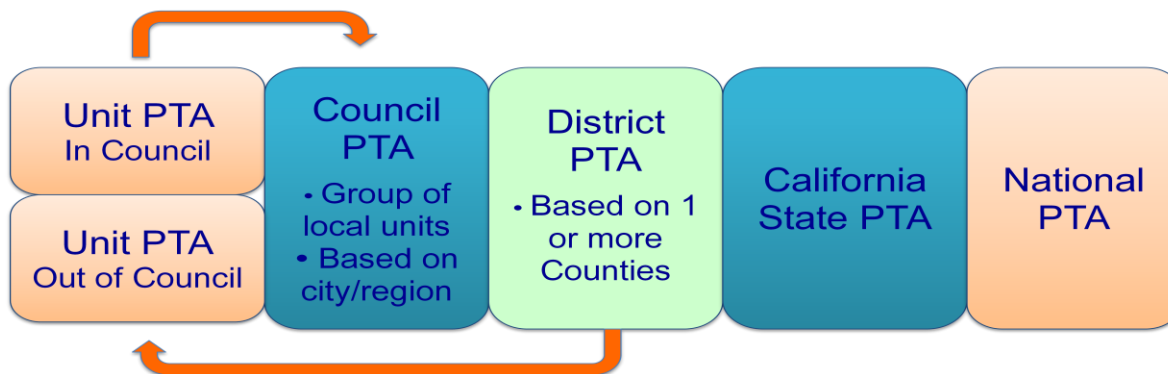


WHY PTA MATTERS

Our Mission – ‘The mission of the California State PTA is to positively impact the lives of all children and families.’ (Adopted July 2013)

3 Basic PTA Policies	
Policy	Best Practice
Noncommercial	PTAs don't promote or endorse products, services or businesses.
Nonsectarian	PTAs are welcoming and inclusive, showing respect for all faiths, beliefs and cultures.
Nonpartisan	- PTAs don't support or oppose political parties or candidates. - PTAs may support or oppose issues affecting the health, safety, education or general wellbeing of children and teens, using less than 5% of their annual budget.

PTA Organizational Structure – Support, Training, Resources:



PTA Organization – Your Safety Net

About California State PTA:

California State PTA connects families, schools and communities, reaching millions of families in California through members, local associations, allied agencies and coalitions. PTA is the nation's largest volunteer child-advocacy association working to improve the education, health and welfare of all children with the motto "every child, one voice." PTA advocates at the local, state and national levels for education and family issues. PTA is nonprofit, nonsectarian and noncommercial. For more information: www.capta.org

BOARD MEMBERS – 3 KEY ROLES

Executive board members work together to grow a PTA as the hub of a school community. They share 3 key roles, as outlined in your Bylaws, in running a PTA effectively so it thrives:

1. Manager – To oversee day-to-day running of a PTA on behalf of the association

- PTA Oversight | Create Committees | Fill Vacancies

2. Collaborator – To meet expectations of members and the organization

- Attend Meetings | Give Reports | Be a Team Player

3. Steward – To share Fiduciary Responsibility for 501(c)(3) nonprofit organization

- Protect Assets | Understand Finances | Pay Bills | Use Best Practices

Quick Tips – Handling PTA Funds:

Board members rely on PTA's financial policies and procedures to manage and protect a unit's funds on behalf of its members. Here are some quick tips for handling funds:

Count

- ☐ Use Cash Verification Form
- ☐ Funds are counted by two people and one is an officer or chairman
- ☐ Recount monies and complete a Cash Verification form every time cash changes hands

Deposit

- ☐ Cash and checks are deposited immediately in a PTA bank account
- ☐ PTA funds are never kept at home or deposited in a personal or school account

Authorize

- ☐ Use Payment Authorization form to document a request for payment
- ☐ Remember to never sign a blank check

Review

- ☐ Board member, who is a non-check signer, reviews PTA bank statements each month
- ☐ Use school address for bank statements

PTA BOARD – FIDUCIARY RESPONSIBILITY

PTAs must be fiscally responsible to members and need to ensure that all financial procedures are followed. This is the fiduciary responsibility of all executive board members.

5 FINANCIAL RED FLAGS

- No contact with treasurer
- Only 1 signature on checks
- Checks issued without approval
- No treasurer report at meetings
- Revenues less than chairmen's counts

If you suspect mismanagement, please contact your District PTA – ASAP!

Learn more: For details on board members' roles plus Job Descriptions for officers and chairmen, check out the California State PTA Toolkit online at www.capta.org

CASH VERIFICATION FORM

(Membership, Fundraisers, Donations)

UNIT NAME _____

ACTIVITY _____ DATE _____

COINS

CHECKS *Attach adding machine tape of itemized checks.*

_____ x 1¢ = _____

_____ \$ _____ # _____ \$ _____

_____ x 5¢ = _____

_____ \$ _____ # _____ \$ _____

_____ x 10¢ = _____

_____ \$ _____ # _____ \$ _____

_____ x 25¢ = _____

_____ \$ _____ # _____ \$ _____

_____ x 50¢ = _____

_____ \$ _____ # _____ \$ _____

_____ x \$1 = _____

_____ \$ _____ # _____ \$ _____

TOTAL \$ _____

_____ \$ _____ # _____ \$ _____

_____ \$ _____ # _____ \$ _____

CURRENCY

_____ x \$ 1 = _____

_____ \$ _____ # _____ \$ _____

_____ x \$ 5 = _____

_____ \$ _____ # _____ \$ _____

_____ x \$ 10 = _____

_____ \$ _____ # _____ \$ _____

_____ x \$ 20 = _____

_____ \$ _____ # _____ \$ _____

_____ x \$ 50 = _____

_____ \$ _____ # _____ \$ _____

_____ x \$100 = _____

_____ \$ _____ # _____ \$ _____

_____ \$ _____ # _____ \$ _____

TOTAL \$ _____

TOTAL \$ _____

GRAND TOTAL \$ _____

Membership Dues

_____ members @ \$ _____ (dues) = \$ _____ + donations = \$ _____ Grand Total \$ _____

FOR OFFICIAL USE ONLY

Signature _____
 Signature _____
 Signature _____

Amount Received: \$ _____
 Signature _____
 Date _____

PAYMENT AUTHORIZATION/REQUEST FOR REIMBURSEMENT

ATTACH ALL RECEIPTS TO THIS EXPENSE STATEMENT

Name _____

PTA Position _____

Address _____

City/Zip _____

Telephone (____) _____ E-mail _____

Expenditure was for: _____

List Expenditures: _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL EXPENSE \$ _____

Total Amount Claimed From Above \$ _____

Minus Advance Received \$ _____

Reimbursement Claimed \$ _____

Not claimed – donate to PTA \$ _____

Refund to PTA (Enclose Check) \$ _____

Signature _____ Date _____

FOR PTA TREASURER USE:

☐ Membership-approved activity

☐ Funds released by membership

☐ Executive Board-approved expenditure

Check Number	Category	Amount Advanced	Expenses	Amount Owed or Due

President's signature: _____ Date: _____

Date approved in minutes: _____ Secretary's signature: _____

BOARD MEMBERS: KEY ROLES – LEADERSHIP MATTERS

Successful board members bring a lot to the table. By focusing on how best to communicate, collaborate and cooperate with others in working as a team, you can make a difference in your community.

Ways To Communicate:

- Supply updates and reports on plans, activities and projects
- Take an active part in meetings
- Participate in training, conferences, workshops and convention
- Review and update files, materials and procedure book to pass on

Ways to Collaborate:

- Follow unit bylaws and standing rules
- Delegate to share the workload
- Mentor and grow leadership capacity for today and tomorrow
- Complete assignments and meet deadlines

Ways To Cooperate:

- Rely on PTA policies, procedures and best practices
- Meet expectations to carry out the duties of a PTA position
- Respect the right of the minority to be heard and the right of the majority to decide
- Maintain confidentiality of board discussion and business
- Protect members' privacy by not sharing membership lists with outside interests

Top Qualities – Successful Board Members

caring	leadership	trust	direction
tact	management	humor	willingness
respect	knowledge	delegation	time
heart	creativity	communication	mentoring
flexibility	tolerance	resilience	passion
organization	patience	multitasker	understanding

PTA PLANNING – GETTING STARTED

Start the year right by making time as a new board to plan the PTA year. By focusing on 5 Basic Steps, you can build a culture of inclusion and engagement for your PTA.

5 Basic Steps – Quick Tips:

1. Board Orientation – Meet as the incoming board to get organized soon after election

- ☐ Set ground rules and identify board goals (2-3) to make a difference in your community
- ☐ Review bylaws together to learn more about PTA and who does what
- ☐ Check the Insurance Guide for the Green-Yellow-Red Light activities a PTA can sponsor
- ☐ Look at last year's files for ideas and information on what worked well

2. Goals | Programs: 'The What' – Create a Program Committee

- ☐ Do a community needs survey to identify interests and priorities for PTA programs
- ☐ Recommend ideas for programs aligned with community needs and board goals
- ☐ Develop a PTA Calendar that accounts for holidays and school activities

3. Budget: 'The How' – Set up a Budget Committee to develop a preliminary budget

- ☐ Gather information on budget items to present to committee, board and association
- ☐ Estimate probable income and balance income with expenses to design your budget
- ☐ Remember a budget is only a plan and can be changed with 2/3 membership approval

4. Membership: 'The Who' – Create a Membership Committee

- ☐ Set goals to boost membership by looking at your numbers from last year
- ☐ Devise year-long, outreach plan based on your membership goals
- ☐ Be proactive and inclusive in asking everyone, early and often, to join PTA

5. Family Engagement | Fundraising: 'The Do' – Set up a Ways and Means Committee

- ☐ Identify fundraising projects to build family engagement to support student success
- ☐ Only raise the funds needed for PTA activities as outlined in your adopted budget
- ☐ Organize 1 fundraiser for every 3 non-fundraising projects – the '3-to1-Rule'

Did You Know...?

The association approves programs, budget, membership plan and fundraising plan for the year at your 1st general meeting before any plans are implemented.

PTA BYLAWS – WHAT’S IN THEM?

Think of Bylaws as your GPS to run and operate your PTA smoothly. They provide direction on PTA policies and practices. Bylaws also contain the main characteristics, rules and operations of our organization as a 501(c)(3) nonprofit organization.

Bylaws tell you about ...

Executive Board and Elections:

- What officers you have and how they are elected
- Officers’ duties with brief job descriptions
- Month of annual election and when term begins
- Nominating Committee and when and how it is elected

Membership:

- How to become a member
- How to define who is a member
- Amount of your annual membership dues
- Due dates to submit membership per capita

Meetings:

- When board and association meetings are held
- Quorums needed to approve motions and PTA business

Committees:

- What Standing Committees you have and what they do
- How committees are formed
- How committee chairmen are appointed and what their duties are

Unit Identification Information:

- Official name of your PTA
- Your unit’s State PTA and National PTA ID numbers
- Your unit’s Employer Identification Number (EIN), Charitable Trust Number (CT#) and Franchise Tax Board Number (FTB#)

Policies, Actions and Procedures:

- Basic policies and purposes of PTA as a nonprofit
- Conditions for units to remain ‘In good standing’
- When required actions like Audits and the Annual Report are completed
- Process for chartering and disbanding a PTA
- Basic Standing Rules for running your PTA
- Bylaws review process and how to complete standard bylaws

AMENDING PTA BYLAWS

Bylaws may be amended only:

- With prior notice to the membership
- When approved by a 2/3 majority of the membership present (no proxyvoting)

Please Note: Proposed bylaws amendments must be submitted through channels to the California State PTA for approval *prior* to submission to the membership for adoption.

Learn more: www.capta.org

PTA Volunteer Information Form

Please fill this out and return it with your student ASAP.

Name:

Student's Name:

Grade:

Student's Name:

Grade:

Phone:

Email:

Days and Times Available to Volunteer:

- ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday
☐ Morning ☐ Afternoon Specific Time:
☐ I can only volunteer from home.

I am interested in helping with (check all that apply):

- | | |
|--|--|
| ☐ Preparing materials | ☐ Student Awards |
| ☐ Reading with small groups | ☐ Teacher Luncheon |
| ☐ Math practice with small groups | ☐ Book Fair |
| ☐ Chaperoning a field trip | ☐ Walk-A-Thon |
| ☐ Assisting with art projects | ☐ Multicultural Event |
| ☐ Helping in Library/Media Center | ☐ Family Engagement Night |
| ☐ Other: _____ | ☐ Other: _____ |

Thank You – We look forward to your help this year!

PTA LEADERS – WAYS TO BUILD INCLUSION

Creating a welcoming environment for all families to feel welcomed, valued and connected to each other and the school is central to the success of your PTA. To build a culture of diversity and inclusion, focus on how to break down barriers by putting in place:

- ☐ **Diverse Membership** – To ensure your PTA board and members reflect your school community and parents of all backgrounds
- ☐ **Effective Communication** – To supply and gather information in home languages to reach all parents and guardians
- ☐ **Parent Surveys** – To identify what parents need to know to support their children's learning and their school's goals
- ☐ **Welcoming Committee** – To identify ways to make families feel they are welcome and belong
- ☐ **PTA Liaison** – To work more closely with your school's ELAC committee
- ☐ **Family Engagement Nights** – To supply tips and tools for families on how to support student learning and development at home
- ☐ **Bilingual Room Representatives** – To reach out and keep families in the loop on what is happening at school and to recruit volunteers
- ☐ **Social Gatherings** – To build relationships by organizing events that bring educators and families together to interact socially
- ☐ **Community Partnerships** – To reach out to a broad base of community leaders and organizations to work together to support student success and promote equity
- ☐ **Family Resource Center** – To share school information and community resources to meet the cultural, social, wellness and other needs of families and to encourage parents to drop by



Think Family Friendly For Your PTA Meetings

- Set up meetings for days/times when more families can easily participate
- Arrange to hold meetings in community locations such as a library or community center
- Post signs in home languages on campus as meeting reminders
- Recruit bilingual greeters to welcome parents in home languages at your meeting
- Provide interpreters and translate handouts to boost family engagement
- Supply childcare and dinner for meetings to make it easier for working families to get involved

Take Action: To get started, download the *PTA National Standards for Family-School Partnerships Guide Assessment Guide*, in English or Spanish, at: www.capta.org

Twelve Things TO KNOW OR DO

1. **Membership** – Have a yearlong membership campaign. Increasing parent participation is one of the primary goals of PTA. Keep an up-to-date membership list.
2. **'In Good Standing'** – Submit dues, insurance payment, workers' comp form, financial reports and annual report of volunteer hours to council/district PTA by the due dates and file taxes with the IRS and the State of California every year!
3. **Officers** – Have at least 3 officers as required by the IRS (president, treasurer and secretary) and make sure that their contact information has been forwarded through channels so that they receive the support, resources and information to which they are entitled.
4. **Association Meetings** – Convene at least 3 general meetings per year: early in the PTA year to adopt the budget, annual financial report, year end audit, program(s) for the current year; mid-PTA year to elect a nominating committee and adopt the mid-year audit; early spring to elect officers for the next year.
5. **Budget** – Present a budget for approval by the membership at the first general/association meeting. Spend money only as approved by the membership at a general meeting and properly recorded in minutes of the PTA.
6. **Best Practices** – Obtain two valid signatures on all checks and have receipts for every payment of any kind. Never pay bills or reimburse with cash. File tax forms when due.
7. **Activities** – Undertake activities only as approved by the membership at a general meeting and after properly recorded in minutes of the PTA.
8. **Insurance Guidelines** – Follow guidelines for appropriate PTA activities as summarized in the red/yellow/green light section of the Insurance Loss and Prevention Guide.
9. **Bylaws** – Review the bylaws at least once per year. Having the executive board review them together is a great way to orient everyone to the requirements and timelines of their positions. Update at least every third year.
10. **Audits** – Perform audits twice a year, January and July, or according to the bylaws, and submit copies of your adopted financial reports (audit reports including audit checklist and recommendations, year end financial report, budget) to your council PTA (if you are in a council) or your district PTA.
11. **Support** – Attend council PTA or district PTA meetings – they are there to assist you.
12. **Collaborate** – Work together - parents, principals, teachers and staff are all one team!