



Common Agenda

August 2019 to October 2019

AUGUST

- 27 **ATTEND: Treasurer Training** - at 6:30 pm at the 31st District Office. Learn what you need to be an effective treasurer at this FREE training. Visit <http://31stdistptsa.org/treasurer-training-aug19> for details.

SEPTEMBER

- 1 **REMINDER: File RRF-1** - must be filed by with the California Attorney General Registry of Charitable Trusts by November 15, 2018. See *Treasurer's Timeline* for details.
- 5 **ATTEND: Council Vs. Council** – at the 31st District Office at 6:00 pm. Join us for the second annual Council Vs. Council. Get to know the 31st District Board of Director, Council Presidents, and other unit leaders like yourself. Participate in trivia and games, or just sit back and enjoy some refreshments. Support your council as they battle to see who will be victorious. Visit <http://31stdistptsa.org/council-vs-council> for details.
- 7 **ATTEND: CAPTA Regional Training** - Join California State PTA for a day of leadership training, workshops, table talks and networking. For just \$25, you'll learn new skills to help you and your PTA succeed. (Includes breakfast and lunch.) Visit <https://capta.org/programs-events/regional-leadership-conferences> for more detail.
- 25 **ATTEND: 31st District Fall Training** – at Anatola Elementary at 6:00 pm. \$5 per person if you register before September 13th. Join us and learn more about your new position on the PTA board. This training is mandatory for all new board members. Visit <http://31stdistptsa.org/officer-training> for details.
- 30 **DUE: Year-End Audit** - arrange with your auditor for the final audit of unit books for the last fiscal year. Send two copies to your Council Treasurer. Visit <http://toolkit.capta.org/finance/pta-audit> for more detail.
- 30 **DUE: Annual Financial Report** - submit two copies to your Council Treasurer for the last fiscal year. Visit <http://toolkit.capta.org/finance/reports-and-forms/annual-financial-report> for details.
- 30 **DUE: Conflict/Whistleblower Form** - this annual questionnaire is due to council. The unit president, treasurer, and secretaries must submit a form each. Visit <http://downloads.capta.org/toolkit/forms/ConflictWhistleblower.pdf> for details.



OCTOBER

- 2 **REMINDER: Ready, Set, Remit** - All PTA units that forward a minimum of 30 members through channels will receive a certificate celebrating their success. In addition, a unit that remits at least 50 members will receive an additional drawing ticket for any additional membership challenges they qualify for. Note: this is a deadline to council to be able to process by State Oct. 31st deadline. Visit <https://capta.org/pta-leaders/run-your-pta/building-membership> for details.
- 4 **REMINDER: Membership Poster Contest** - Please deliver your Membership poster to the 31st District Office by 4:00 p.m. on October 4th. Recognition for the winners will be at the Membership Dinner in October. Awards will be given to both elementary and secondary schools. Visit <http://31stdistptsa.org/membership-poster-contest-2019/> for details.
- 15 **REMINDER: Continuing Education Scholarship Applications** - Scholarship applications for Nurses, Teachers/Counselors and Volunteers are due to the California State PTA Office. Visit <https://capta.org/programs-events/scholarships/continuing-education> for details.
- 15 **REMINDER: Grant Applications** - Grant applications for Outreach Translation, Cultural Arts, Healthy Lifestyles, and Parent Education are due to the California State PTA Office. Visit <https://capta.org/pta-leaders/programs/grants-awards> for more details.
- 17 **ATTEND: 31st District Tax Training** – at 6:30 pm at the 31st District Office. This training will provide the information needed for Unit Treasurers to file their mandatory tax returns/RRF-1 (which are due November 15). Visit <http://31stdistptsa.org/membership-dinner-2019> for more detail.
- 18 **DUE: Council Assessment Remittance** - due directly to your Council Treasurer. Assessment is to support the council operating expenses.
- 18 **DUE: District Assessment Remittance** - due directly to your Council Treasurer in the amount of \$60.00. Assessment supports district PTA/PTSA trainings, mailings and other expenses.
- 21 **ATTEND: 31st District Membership Dinner** – at Airtel Plaza Hotel at 6:00 pm. \$48 per person before 10/4. Invite board members, administrators, teachers and student representative. This is a legitimate PTA expense. Visit <http://31stdistptsa.org/membership-dinner-2019> for more detail.
- 31 **REMINDER: Tell Us Your Theme and Your Goal** - Membership theme and goal due to Vice President for Membership Services Michael Morgan at membership@capta.org by 5 p.m. on October 31, 2019. Visit <https://capta.org/pta-leaders/run-your-pta/building-membership> for details.



THIRTY-FIRST DISTRICT PTSA
be the change you want to see in the world

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:

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