Common Agenda
January 2020 to March 2020

JANUARY

10 **DUE: Workers’ Compensation Annual Payroll Report** - all PTAs must file a report that covers the period of January 5 through January 4 of the preceding year. If no one was hired, complete all the information requested and write, “No one Paid,” sign and forward two copies to the Council Treasurer.

29 **ATTEND: Bunco Night** - Bunco is a fun and easy game to play. Come on out and relax with your fellow PTA family. Bring your board or come with a friend. You can even come solo. Everyone is welcome. Light refreshments will be served, and prizes will be awarded. This is a fundraiser for the 31st District PTSA.

   When: Wednesday, January 29th at 7:00 pm
   Where: 31st District Office
   Cost: $20.00 per person before 1/24/20 ($25 thereafter)

   To RSVP: Eventbrite (Credit Card) – https://www.eventbrite.com/e/bunco-night-tickets-81421087665

   Mail/Drop Off (Cash or Check) – 31st District Office (17445 Cantlay St, Van Nuys, CA 91406 – 9:00 am to 4:00 pm)

FEBRUARY

1 **ATTEND: Audit Training** – Learn everything you need to have a successful audit. There are a lot of changes to the audit process this year, this mandatory training will help your unit be compliant with the new insurance requirements. (2 Options Available). Visit 31stdistptsa.org for more information.

1 **REMINDER: Graduating High School Senior Scholarship Applications Due** – applications due to California State PTA office. Visit capta.org for more information.

1 **REMINDER: Unit Spotlight Awards Form Due** - categories include: advocacy, collaborations, environmental, family engagement, membership & outreach, program for student achievement, and student involvement. Forms due to California State PTA office. Visit capta.org for more information.

5 **ATTEND: Audit Training** – Learn everything you need to have a successful audit. There are a lot of changes to the audit process this year, this mandatory training will help your unit be compliant with the new insurance requirements. (2 Options Available). Visit 31stdistptsa.org for more information.
REMINDER: 31st District’s Music Scholarship Application Due - All Clarice Chaplin Music Scholarship Program applications must be emailed to the 31st District office by February 4, 2018 by 4:00 pm. Visit http://31stdistptsa.org/music-scholarship/ for more information.

DUE: Semi-Annual Audit Report - submit two copies to the Council Treasurer.

ATTEND: 31st District’s Reflections Art Gallery & Awards Ceremony – at the 31st District Office. Gallery Hours 6:00 pm to 7:00 pm. Awards Ceremony at 7:00 pm. Come support these young artists. This is a free event.

MARCH

REMINDER: Final Membership Remittance - to Council to qualify for any membership drawings at California State PTA Convention.

ATTEND: 31st District’s Founders Day Event - at 6:00 pm at the 31st District office. Join the 31st District as we celebrate the founding of the PTA. Dinner will be available for $11 per person (Optional). More information to follow.

Council Remittance
Send two copies of the remittance form with a check made payable to your council. Checks must be signed by 2 authorized officers as per your Unit Bylaws for the following: Remit payment directly to your Council Treasurer for Membership, Insurance, Council and District Assessments, Music Scholarship and Founder’s Day.

District Remittance
Send two copies of the remittance form with a check made payable to: 31st District PTSA for the following: District Meetings, Events, Dinners, and “In Memory or In Honor” of contributions to support District Programs.

National PTA Website: https://www.pta.org/
California State PTA Website: https://capta.org/
Thirty-First District Website: http://31stdistptsa.org/

Follow Us on Social Media:
facebook.com/31stdistptsa/
twitter.com/31stdistptsa
instagram.com/31stdistptsa/