

TRAINING

Monday, Jan 29, 2018	Check classes	Tuesday, Jan 30, 2018	Check classes	Wednesday, Jan 31, 2018	Check classes	Thursday, Feb 1, 2018	Check classes
Running a Meeting 10:00 am-12:00pm Colleen Ross & Kimberly Amado		College Planning 10:00 am-12:00pm Kelly Mattinson		Fundraising 10:00 am-12:00pm Kelly Mattinson		Table Talk English 10:00-12:00pm Ari McIntyre & Alice Orchanian	
PTAEZ 10:00-12:00pm Shaina Bogarad		Maneuvering Risk Mgt & Facilities 10:00 am-12:00pm Shaina Bogorad & Barbara Smith		Nominating Committee & Elections 10:00am-12:00pm Linda Ross		Fundraising Español 10:00am-12:00pm Sinteall Hernandez	
		EBylaws 10:00am-12:00pm Instructor TBA		Audit 10:00am-12:00pm Joyce Killingsworth		Treasurer 10:00-Noon Theresa Bidner	
Nominating Committee & Elections 6:00-8:00pm Linda Ross		Running a Meeting 6:00-8:00pm Colleen Ross & Kimberly Amado		Maneuvering Risk Mgt & Facilities 6:00-8:00pm Shaina Bogorad & Barbara Smith		Bylaws Spanish 6:00-8:00pm Mireira Moran Sinteall Hernandez	
Fundraising 6:00-8:00pm Kelly Mattinson		Social Media 6:00-8:00pm Mireira Moran		Audit 6:00-8:00pm Karen Green		College Planning 6:00-8:00pm Kelly Mattinson	
Table Talk Español 6:00-8:00pm Mireira Moran		EBylaws 6:00-8:00pm Instructor TBA		Table Talk English 6:00-8:00pm Ari McIntyre & Alice Orchanian		Treasurer 6:00-8:00pm Theresa Bidner	

January 29, 2018 - February 1, 2018

Classes will take place at
31st District Office
17445 Cantlay Street, Van Nuys, CA, 91406

10:00 am -12:00 pm, morning classes
6:00 pm to 8:00 pm, evening classes

Classes are open to all Thirty First District PTA Members.
Cost of classes is per person. \$5.00 per class,
\$20 for unlimited classes, per person, non-transferable



Only \$20.00

School: _____ Council: _____
Name: _____ Phone: _____
Email: _____

Total number of classes _____ @ \$5.00 each or unlimited classes for \$20 per person, non-transferable
Total amount enclosed \$ _____

****NOTE** NO WALK-INS OR PAYMENTS AT THE DOOR
NO RESERVATIONS WILL BE ACCEPTED AFTER 4:00 pm., Friday January 19, 2018**

**Limited
Seating!**

Please return flyer with a check payable to
31st District PTSA
17445 Cantlay Street, Van Nuys, CA 91406
pta31dist@aol.com
phone 818-344-3581

**Sign up
early!**

Class Descriptions

- **Audit** - Learn how to prepare and complete a PTA Financial Audit. Follow along with me as I take you step by step through the Auditing Process. Organize yourself, complete the forms, present your finding to your Executive Board and Associations. The whole who, what, where, when and how. Join us and learn how to help your unit stay on track!
- **Bylaws Español:** Los reglamentos “Bylaws” es uno de los documentos más importantes de su PTA. Venga y aprenda sobre la importancia de mantenerlos vigentes. Asegúrese de traer una copia de sus reglamentas y les ayudaremos actualizarlos.
- **College Planning:** Learn how to help find the “best fit” college “Academic, Social, & Financial”. To best help parents navigate the College Planning process.
- **EBylaws:** Your training will consist of hands on practical eBylaw training. Each participate will need their own laptop. Internet access will be provided by the District. You will need to bring your current Bylaws, your unit code to access EBylaws, and the changes to be made as determined by your Bylaw Committee Review Process. You go step by step through the entire process and at the end of the class you will be submitting final Bylaws.
- **Fundraising:** PTAs fund events and activities that promote family engagement at school, to strengthen home and school relationships. Learn how to access your school's fundraising needs while offering creative options that work for your community. This class will give you some do's and don't guidelines and an opportunity to share ideas with your local leaders.
- **Maneuvering the LAUSD Risk Management/Facilities Procedure:** Learn the new on-line Risk Management & Facilities Procedures. Get your events approved in 15 days and be notified within 48 hours of submittal if there is a problem. Must bring personal lap top. Free WiFi will be provided.
- **Nominating Committee/Elections:** It is that time of year to elect your nominating committee. Come learn the right way to elect your nominating committee, facilitate the nominating committee and run your elections for next years board. It is not as scary as you think.
- **PTAEZ:** Learn how to use this online cloud-based accounting and database system designed especially for PTAs. You will learn how to set up a new account, use the online program for accounting, manage memberships, generate reports customized for PTA, and how to use the Online Officer Contact System and the Document Management Program. PTAEZ generates financial reports customized for PTA, strengthens financial controls and procedures, ensures a smooth transition of records from year-to-year and helps you prepare tax filings. Whether you are just testing the waters or a regular user, I've got tips to improve your accounting!
- **Recaudación de Fondos** - PTA hace eventos y actividades para recaudar fondos para apoyar las necesidades de los estudiantes con la participación de familia. Que ofrece opciones creativas que funcionan para su comunidad. Esta clase le dará ideas de lo que puede hacer y no hacer, y una oportunidad para compartir ideas con sus líderes locales.
- **Running a Meeting:** Have you ever had a question about running your board or association meeting? Come meet with the current and past 31st District Presidents to get all of your questions answered.
- **Social Media:** Instagram, Facebook, Twitter. All great methods to communicate with your parents. Learn the best ways to keep your parents in the know.
- **Table Talk English:** Got questions, we got answers.
- **Table Talk Español:** Venga y tenga una conversación con los líderes del PTA. Estaremos contestando sus preguntas sobre todos los aspectos del PTA.
- **Treasurer Record Keeping, Transitioning Records, Annual Reports** - This class will cover the basics of treasurer record retention, which records to keep, and for how long. It will also cover the topic of transitioning to a new treasurer, what they need to know and what records need to be passed along to them for a smooth transition. We will also cover what goes into an annual report and when you will be preparing this document.