a current copy of the unit's bylaws and standing rules. Any member is entitled to a copy upon request.
- Become familiar with the unit's copy of *Robert's Rules of Order Newly Revised (or IN BRIEF), latest edition*.
- Provide the members and the executive board with training on simple parliamentary procedures; how to state a motion, rules of debate, quorums.
- Assist the president in meeting preparation, when requested.
- Advise presiding officer, when requested, on questions of parliamentary procedure. Parliamentarians do not "rule."
- Only the chair has the power to rule on a question of order. If the parliamentarian has expressed an opinion at the request of the chair, the chair must still make the ruling. Assist the presiding officer by keeping track of the order of those wishing to speak, motions, amendments, voting, etc., during meetings.
- Convene the first meeting of the nominating committee and provide instruction to the committee members on procedures.
- Present the nominating committee reports to the Association, generally at the April meeting, or earlier if there is no April meeting.

Take the time now to Check bylaws for the following information and have it as a reference sheet at all meetings:

PTA Name:

Vice-Presidents:

Fiscal Year:

Standing Committees:

Association Meeting Days:

Check signers:

Quorum Association Meeting:

Date to elect nominating committee:

Special Meeting Association:

Nominating Committee Size:

Executive Board Meetings:

Date of officer election meeting:

Quorum Exec Board:

Audit Preparation:

Special Meeting Exec Board:

Audit Presentation:

Unbudgeted spending between Association Meetings:

Council Parliamentarian (if in council)

Name:

Membership Dues:

Telephone:

Officers:

Email:



tion, the council parliamentarian shall:

In addi-

- Remind units to use the latest version of *Bylaws for Local PTA/PTSA Units*.
- Receive, review and assist with member unit proposed bylaw changes and keep records thereof. Forward proposed changes to the district PTA parliamentarian promptly, within one to two weeks.
- Maintain a file of up-to-date bylaws for all member units within the council.
- Offer bylaws and parliamentary procedure workshops for all units within the council PTA.



Doing Good Things For Kids - Focused on Membership

By Fourth District PTA V.P. for Membership Candi Kern

The statewide theme for our membership campaign this year is "Do good things for kids... Join PTA." If you've been involved with PTA for more than a minute, you no doubt have heard the many reasons why our membership is so crucial to the health of our organization. The Fourth District PTA board is committed to the cause of membership this year, and we are here to support you in your efforts to keep our PTA strong!

Here are a few philosophical things to remember as we begin our new school year:

- **Membership is something to pay attention to all year long.** It is not a one-time drive in the fall. Membership chairs should be presenting reports at every meeting and sharing their successes and struggles. Council membership chairs should encourage dialogue among the unit presidents and membership chairs to help foster new and creative ideas across your councils.
- **Your membership chair or VP is not solely responsible for your membership campaigns.** All board members, and in fact all PTA members, must be active participants in maintaining and increasing membership. No one can do it alone.
- **Focus on our successes.** Your PTA does great things! Trumpet that from the hilltops – or at least from your school website or school marquee. People will want to support and be a part of an organization that is meaningful. Your PTA is meaningful. Make sure everyone knows it!
- **Identify some untapped members in your community – perhaps it's your school board?** Your city council? Business leaders in your community? Or maybe even alumni? Of course, your teachers and school administrators need to be invited to join as well. There are folks out there who would love to support your PTAs. All you have to do is ask.



Now for some more practical tips:

How much are dues? Here is the breakdown: \$2.25 to National PTA + \$2.00 to California State PTA + \$0.60 to Fourth District PTA + your council dues + your unit dues.

Make sure everyone who joins PTA receives a membership card – either a hard copy, or the state approved electronic version.

Membership dues are paid "through channels", meaning that units remit dues to their respective councils, and councils, in turn, remit dues to Fourth District.

Beyond the perks offered through State and National PTA, Fourth District PTA is proud to have two local partners. Last year, we teamed up with the Discovery Cube to provide amazing benefits for our members. We are pleased that offer is extended this year. *****New this year... is our partnership with Dave and Busters of Orange and Irvine.** They have generously offered \$20 of free game play (with the purchase of \$20 game play) to each of our members. We thank the Discovery Cube and Dave and Busters for their generosity and support of Fourth District PTA! (Please consult capta.org and pta.org for the most current lists of perks.)

***AN IMPORTANT UPDATE FROM CALIFORNIA STATE PTA regarding the state level membership challenges... Ready, Set, Remit! is still in place. As a reminder, that means your school's PTA should have 30 paid members by the end of October. Please stay in touch with your council leadership for local deadlines. There is no application necessary, simply remit your dues up channels. **NEW THIS YEAR... There is no more Teachers Matter Challenge nor Male Membership Challenge!** There is a new challenge in place. Please consult <http://capta.org/pta-leaders/run-your-pta/building-membership/incentives-and-awards/> for complete details. The short summary is that when your PTA completes a series of membership activities, and submits an application, you will be put in a drawing for cash prizes. (No more hotel or convention registration... CASH MONEY!)**

Lastly, I want to personally thank you for the commitment you have made to PTA this year. Membership is perhaps one of the most important functions of our organization, because everything we do depends upon members. I applaud you for taking on this lofty endeavor, and we at Fourth District are happy to partner with you to make sure you have a successful year. Feel free to contact me at membership@fourthdistrictpta.org with any concerns or questions.



GET READY TO GO!!

FOURTH DISTRICT PTA SACRAMENTO SAFARI FEBRUARY 27 & 28, 2017

What: Our annual super exciting and not-to-be-missed trip to our State Capitol!

Where: Sacramento - Embassy Suites Hotel and the Capitol Building.

When: Event begins at 11:00 a.m. Monday, February 27 and ends at 6:00 p.m. Tuesday, February 28. Please plan to be there all day for both days.

Cost: \$330 per person double occupancy, or \$445 single occupancy. After Dec 18, 2016, the price increases to \$360 double occupancy or \$475 single occupancy. This includes hotel, meals and all registration materials. You are responsible for making your own flight and airport transfer arrangements. (Total cost will be about \$650 for your unit/council budgeting purposes).

Registration: Opens online October 1, 2016.

ORIENTATION MEETING: Friday, February 3, 2017. 9:30 a.m. - 11:00 a.m. at Fountain Valley School District.

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 an adult.

Participation is limited to first 100 people - first come, first served!

5 Things You Should Know about PTA Insurance!

By Fourth District PTA EVP Connie Stone

One of the biggest perks of being a unit in good standing is our access to insurance at an extremely reasonable rate, when providing an **APPROVED** PTA activity. **For the 2016-2017 year, your unit premium is only \$221 per year.**

Here are **FIVE** important points to remember;

1. All APPROVED PTA activities should be recorded in your meeting minutes. That provides the paper trail, should someone be hurt at a PTA event and file a claim. Be sure to vote to approve all your programs at your first association meeting of the year. If you add activities mid-year, make sure the association vote to approve new activities, is recorded in your meeting minutes.
2. All officers and chairs are covered with \$1 million General Liability insurance so again it's important that your chairs are officially appointed by the president, ratified by the executive board and that it is reflected in your meeting minutes. If your Jogathon Chair is doing the job but was never officially appointed and ratified, he or she is taking on unnecessary risk.
3. Check the insurance website or guidebook for the **RED, YELLOW** and **GREEN** activities. It outlines what activities can and cannot be done. If you are not sure about your event or activity, please feel free to call Knights Insurance at (800) 733-3036. They are happy to speak with you personally, you do not need to go through your Council or Fourth District. The guidebook and website also provide an approved list of vendors to use for your activities as well as Hold Harmless and Waiver Forms.
4. Who signs what? All contracts must be approved in advance by the PTA membership and signed by **two elected officers**, one of whom must be the president. The president is responsible for the agreement and should clearly identify that it is the PTA entering into the contract and not the president as an individual. The signature on a written contract should read, "ABC PTA by Jane Smith, President and (name), officer." All students participating in PTA events should sign the general Waiver at the beginning of every school year. Never sign a Hold Harmless agreement. The Hold Harmless Agreement is something the vendors you use (your food truck, book fair vendor, etc...) should sign and give to YOU. Your Programs VP/Chair would keep it with their event file.
5. A Facility Use Permit from your school or school district should be used when you use school facilities for an event and even for your regular meetings. It documents that PTA has permission to use the school facility for their event. Again, it is important if someone is hurt and files a claim as it would prove PTA had school/district permission to be there.



Questions? Please don't hesitate to reach out to us at Fourth District or directly to Knights Insurance!

Knight Insurance Services, Inc.
 Website: www.Knightins.net
 User name = ptausers
 Password = member
 Email: PTACA@Knightins.net
 Telephone (800) 733-3036



Vamos digitales... Por la vice presidenta de comunicaciones del Cuarto Distrito de la PTA Shanin Ziemer

¿Te gustaría tener una versión de *Orange Leaves* que puedas leer desde tu teléfono celular o computadora? ¿Quieres poder compartir fácilmente artículos específicos con miembros de la junta directiva y dirección? ¿Quieres ayudar al medioambiente al usar menos papel? Tú lo pediste y te lo dimos. ¡Ahora búscalo en tu buzón electrónico! Ya pronto tendrás el boletín de tus sueños, ¡la nueva versión digital de *Orange Leaves*! La copia de *Orange Leaves* que tienes ahora en mano será la última que tocarás. Cada mes te enviaremos por correo electrónico la versión digital del boletín, la cual incluirá un breve resumen de los artículos y enlaces para seleccionar y obtener más detalles e información acerca de los temas tratados. Encuentra artículos que son importantes para ti, tu escuela y tus alumnos, y añádalos a tu página web, Facebook o al boletín.

Pero antes de eso, necesitamos algo de tu parte para hacerlo realidad. Necesitamos que inicies sesión en www.PTAEZ.com y te asegures de actualizar la información de contacto tuya y la de la junta directiva. ¡Y que no se te olvide el director! Utilizaremos la lista de correos electrónicos que se encuentra en el PTAEZ para formar la nueva lista de recipientes. Si ya aparecen los correos electrónicos de los miembros de la junta directiva, les enviaremos la copia digital de *Orange Leaves* directamente. Tu tesorero recibirá consejos y recordatorios acerca de lo que se tiene que hacer y las fechas de vencimiento. Tu secretaria recibirá información práctica para que su trabajo sea más fácil. A tu historiógrafo se le recordará la importancia de su trabajo y lo que debe hacer. Comentarios, Programas, Membresía... Tendremos información práctica y consejos para todos, lo cual ayudará al buen funcionamiento de la junta y hará que se facilite el trabajo de todos.

Ahora es el tiempo ideal para crear el domicilio de correo electrónico NombredetuEscuelaPTA@gmail.com (o el proveedor preferido de correo electrónico). Muchas escuelas crean una cuenta de correo electrónico para el PTA de la escuela, y de esa manera el presidente puede transferírsela a la persona que tome su lugar en el futuro. Es fácil instalar un sistema de reenvío para que el correo electrónico llegue a la cuenta general y después cambiar la información de reenvío para cada presidente. Además, los miembros tendrán que acordarse de sólo un domicilio de correo electrónico para ponerse en contacto con el PTA. No habrá mucha necesidad de actualizar la página web de tu

escuela, los volantes que se reparten cada año, ni los letreros que se muestran en el campus. El Fourth District PTA está aquí para apoyarte y hacer que tu trabajo sea más fácil. Éste es el siguiente paso. Y no se te olvide el otro gran recurso para obtener información de última hora sobre eventos divertidos en el condado, consejos para que tu vida sea más fácil, artículos interesantes y mucho más. Visita nuestra página Facebook en www.facebook.com/FourthDistrictPTA y asegúrate de hacer clic en "Me gusta" en las publicaciones, ¡y compártelas con tus miembros!

Consejos del Tesorero

Por la tesorera del Cuarto Distrito de la PTA Donna Broussard

¡Bienvenidos a un nuevo año de la PTA! Como tesorera del Cuarto Distrito de la PTA, me gustaría darles algunos consejos para comenzar bien su periodo.

En la primera reunión general de la asociación en septiembre, necesitarán hacer lo siguiente:

- Presente el Informe del Tesorero de la última reunión de la asociación hasta el 30 de junio de 2016.
- Ratifique los cheques escritos de la última reunión de la asociación hasta el 30 de junio de 2016.
- Presente el Informe del Tesorero desde el 1 de julio de 2016 hasta la presente fecha.
- Ratifique los cheques escritos desde el 1 de julio de 2016 hasta la presente fecha.
- Adopte el Informe Financiero Anual del 1 de Julio de 2015 al 30 de Junio de 2016.
Adopte el presupuesto para el 2016-2017
- Libere fondos presupuestados para eventos futuros.
- Requisitos para la presentación de impuestos - Su PTA necesitará declarar lo siguiente:
 - Formulario del IRS 990, 990EZ o 990N
 - Formulario 199 or 199N "Franchise Tax Board"
 - Formulario RRF-1 "Attorney General's Office of Charitable Trust Registration Renewal"

Estos deben ser presentados antes de la fecha límite, la cual es 4.5 meses antes de que se termine el año fiscal de la PTA (vence el 15 de noviembre, para el año fiscal que termina el 30 de junio).

Una guía paso a paso puede ser encontrada en www.capta.org – haga click en PTA Leaders, haga click en Services, haga click en Tax Filing Support Center.

¡No espere para declarar, pueden ser presentadas ahora!

PTA & Elections

By Fourth District PTA VP Advocacy, Kathleen Fay

Here are some guidelines for PTAs concerning election-related issues during this campaign season.

PTAs can...

- Conduct voter registration drives.
- Furnish voter information.
- Encourage voting.
- Host candidate forums.
- Develop & publish candidate questionnaires.
- Advocate for positions taken by a higher-level PTA (council, district, state, national).
- Support or oppose local ballot measures after an official study has been conducted.

(See the California State PTA Toolkit for details on how to do these things.)

PTAs cannot...

- Endorse or oppose a political party.
- Endorse or oppose a candidate – even those run-



- ning for school board or nonpartisan offices.
- Allow only one candidate to speak at a meeting – ALL must be invited.
- Ask a candidate to sign a pledge.
- Distribute candidate campaign materials at a PTA event.
- Allow attendees to wear candidate campaign paraphernalia at a PTA event.
- Facilities use permit allows PTA to set the rules; clarify by posting a sign at the entry.



PTA leaders...

- May campaign for candidates as individuals, but not at a PTA event.
- Must not use their current or past PTA title or the PTA name to endorse or oppose a candidate. For example, in a list of Mike for Mayor supporters, it's OK to include your name as "Susie Smith", but NOT "Susie Smith, President, Sunshine Valley PTA".
- Should consider whether privately endorsing a candidate might negatively affect a future relationship with an elected official should the other candidate win.

September/
October
2016

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

Fourth District
PTA