



## Common Agenda

February 2020 to April 2020

### FEBRUARY

ASAP **DUE: Semi-Annual Audit Report** - submit two copies to the Council Treasurer. Learn more about how to complete an audit at: <http://toolkit.capta.org/finance/pta-audit/>

### MARCH

1 **REMINDER: First-Timer Convention Scholarship Application Due** - 31st District PTSA will be awarding two full convention scholarships (up to \$700) for first time attendees to the 2020 California State PTA convention. This will be used to cover travel, accommodations, registration, and other related expenses. In order to be eligible for this scholarship, you must not have attended a California State PTA convention before, must currently hold an officer position in either a unit or council, and be able to attend the full convention (May 15-17). Learn more at: <http://31stdistptsa.org/first-timer-convention-scholarship/>

3 **REMINDER: California State PTA Early Bird Registration Opens** - Registration opens March 3 for the 2020 California State PTA Convention, where thousands of PTA leaders, members and decision makers from across the state will converge for three days of learning and networking.

Be sure to mark the dates May 15-17 on your calendar and start planning and budgeting for those in your local PTA who want to attend. Learn more at: <https://capta.org/programs-events/convention/>

13 **REMINDER: Jump into Spring Membership Challenge Ends**- Each school that signs up 20 new members by March 13, will receive 1 raffle ticket to be entered into a raffle for a Free Ticket to the Awards Dinner. 20 new memberships = 1 raffle ticket. Membership payments for the new memberships must be paid through the proper channels and received in the 31st PTSA Office by 4:00 p.m. on March 13, 2020. Learn more at: <http://31stdistptsa.org/jump-into-spring-membership-challenge/>

13 **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 from The Corner Bakery (Optional). Learn more at: <http://31stdistptsa.org/founders-day-red-carpet-event/>

31 **ATTEND: 31<sup>st</sup> District's Darlene Panfill Music Scholarship Concert** - at Granada Hills Charter High School. The concert will be performed by the Music Scholarship participants. Come support these talented student artists. Free Admission.



## APRIL

- 3 **REMINDER: Final Membership Remittance** - to Council Treasurer to be counted for awards at the 31<sup>st</sup> District May Awards Dinner.
- 10 **REMINDER: Award Applications Due**- for Unit of the Year, Teacher of the Year, Newsletter, Health & Safety applications due to the 31<sup>st</sup> District Office. Learn more at: <http://31stdistptsa.org/district-awards/>
- 17 **DUE: Historian Report** - submit a copy of the Annual Historian Report to Council Historian. Volunteer hours from July 1<sup>st</sup>, 2018 to June 30<sup>th</sup>, 2018 (estimate remaining). Download historian report at: <http://downloads.capta.org/toolkit/forms/UnitHistorianReport.pdf>
- 30 **DUE: Unit Officers Contact List** - submit unit roster of incoming officers, including complete contact information for the mailing list and directory.

### 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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