



Common Agenda

August 2020 to October 2020

AUGUST

- 14 **REMINDER: Finalize Unit Budget** - Budget for District Dinners, Trainings, Music Scholarship, Founders Day, Convention. Have them approved at your first board and association meetings. <http://toolkit.capta.org/finance/budgeting/>
- 25 **REMINDER: "MYPTEZ Made Simpler" Webinar**- Need a refresher course on MyPTEZ (formerly PTAEZ), the online accounting system for PTAs? Then join the "MyPTEZ Made Simpler" webinar on Tuesday, August 25 from 7:00-8:30 p.m. Members of the Leadership Services Commission and CSM will go over the basics of MyPTEZ and talk about more advanced topics. Visit <https://capta.org/resource/myptez-webinar/> for more information.

SEPTEMBER

- 2 **REMINDER: Legislation Webinar** – 7:00 pm to 8:00 pm. Join the California State PTA Legislation Team on our monthly webinar as we discuss the latest legislation affecting children and families and our recent advocacy efforts! To register for each webinar: <https://attendee.gotowebinar.com/rt/31940121174953740>
- 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.
- 7 **REMINDER: Legislation Webinar** – 7:00 pm to 8:00 pm. Join the California State PTA Legislation Team on our monthly webinar as we discuss the latest legislation affecting children and families and our recent advocacy efforts! To register for each webinar: <https://attendee.gotowebinar.com/rt/31940121174953740>



- 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.
- 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://31stdistpta.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.
- TBD **ATTEND: 31st District Tax Training** - This training will provide the information needed for Unit Treasurers to file their mandatory tax returns/RRF-1 (which are due November 15). More information to follow.
- TBD **ATTEND: 31st District Fall Training** – Join us and learn more about your new position on the PTA board. This will be a virtual training. More information to follow.
- TBD **REMINDER: Membership Social Media Contest** – More information to follow.

SAVE THE DATE:

31st District PTSA Membership Event
November 10th, 2020

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://31stdistpta.org/>

[facebook.com/31stdistpta/](https://www.facebook.com/31stdistpta/)

Follow Us on Social Media:
twitter.com/31stdistpta

[instagram.com/31stdistpta/](https://www.instagram.com/31stdistpta/)