



## 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

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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](http://31stdistptsa.org) for more information.

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

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- 7 **REMINDER: 31<sup>st</sup> 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://31stdistpts.org/music-scholarship/> for more information.
- 14 **DUE: Semi-Annual Audit Report** - submit two copies to the Council Treasurer.
- 18 **ATTEND: 31<sup>st</sup> 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

- 15 **REMINDER: Final Membership Remittance** - to Council to qualify for any membership drawings at California State PTA Convention.
- 25 **ATTEND: 31<sup>st</sup> District's Founders Day Event** - at 6:00 pm at the 31<sup>st</sup> District office. Join the 31<sup>st</sup> 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://31stdistpts.org/>

### **Follow Us on Social Media:**

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