

RUNNING YOUR PTA

...made easy

A STARTER GUIDE FOR PTA LEADERS

California State
PTA
everychild.onevoice.®

MAKING A
DIFFERENCE
EVERY DAY

2023-24
EDITION

A TRADITION OF MAKING A DIFFERENCE

OUR MISSION

The mission of the California State PTA is to positively impact the lives of all children and families.

SPEAKING UP FOR ALL CHILDREN

Decisions that affect our children, youth, and families are made every day by local, state, and national policymakers. In a democratic society, every citizen has the right and the responsibility to participate in shaping those decisions.

As the largest child advocacy association in California, PTA is uniquely qualified to work with policymakers to secure laws and policies that place the highest priority on the education, health, and safety of all children and youth.

For more than 125 years, PTA has reminded our nation of its obligations to children. PTA provides resources and important information to families, educators, and community members – and connects families and schools. When the education, health, safety or well-being, of our youth is at risk, PTA members are among the first to advocate for them. PTA has been instrumental in the passage of important laws and policy changes. Here are a few examples:

- Creating a separate criminal justice system for juvenile offenders
- Creating and enforcing child labor laws
- Building kindergarten into the public school system
- School-based nutrition programs: Federally funded hot lunches that now feed more than 30 million children a day
- School bus safety regulations
- A full curriculum that includes the arts and P.E.

Many of these concerns may not have been addressed if PTA members had not taken up the cause!

PTA has never been shy about tackling tough issues – from talking about sex education as early as 1916 to supporting HIV/AIDS education programs in the 1980s to supporting LGBTQ youth, cyber safety and student privacy issues today.

During the COVID-19 pandemic, California State PTA members advocated for high-quality distance learning, adequate internet and digital device access, additional learning supports, and the safe reopening of schools. PTA was also an early advocate for the continuation and expansion of school meal programs when schools were closed for in-person instruction.

California State PTA supported changes to school funding and how families are included in the decision-making process. The Local Control Funding Formula (LCFF) was passed by the California State Legislature and signed into law in 2013. In 2018, California State PTA sponsored a bill that added research-based family engagement guidance and practice into the California Education Code.

California State PTA continues to advocate for a whole-child approach to education to ensure all students have access to a full curriculum, including the arts.

Membership in PTA is open to everyone. Every PTA is self-governing and sets its own dues, but is also supported by a regional, state, and national structure.

To join or learn more, visit the Membership page at capta.org/join



PTA POWER

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Volunteer power: Local PTAs are powered by hard-working and dedicated volunteers. By creating an inclusive environment, we can continue to attract passionate volunteers.

- **Membership Matters:** Check out membership ideas and programs on the California State PTA website. The more members we have, the stronger our voice for all children. Not all members need to be volunteers. Just by joining, members support PTA and send the message to their children that education is important.
- **Communicate:** Frequently, one of a PTA's responsibilities is producing a newsletter that helps keep the entire school community informed of events, issues, and accomplishments of the PTA, the school, and the community. PTAs can also offer speakers on issues of interest and concern to families.

See measurable results: More than 85 rigorous academic research studies conducted over 30 years prove that children do better academically when their families are involved in their school. Grades are higher, test scores improve, and school attendance increases.

- **Tap into proven programs:** Local PTAs have access to research-based, ready-made programs with proven success records, such as the Reflections Art Program and the School Smarts Parent Engagement Program. Additionally, a variety of resources on health and safety topics, family engagement, summer learning, and science, technology, engineering, arts, and math (STEAM) are available online.

Boost children's well-being: PTA's focus is on the whole child, including nutrition, health, and well-being.

- **Inform and engage parents:** Involved families understand the challenges schools face and become part of the solution, inside and outside the classroom, locally and legislatively.
- **Help all children succeed:** Education reforms such as the Local Control Funding Formula (LCFF) and the Local Control and Accountability Plan (LCAP) offer a huge opportunity for families to shape the vision for their children's education and make it happen. Your voice matters! California State PTA is here to ensure the important voice of parents and families is heard to help all children succeed!



STAY FOCUSED AND SET GOALS



Setting goals for your unit helps you work smarter in planning and organizing the PTA year. It supplies a road map for board members to stay on track as a team:

WHY? Goals set direction, and provide focus, purpose and accountability. Goals help groups to be more efficient and more effective.

WHO? Goals should have wide appeal. Goal-setting provides opportunities for input that promote feelings of ownership in your school community.

WHAT? A goal is a destination. It should be a written, relevant, attainable, observable, broad statement of a desired end.

WHEN? Goals should be established early, reviewed often and updated if needed.

A sample goal might be "Sunshine PTA will increase parent engagement by offering programs of interest at each association meeting."

Learn more about goal-setting at leaders.capta.org. An Internet search for "goal-setting" can also lead to helpful tips.



A PTA'S MEMBERSHIP NUMBERS ARE A WAY TO MEASURE...

- How many people know about PTA;
- How many people support kids and families in your school community;
- How many people value what your PTA has to offer;
- How many people know the programs your PTA sponsors; and
- How strong and relevant PTA is as a local and statewide association.

TOTEM

Local PTAs can sign up members and manage membership with TOTEM, our electronic membership system. By using TOTEM, members can join your unit anytime, anywhere online, and receive electronic membership cards. Last year's members receive an automatic reminder to join again through TOTEM!

For more information, visit leaders.capta.org.



MEMBERSHIP IS OUR STRENGTH

Joining PTA is a great way for families and guardians to support their children. Active and informed members make positive decisions that affect the welfare and education of children and youth locally, statewide, and nationally. The more members in PTA, the more powerful our voice.

PTA is a membership association and people join each year by paying dues. Only members have voting privileges. When you join your local PTA, you also become a member of California State PTA and National PTA. This multiplies the resources and benefits of belonging and strengthens our voice for children.

Everyone can join. Invite all family members, students, grandparents, community members, local business leaders, school staff, school district staff, school board members and other local officials – and anyone else who is interested in the well-being of children and families. Reach out to alumni and make a special effort for those who have not previously joined.

Each PTA member must get his or her own membership card! One member = one card. PTAs using the TOTEM electronic membership system will have electronic membership cards in addition to regular membership cards.

Membership monies are forwarded through PTA channels. Keep your unit's portion of the dues, as listed in your bylaws, then forward the remaining portion (referred to as "per capita" or money not belonging to the unit) to your council (if your PTA is in a council) or to your district PTA. Make note of your district PTA's (or council's) membership due dates and meet them – or beat them!

Remember to forward "per capita" every month. Don't wait for due dates.

ORGANIZING AND RUNNING A PTA MEMBERSHIP CAMPAIGN CAN BE FUN, AND EASY!

Check out California State PTA's Leaders' Website – leaders.capta.org – for easy-to-use tools and resources to help you plan and promote your PTA membership campaign, especially during the back-to-school season.

Get connected and register your PTA for our electronic membership system, powered by TOTEM. E-membership makes it easier to join a PTA and renew membership. It gives leaders more ways to manage membership effectively. Learn more at leaders.capta.org. For help getting your unit set up on TOTEM, please reach out to us at membership@capta.org

VOLUNTEER POWER

WORKING TOGETHER

Here are some tips on meeting the challenge of working effectively as a team when there are different personalities, leadership styles, experience levels, ages, and understanding of the association.

- Set goals and discuss expectations
- Agree to ground rules
- Agree to respect differences of opinion
- Build relationships with your board

Recognize conflict. Assumptions and unconscious bias are often at the center of a conflict.

Possible causes:

- Strong differences of opinion
- Failure to communicate
- Misunderstanding about goals
- Unfamiliar with policies, procedures or bylaws
- Disagreement as to what has taken place
- A feeling that members have not been respected or heard
- Personality or cultural differences

Manage conflict. Do not fear: Conflict can be healthy. How you deal with it makes the difference. Conflict resolution is a process that often results in positive change and growth for individuals and the association. The key to successful conflict resolution is keeping the focus on the process and desired outcomes, not the personalities. A fair and credible facilitator is the best choice to manage conflict to a resolution.

Understand the difference between recruiting volunteers and recruiting members. Not all members want to volunteer, but everyone should be asked to support their child and their school by joining PTA. Appreciate whatever level of support people are willing to give.



TIPS FOR RECRUITING & ENGAGING VOLUNTEERS

- Make sure your board has set goals that have been publicized to your school community
- People are more willing to work toward a goal
- Ask people! Personally. Be honest when describing a position or project, including the time commitment
- Match skills and interests to the job
- Approach a new volunteer with a small project that may only take an hour or two
- Saying no might not mean forever. Try asking again at a later date
- Ask the principal and teachers if they have encountered any potential volunteers
- Be diverse and inclusive! Your board and volunteers should reflect your entire school community
- If you have a list of potential volunteers, be proactive to reach out and contact them.
- Offer a job to everyone who volunteers, providing options tailored to interests and availability
- Don't micromanage! Empower volunteers to develop their own strategies
- "Thank you" are the two most important words in PTA
- Make sure each task is manageable
- Be open to, and encourage, new ideas
- Consider "virtual volunteers" – those who can help from home
- Consider the skill sets of different generations
- Build a sense of camaraderie and teamwork
- Have fun!

STEPS TO BUILDING AN INCLUSIVE PTA

Adapted from "Respecting Differences Resources Guide," National PTA

Gather Information

- All groups in your community should be invited, and encouraged to participate in the PTA, regardless of gender, race, national origin, religion, sexual orientation and ability.
- Ask individuals and leaders from a wide range of groups about how you can partner with them or ask them to serve as advisors (on your board, for a joint project, etc.).

Understand the Issues

- Invite speakers to hold workshops about cultural or ethnic issues for the PTA board, your membership, families, and students.
- Include current and emerging issues from all communities on your agenda and in your plans.

Build Awareness

- Be responsive to the language needs of others; provide interpretation/translation.
- Remove physical barriers that discourage participation.

Make Changes

- Plan meetings and activities that avoid conflicts for working or single parents families.
- Plan meetings around cultural, ethnic, and religious holidays and observances (use the [National PTA Multicultural Calendar](#))
- Work to understand and promote respect for the unique contributions of every person and family. Together they make your PTA an effective voice for all children.



Check
leaders.capta.org &
toolkit.capta.org for
 info on team building,
 collaborating, etc.

BUILD FAMILY-SCHOOL PARTNERSHIPS

Find ways to make your association meetings more welcoming and inclusive for families from all neighborhoods. This might include:

- Greeters and childcare
- Signs and handouts in multiple languages
- Offer interpretation
- Name badges and/or door prizes
- Ice breakers, social time/snacks
- Virtual or hybrid meetings
- Vary meeting times and days

Build family-school partnerships with topics of interest to everyone on campus such as student learning, safety, health and wellness.

Having speakers, a community forum, student panel or program at an association meeting is an effective way to grow family engagement.

SITE ADMINISTRATOR AND PTA PRESIDENT

Partners working together.

The site administrator and the PTA president represent two important groups in the school: staff and families.

- Meet regularly at agreed-upon times. Discuss issues, review plans for events, and keep each other informed
- Work out any problems or misunderstandings in a prompt, private and direct way
- Keep an open mind. Listen to each other
- Be positive when representing the school to parents and the community
- Develop a win-win attitude
- Celebrate school and PTA accomplishments



TIPS FOR PRINCIPALS AND PTAS

How principals describe a responsive PTA president:

- Good organizer
- Has the welfare of children at heart and does not seek personal glory
- Works well with others and gives credit to others
- Friendly, tactful and intelligent
- Knows and upholds school policies
- Delegates responsibility
- Decisive, but not dictatorial
- Presides well

How PTA presidents describe a responsive principal:

- Cares for and is concerned about children
- Cooperative, friendly, intelligent and has a sense of humor
- Knows and understands the work of PTA
- Well-trained in his or her field
- Inspires loyalty and confidence of staff, families and students
- Willing to listen to families
- Interested in the community
- Active in the PTA
- Supportive of the PTA and it's work

MAKE THE MOST OF PTA MEETINGS

GENERAL MEMBERSHIP IS THE "ASSOCIATION"

PTA members should approve programs and activities, adopt the budget, ratify all expenditures of funds, and adopt financial reviews. This happens at association meetings, the "A" in PTA.

THE PRINCIPAL IS AN ESSENTIAL PARTNER

The principal:

- Serves as an advisor to the nominating committee and the executive board.
- Has prior approval on PTA information shared at school and sent home with students.
- Works with the president and board on programs and activities.
- Is a voting member of both the executive board and the association.

SCAN ME



For tips on preparing an agenda, see the Toolkit online at toolkit.capta.org and type "Sample Agenda and Meeting Planner" into the search.

TYPES OF MEETINGS

ASSOCIATION MEETINGS

Meeting information can be found in the standing rules of the unit bylaws

Attendees: PTA members and guests.

Actions:

- Approves programs and activities, adopts budget, ratifies all expenditures of funds, and adopts financial reviews.
- Elects nominating committee and officers.
- Adopts bylaws and standing rules.

EXECUTIVE BOARD MEETINGS

Typically meets monthly during the school year.

Attendees: Officers, principal, teacher representatives, and standing committee chairs.

- All members of the executive board must be members of the association.

Actions:

- Ratifies the appointment of committee chairs and committee members.
- Reviews and approves committee recommendations.
- Recommends action and authorize expenditures to the association.
- Conducts the day-to-day work of the PTA as authorized and directed by the association
- Follows PTA protocol at all times and protects the assets of the association

COMMITTEE MEETINGS

Meet as necessary

Attendees: Chairs, members, president.

Actions:

- Handle preliminary planning and work and recommend actions to the executive board.

NOTES ABOUT MEETINGS

- Meetings and agendas must be publicized at least 10 days in advance and provide members an opportunity to speak.
- The president sets the agenda for each meeting, seeking input from board members.
- The president chairs the association and executive board meetings. The committee chair presides over the committee meeting.
- Only members may make motions, discuss and vote.
- All members of the executive board must be members of the association.
- Bylaws allow for meetings to be held via teleconferencing as long as all of the members are able to communicate with each other. The language used in the bylaws is permissive – meetings "may" be held by teleconferencing. This means that teleconferencing is authorized, but not required.

8 STEPS TO MAKING A MOTION

At meetings, members present motions to take action for a PTA's plans, programs, and activities. Making a motion involves eight basic steps:

1. Member raises hand or stands and waits to be recognized
2. Chair recognizes the member
3. The member presents the motion by stating, "I move ... "
4. The motion is seconded by another member. This shows that more than one person is interested in bringing the business before the group for discussion
5. The chair restates the motion. This ensures all members understand what is to be discussed
6. Discussion is held on the motion. During discussion, all members participate fully
7. The chair restates the motion to ensure that all members understand what is being voted on and then puts the motion, "All those in favor say 'aye.' (Pause for a vote.) Those opposed say 'no.' (Pause for a vote.)"
8. The chair announces the result of the vote to assure all members know whether the motion has been adopted or failed

NOTES ABOUT VOTES

- Voice vote is the regular method of voting on motions requiring a majority vote.
 - If the chair believes the vote will be close, they may call for the vote by a show of hands
 - A rising (standing) vote is the regular method of voting on motions requiring a two-thirds vote
- A two-thirds vote is required to change any action previously adopted by the group
- The chair of a meeting abstains from voting in most cases. To maintain impartiality, the chair only votes to break a tie or when the vote is by ballot.
- PTA bylaws prohibit voting by proxy. This means voting must be done by the member at the meeting. Absentee voting; voting by email, phone, or text; or authorizing another member or individual to vote on another's behalf is not permitted.

A parliamentarian can help your meetings run smoothly. The parliamentarian is a consultant to the president. The position is purely advisory as the chair alone has the power to rule on questions of order or to answer parliamentary inquiries. (See job descriptions in the Toolkit online at toolkit.capta.org.)

SCAN ME



ESTABLISH GROUND RULES

Establishing ground rules helps the PTA board work together effectively. Ground rules should be agreed upon collectively as a board.

Review the examples below before each meeting to set a productive tone.

- Use ice breakers or an inspiration to put attendees at ease
- Respect everyone's comments
- Allow everyone a voice
- Speak one at a time
- Discuss issues, not people
- Try not to repeat
- Stay on task
- Don't take anything personally
- Agree to disagree
- Put electronic devices on silent

Before the Meeting

- Verify meeting locations
- Review previous minutes
- Review upcoming (and past) calendar
- Prepare agenda
- Contact those who should present reports.

During the Meeting

- Start on time
- Agree on ground rules
- Review agenda
- Stick to the agenda
- Use parliamentary procedures
- Summarize
- Give everyone a chance to participate
- Restate decisions / assignments
- End on time

After the Meeting

- Distribute minutes promptly
- Follow up on assignments.

CHECKLIST FOR A HEALTHY PTA

Each board member is responsible for ensuring that a PTA stays healthy and remains in good standing. If the answer is 'yes' to the following, your PTA will continue to thrive:

Bylaws

- Are bylaws reviewed yearly and updated (sent through channels for approval) at least every five years?
- Does the PTA understand and follow PTA bylaws, policies, and procedures?
- Is a nominating committee elected each year at least two months before the annual election meeting?

Membership Enrollment

- Is an initial membership campaign held toward the beginning of the school year?
- Are continuing opportunities provided for parents and staff to join? (Membership is year-round.)
- Are you reaching outside your school community to elected officials, business owners and more?
- Is membership growing each year?
- Is membership per capita sent through channels at least monthly and by deadlines?
- Are you using electronic membership (so members have 24/7/365 access to join)?

Minutes

- Are minutes and an attendance record kept for all meetings?
- Are all action items recorded as motions, including approval of the proposed programs for the year, the budget, all fundraising activities, and all expenses?

Annual Reports

- Are volunteer hours being recorded? At meetings? At events?
- Is the annual historian report, with the number of volunteer hours for the year, filed by the deadline?

Leadership

- Do members of the executive board work well together?
- Does the PTA attract qualified candidates and encourage/mentor new leaders? Does your PTA include diverse members from your school community?
- Do leaders attend council/district PTA meetings and take advantage of training opportunities?
- Do leaders communicate effectively with all members? In the languages represented in your school community? Using a variety of communication tools?

Financial Procedures

- Are financial procedures in accordance with recommended PTA policies and procedures?
- Is a member, who is not a check signer, appointed to review the monthly bank reconciliation?
- Ensure that blank checks are never signed and that two people always count cash?
- Is the budget approved and actual revenues and expenditures compared at least quarterly?
- Is the insurance premium and the workers' comp form/remittance complete by the deadline?
- Are all checks signed by two authorized officers? Are all expenditures properly authorized?
- Is a Year-End Financial Report prepared after the end of the fiscal year to assist in preparation of tax filings?
- Are tax filings – Federal, State and the RRF-1 – submitted in a timely manner?

Treasurer's Reports

- Are written reports presented/filed monthly? Are balances, receipts, and disbursements recorded in the minutes each month? Are questions welcomed and replied to with sufficient detail to assure transparency?
- Are receipts provided for each check before the expense is approved/ratified and listed?
- Are the reports presented at both executive board and association meetings?

Financial Reviews

- Is a year-end financial review being conducted?
- Are financial reviews prepared and adopted in accordance with the bylaws and PTA financial procedures?
- Is the financial review report, the financial review checklist, and any recommendations/findings submitted to the district PTA?

BYLAWS AND STANDING RULES MAKE IT EASIER TO RUN YOUR PTA

All PTAs chartered in California are governed by three key elements – bylaws, standing rules, and procedures.

Bylaws define the primary characteristics of the association and how it will function. PTA unit, council, and district bylaws all contain shared characteristics: name, the purposes of the association, how to become a member, officers required and their duties, meetings to be held, parliamentary authority, and amendment procedures. Bylaws cannot be suspended.

See page 11 for a handy Bylaws Information Summary that's ready to fill out for easy reference.

**BYLAWS SHOULD BE REVIEWED EVERY YEAR
AND UPDATED AT LEAST EVERY FIVE YEARS.**

Standing Rules provide details and policies for administering the business of the association. For example, the bylaws state that the executive board will meet monthly during the school year, and a standing rule provides details as to the day of the month for that meeting. A standing rule may not contain any directions or procedures contrary to any provision in the bylaws or the California State PTA Toolkit.

Procedures provide guidelines and instructions for handling specific functions of the association. All officers and committee chairpersons should maintain procedure books that detail instructions for their particular positions, and the instructions should be updated annually. Procedures may be changed without membership approval, but they must not conflict with either bylaws or standing rules.

Tip: Start the year right by giving each board member a copy of your bylaws. Take time to review the bylaws together. This helps everyone understand the PTA's responsibilities and the due dates a PTA must keep so that everyone is on the same page.



Check your unit bylaws to determine in which month the nominating committee is elected for the PTA. The committee must be selected at least two months prior to the election meeting. This should give the committee enough time to find a slate of officers and post the slate 28 days prior to the annual election.



**SCAN
ME!**

See the Toolkit online at toolkit.capta.org and type "Nominations and Elections" in the search.

eBylaws

is a free service that allows PTAs to easily update bylaws online.

To get started, go online to leaders.capta.org and request a user name and password to access e-Bylaws.

BYLAWS INFORMATION SUMMARY

INSTRUCTIONS: Use your bylaws to fill in the blanks and create your own quick reference guide.

PTA Legal Name: _____

PTA Council Name: _____ **PTA District Name:** _____

PTA Organization Date: _____ Fiscal Year Starts: _____ Fiscal Year Ends: _____

National PTA ID #: _____ California PTA ID #: _____ EI #: _____

FTB #: _____ CT #: _____ Incorporated Units - Corporation #: _____

Membership dues: \$ _____ per member | \$2.25 National PTA | \$2.00 California State PTA

\$ _____ District | \$ _____ Council | \$ _____ (this amount remains in unit)

Officers: (check all your board positions) ☐ President ☐ Secretary ☐ Treasurer ☐ Parliamentarian ☐ Historian

☐ Executive Vice President | _____ serves notice of president's vacancy

VPs - How many? _____ ☐ Corresponding Secretary ☐ Financial Secretary ☐ Financial Reviewer

Nominating Committee: # of members: _____ # of alternates: _____

Date officers assume duties (month/day - e.g. July 1): _____

Additional Check Signers: (Elected officer not residing in the same household as president, treasurer, financial secretary, or financial reviewer. Also, cannot be the secretary or financial reviewer): President, Treasurer and _____

Association Meetings (week/day - e.g. 3rd Monday): _____

Months: _____

Month when financial reviewer appointment is ratified (if appointed): _____

Annual Meeting/Election Month: _____ | Quorum: _____

Special Meetings called at written request of _____ (number) of board members

Board Meetings (week/day - e.g. 1st Tuesday): _____

Amount authorized for unbudgeted items between association meetings: \$ _____

Special Meetings called at written request of _____ (number) of board members | Quorum: _____

Council Membership: Council Assessment (if any): _____ Due to council on: _____

additional delegates for regular meeting: _____ ☐ Elected or ☐ Appointed in (month): _____

Length of term: _____ year(s)

Vice Presidents: (Add title/role for VPs- e.g. 'Programs Chairperson')

1st Vice President serves as _____

2nd Vice President serves as _____

3rd Vice President serves as _____

4th Vice President serves as _____

5th Vice President serves as _____

6th Vice President serves as _____

Due Dates - Send to council/district:

Board Roster _____

Annual Budget _____

Annual Financial Report _____

Adopted Financial Reviews _____

Government Filings:

IRS 990 _____

FTB 199 _____

AG RRF-1 _____

Standing Committees (List committees that function all year):

☐ Membership ☐ Programs ☐ Fundraising ☐ Safety ☐ Hospitality ☐ Family Engagement

☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____

SPOTLIGHT ON FINANCE

Every PTA board member has a fiduciary responsibility to:

- Protect the assets of the association – financial assets, volunteers, and reputation
- Ensure compliance with federal and state laws and policies and procedures of the association
- Ensure assets are used to meet the needs of children and PTA members
- Ensure the association remains transparent to all members
- Ensure that the association will continue

Specific Financial Duties of the President:

- Must sign all authorizations for payment (along with the secretary) and may sign checks as approved by the executive board or association
- Upon election of officers, appoint a budget committee
- Have all contracts and other legally binding documents approved by the executive board and the association before signing with another elected officer
- Make sure all financial due dates are met so that the association remains in good standing with California State PTA

Budget Information:

- The budget committee is appointed by the president and chaired by the treasurer (or appointed by the president-elect and chaired by the treasurer-elect if the budget is being developed for the new term in advance of taking office). The committee should include the financial officers, the principal or his/her representative, a teacher, the president or president-elect, and others
- Goals and programs must be identified before creating a budget. The budget is a guide outlining expected income and expenditures
- Present the proposed budget at the last association meeting of the year to get preliminary approval
- Present proposed programs, fundraisers, and budget at the first association meeting of the year to get association approval

Adoption of the budget does not authorize the expenditure of money. Release of funds does not authorize expenditures. Plans must be presented to the executive board and authorized before expenditures are made. The association must still ratify all expenditures.

TAX FILING SUPPORT CENTER FOR PTAS

With changes in government regulations, PTAs may need more support filing taxes. Through California State PTA's Tax Filing Support Center, you'll get the tools and guidance you need to help your PTA meet federal and state nonprofit reporting requirements.

The free service is available exclusively to PTA leaders and includes:

- Direct assistance for local PTA leaders about what and how to file
- Help resolving problems when your PTA receives a letter from governmental entities such as the IRS or State Franchise Tax Board
- Answers to your questions regarding tax filings that are required for all PTAs
- Guidance to avoid losing non-profit status

Learn more online at leaders.capta.org or email taxinfo@capta.org or call (916) 440-1985 x118

A FINANCIALLY HEALTHY PTA

If you receive a letter from the Internal Revenue Service (IRS), the State of California Franchise Tax Board (FTB) or the Attorney General (AG), please contact your PTA district or California State PTA right away and provide a copy of the communication.

Please do not call the governmental entities that sent you the letter. They specifically have asked that all help requests start with California State PTA because we have formed working relationships with the IRS, FTB, and AG and can address your PTA-specific questions. Refer to the [Tax Filing Support Center](#) on the California State PTA Leaders' Website for the most up-to-date information.

- Ensures that only current authorized check signers are on the bank signature card.
- Ensures checks are signed by two authorized check signers.
- Ensures blank checks are never signed.
- Only pays bills that have been authorized by the executive board or association.
- Ensures the **budget** is approved by the association prior to expending funds.
- Ensures financial reports are current and presented at every association and executive board meeting.
- Ensures all monies are counted by two PTA members, one of whom must be an officer or chair, and that cash verification forms are signed by everyone who counts the money.
- Ensures the bank statements are sent to the school address or to the address of a board member who is not a signer on the PTA bank account.
- Appoints a non-check signer to review and sign bank statements and reconciliations monthly to ensure there are no irregularities.
- Remits membership funds not belonging to the association (per capita dues) monthly.
- Conducts at least one financial reviews per year, in accordance with the bylaws, and presents them to the association for adoption.
- Appoints a financial review committee composed of the financial reviewer and at least one other member to complete the financial review or alternatively, appoints a qualified accountant (paid or volunteer) for the review.
- Issues a receipt for any cash donation or transaction. A canceled check is considered a receipt.
- Remits California State PTA insurance premium and Workers' Compensation Form to AIM insurance broker by due date.
- Files the appropriate federal and state tax filings annually by the 15th day of the fifth month following the end of the fiscal year.



DOCUMENT RETENTION & DESTRUCTION POLICY

Model Practices for Districts, Councils, and Unit PTAs

It is very important that certain records be retained. The current IRS letter of determination, the current bylaws and standing rules approved by the state parliamentarian and adopted by the association, and the articles of incorporation (for incorporated PTAs) should be readily available at all times.

California State PTA updated its record retention policy in November 2022 and meets all applicable state and federal statutes as it relates to document retention and nonprofit organizations. This policy is intended as a guide for model practices at the local district, council, and unit PTAs.

The state policy will include things that may not be applicable to you at the local level. The policy will provide guidance on documents that need to be kept and documents that no longer need to be stored and are safe to destroy.

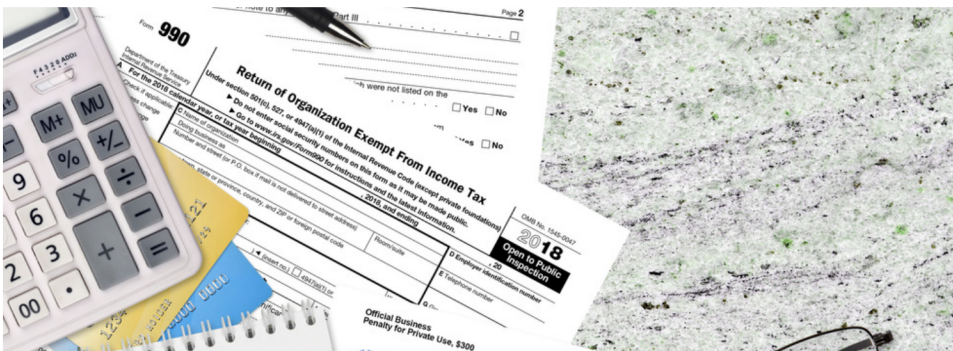
Purposes of the policy include:

(a) retention and maintenance of documents necessary for the proper functioning of local PTAs and information on how to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Directors (the "Board"), officers, and other constituencies with respect to their responsibilities concerning document retention and destruction.

ITEMS TO UPLOAD TO DOCUMENT RETENTION SYSTEM

- Fall – Annual Financial Report for the prior year, current-year budget, year-end financial review, and complete copies of all tax returns
- Mid-Year – Mid-year financial review report, if required by your district
- Spring – Historian Report with tally of volunteer hours for the year and list of incoming officers (entered into MyPTEZ)

NOTE: Please update MyPTEZ and notify your council and district any time unit officers change.



MyPTEZ Accounting Online is a web-based application that has been tailored to meet the needs of California PTAs.

There are 3 components to MyPTEZ.

The Board Roster System – free

- All PTAs are required to provide roster information for all board members
- The unit president assigns logins/passwords for various board members
- Your council or district can help the president get their initial login/password

The Document Retention System – free

- All PTAs are required to upload certain important documents to the system
- Provides seven year's worth of required document retention
- Eliminates the need to send copies of paperwork to council or district
- Enables state PTA to help you quickly if you are contacted by a government agency

The Financial Software System – paid

- Low-cost accounting software designed for PTAs
- Easy to use, easy to learn
- Retains financial information from year to year
- Subscription information is available at myptez.com

WHAT'S IN A PROCEDURE BOOK?

If you don't get a procedure book from your predecessor, start one that you can pass on at the end of your term. Procedure books can be paper or digital.

- Minutes
- Agendas
- Rosters and contact information
- Publications and fliers
- All State and National PTA resources and publications, training manuals
- All reports (including committee) and financial reports (including tax filings, budgets, etc.)
- Bylaws
- Membership totals
- Calendar information
- Handouts from convention and trainings
- Insurance Guide
- Programs and activities sponsored by the unit/council
- Job descriptions
- Council/District roster and contact info
- Correspondence received and sent during term
- Policy and procedure documents
- Mission statements and goals
- Information specific to positions to make successors' jobs easier

Did you know...?

Procedure books belong to a PTA and are not to be regarded as the personal property of individual volunteers.

Contact your council PTA or district PTA if you don't receive materials from your predecessor, if you have any questions, or are in need of any support.

RETENTION SCHEDULE

PERMANENT STORAGE

Accounting & Finance

- Annual financial statements & financial review reports
- Some canceled checks – such as loan repayments
- General ledger

Contributions/Gifts/Grants

- Contribution records
- Documents evidencing terms of gifts

Governance

- Articles of incorporation & Amendments
- Bylaws & amendments
- Minute books, including association, board & committee minutes
- Annual reports & tax returns to state & federal agencies
 1. IRS 990N, 990EZ or 990 Forms
 2. Franchise Tax Board Form 199N or Form 199
 3. Attorney General –
 - a. Form RRF-1
 - b. Raffle reports (if applicable)
 4. Secretary of State SI-100 (if incorporated, filed biennially)
 5. IRS rulings
 6. Licenses and permits
 7. Employer identification (EIN)
 8. Any correspondence with state or federal agencies

Insurance

- Property, D&O, workers' compensation & general liability insurance policies
- Insurance claims records

Legal Correspondence

Electronic Mail (Email)

- Emails considered important or of lasting significance

Store for 10 Years

- Personnel records
- Employee contracts
- Personal property leases

Store for 7 Years

- Accounts payable
- Accounts receivable
- Bank statements, reconciliations & deposit slips
- Cancelled checks – routine
- Credit Card Receipts
- Employee/Business Expense
- Grant records
- Interim Financial Statements

Store for 3 Years

- Conflict/Whistleblower Forms

Store for 2 Years

- Electronically stored documents – routine matters
- Hard copy correspondence and internal memoranda

Store for 12 Months

- Emails – Routine



More information, and the complete policy, can be found in the Toolkit online at toolkit.capta.org by typing "Record Retention Schedule" into the search.

INSURANCE INFORMATION

High quality, group-rate insurance for all PTAs, available at an exclusively low rate, is one of the greatest advantages of being a PTA. It protects your association and your leaders while saving hundreds of dollars annually.

PTA boards should review and familiarize themselves with insurance practices. You may also want to share the information with the school district in your area.

Please contact Association Insurance Management, Inc (AIM) with questions regarding insurance coverage or activities and events at:

(800) 876-4044 or
(214) 360-0801
capta@aim-companies.com

Some PTAs may want additional bonding insurance, which can be purchased directly from AIM.

Answers to frequently asked questions, application for increased bonding coverage and event-planning pages from the Insurance Guide can be found on the California State PTA Leaders' Website at: leaders.capta.org/finance/insurance-coverage-and-service

The policy is designed to cover allowable PTA events. Before planning any activities, it is critical that the PTA board review the Insurance Guide.

Certain activities and events are prohibited because they are excluded by the insurance policy or because they are dangerous or jeopardize the safety of our children and youth. If the PTA sponsors a prohibited event and someone is injured because of PTA negligence, the individual PTA officers could be held personally liable.



RED LIGHT

Certain activities and events are prohibited and are not covered under your insurance policy. Individual PTA officers may be held personally liable for conducting any of the events noted in RED in the insurance guide. The RED light activities are prohibited activities.

YELLOW LIGHT

Occasionally, PTAs want to sponsor activities which may require waivers of liability and certificates of insurance. PTAs must strictly adhere to PTA guidelines and/or other special arrangements. All conditions must be met before undertaking any activities noted in YELLOW in the insurance guide. The insurance broker must be consulted.

GREEN LIGHT

Approved activities and events are noted in GREEN in the insurance guide. Please refer to the California State PTA Toolkit and the National PTA Quick-Reference Guides for more information about appropriate PTA fundraising activities.

INSURANCE GUIDE FOR PTAS

The Insurance Guide is available online on the California State PTA Leaders' Website leaders.capta.org. The guide is updated annually and mailed to all PTA presidents every November.



Emails just for PTA leaders contain timely information and reminders about issues, tasks and responsibilities of PTA leaders at any level. Plus, you'll find helpful tips and news to help strengthen your PTA and leadership skills. Be sure to join the California State PTA mailing list at:

capta.org/join-our-mailing-list



TRANSITION AND SUCCESSION

The smooth transition of outgoing and incoming board members and officers is of vital importance and can determine your PTA's leadership success for years to come. The transition process is the responsibility of both incoming and outgoing officers and board members. It gives closure to those leaving their positions and allows those coming in to be properly prepared. It also provides an opportunity for outgoing members to evaluate their work and efforts while giving suggestions to those new board members on what they wish they had done differently.

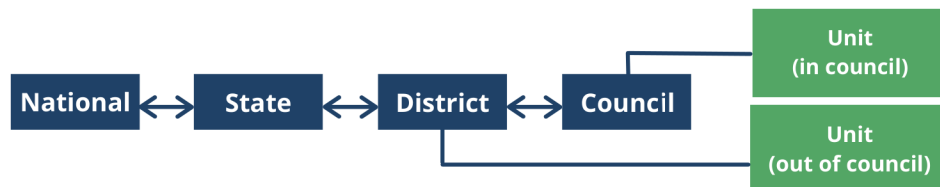
TRANSITION IN A NUTSHELL

- Finish your term and complete all responsibilities. Then step away and let your successor lead
- Invite officers-elect to board meetings, council, and district meetings as appropriate
- Send new board contact information to your council or district
- Plan to have all board members meet with their successors
- Turn over all PTA materials in a timely manner
- Meet with the officers-elect and orient them to the unit PTA
- Introduce them to school staff and principal

RESOURCES TO GET YOU STARTED – AND HELP YOU STAY ON TRACK

DISTRICT AND COUNCIL PTAs

District and council PTAs are available to support the PTA units in their area. Know how to reach them and use them for information and assistance.



CALIFORNIA STATE PTA

Websites: capta.org and leaders.capta.org

- **Toolkit:** A comprehensive manual in English or Spanish is available online at toolkit.capta.org. One free hard copy is available upon request until October 1, 2023. Copies can also be purchased on leaders.capta.org.
- **Bylaws:** Each unit, council, and district has its own bylaws that include due dates, board responsibilities, meeting requirements, and quorums
 - Hard copy English/Spanish bylaws are available free, by request, year-round.
- **e-Bylaws:** Free online service that allows units to easily update English bylaws online. Available at leaders.capta.org
- **Tax filing:** There are tax filing requirements for each unit, council, and district. Please refer to leaders.capta.org, under Finance/Tax Filing Support Center for the latest information. Questions? Contact taxinfo@capta.org or call (916) 440-1985 x118
- **Insurance:** For information on PTA insurance, visit the California State PTA website – leaders.capta.org. For questions regarding insurance coverage or activities and events, contact Association Insurance Management, Inc. (AIM) at (800) 876-4044 or (214) 360-0801 or email capta@aim-companies.com
- **Letter of Determination (501c3 letter):** The letter of determination is normally required for grant and donation requests. The president should contact California State PTA at LOD@capta.org for a copy when the letter is requested
- **Materials, brochures, and awards:** Many materials and brochures are available year-round online at leaders.capta.org and can be downloaded anytime.
- **Resources for leaders:** Whether you're looking for tools to build membership or tips to create welcoming environments, leaders.capta.org has a variety of resources just for leaders.
- **Electronic communication updates:** From legislative alerts to training and networking opportunities to convention details, California State PTA works to keep you up-to-date. As a PTA leader, you'll automatically receive our FREE monthly e-newsletters and updates to share with your members, families, teachers and school communities. PTA members, officers, and chairs may also sign up for various e-newsletters online at capta.org/join/join-our-mailing-list

CALENDAR

July 1 – PTA term may begin (check your bylaws)

- Change bank signature cards
- Connect with your Council and/or District
 - Attend PTA training, meetings, and learn about due dates
- Set up your PTA calendar, including major activities and programs with your board and principal
- Plan your membership campaign and begin a back-to-school membership campaign
- Register your unit for the TOTEM electronic membership system
- Review bylaws and procedures and sign up online to access e-Bylaws
- Prepare financial review

August

- Forward budget, term-end financial reviews, and Annual Financial Report to your council/district
- Start planning if your unit/council/district wants to submit a PTA Resolution for convention

September

- Monthly membership dues to council/district
- Reflections Program

October

- Ready, Set ... Remit! Membership Award
- Continuing Education Scholarships & PTA Program Grants due 10/1

November

- National Reflections Theme Search entries due 11/1
- Draft Resolutions due to California State PTA 11/1
- File IRS Tax Form, California State Franchise Tax Board Form and Attorney General's Office RRF-1 Form (check your bylaws)
- Forward copies of all filings to your council/district

December

- Membership – Last day minimum per capita can be received in state office for unit to remain in good standing by 12/1
- Insurance premiums due to AIM by 12/20

January

- California State PTA Annual Legislation Conference
- Kick off mid-year membership campaign
- Workers' Compensation Annual Payroll Report due to AIM by 1/31

February

- Graduating High School Senior Scholarship due on 2/1
- Founders Day, 2/17

March

- Plan and order Honorary Service Awards (HSAs – available year round)
- Hold annual PTA elections (see bylaws)

April/May

- California State PTA Annual Convention
- Teacher Appreciation Week
- Submit Annual Historian Report through channels

June - End of the Year Activities

- Upload new officers' information into MyPTEZ
- Remit Freewill Offering
- Transition with board elect

*Except as noted,
these deadlines are
for materials to be
in the state office.
Be sure to check
with your council
and/or district PTA
for their due dates.*

RESOURCES FROM NATIONAL PTA

Website: pta.org

National PTA sends various mailings throughout the year to PTA members who sign up, including:

- Online leader resources, including the Local PTA Leader Kit and the Diversity and Inclusion Toolkit
- E-news to stay connected – Leader Briefing, Local Leader News, Our Children, and PTA Weekend Update
- Access to awards, grants, programs, and training opportunities to help your PTA thrive

Don't miss an opportunity or event! Find the California State PTA calendar online at capta.org.



Thank you for volunteering to be a PTA leader.

Your time and talent will have a positive impact on the lives of children and families in your school community and throughout California. You are part of a legacy of leaders supporting children and families for more than 125 years.

This resource was created as a tool to make running your local PTA easier. We are here to help you as a PTA leader and hope you will take advantage of the information shared in this booklet. Your fellow volunteers in your council, district, California State PTA and National PTA have compiled knowledge, experience, and tips on key topics including meetings, recruiting volunteers, finance, membership, and more. You will also find other important resources (such as PTA bylaws, the Toolkit, and the Insurance Guide) on our website at capta.org.

Thank you for helping to make a difference for every child.

California State PTA's Toolkit provides guidance, instruction and ideas to ensure a successful PTA term.

View it online or print by chapter at toolkit.capta.org. Scan the QR codes throughout this publication to locate helpful Toolkit sections.

online
TOOLKIT





RUNNING YOUR PTA ... MADE EASY


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