July 2019

Dear PTA Leader,

The California State PTA Toolkit provides guidance, instruction and ideas to ensure a successful term as a PTA officer or chairman. You will discover valuable information to assist your PTA/PTSA with the important work that you do on behalf of all children and families.

Our online Toolkit website includes all of the information and chapters in an easier format for quick access. Click on the drop-down menus to find key topics, use the search tool or view the more detailed table of contents for each section to quickly find the information you are interested in. You can also “toggle” between the English and Spanish versions as well as download and print certain pages, chapters or the entire Toolkit.

The Toolkit reflects the hard work and effort of the California State PTA Board of Managers to create the best possible resource for you. It is based on more than 100 years of best practices by PTAs around our state. Many of your questions and concerns can be answered here in just one place. Remember, if you can’t find it in the Toolkit, you always have the safety net of your council, district or state PTA to answer your questions. Don’t hesitate to contact them.

We are reviewing the Toolkit on an ongoing basis and updates are typically made twice each year in June and December. You can find a quick list of which sections changed by clicking the “list of recent updates” link to the right-hand margin of the online version.

Your input regarding your PTA needs is invaluable, and your help is necessary in continuing to make all PTA materials are useful and pertinent. Please contact us at info@capta.org with ideas, suggestions and comments to help make the Toolkit as useful as possible for you.

I believe in you and the work that we do, we are in this together.

Sincerely,

Celia Jaffe
President
California State PTA Board of Directors 2019-2021

Celia Jaffe  
President  
916.440.1985 ext. 101  
president@capta.org

Lea Darrah  
Vice President for Education  
916.440.1985 ext. 311  
darrah@capta.org

Carol Green  
President-elect  
916.440.1985 ext. 102  
cgreen@capta.org

Deborah Johnson  
Vice President for Family Engagement  
916.440.1985 ext. 307  
djohnson@capta.org

Maria Steck  
Vice President for Leadership Services  
916.440.1985 ext. 301  
steck@capta.org

Jeff Price  
Secretary  
916.440.1985 ext. 308  
price@capta.org

Michael Morgan  
Vice President for Membership Services  
916.440.1985 ext. 314  
morgan@capta.org

Melinda Kirkland  
Treasurer  
916.440.1985 ext. 309  
treasurer@capta.org

Heather Ippolito  
Vice President for Communications  
916.440.1985 ext. 303  
hippolito@capta.org

Timothy Davidson  
Parliamentarian  
916.440.1985 ext. 310  
davidson@capta.org

Heidi Goddi  
Vice President for Special Events  
916.440.1985 ext. 332  
goddi@capta.org

Shereen Walter  
Director of Legislation  
916.440.1985 ext. 311  
walter@capta.org

Mariaelena Huizar  
Vice President for Health & Community Concerns  
916.440.1985 ext. 304  
uhuizar@capta.org

Otis Cross  
Chairman of the District Presidents  
Third District President  
916.440.1985 ext. 371  
dp3@capta.org  
(Elected annually)

Sherry Skelly Griffith  
Executive Director  
916.440.1985 ext. 103  
sgriffith@capta.org
LIST OF PTA MATERIALS

*Spanish versions available. See: PUBLICACIONES DE PTA DISPONIBLES EN ESPAÑOL

PUBLICATIONS

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>P101</td>
<td>a-b-c’s of Parliamentary Procedure, The</td>
<td>$1.25</td>
</tr>
<tr>
<td>P111</td>
<td>*Bylaws for Local PTA/PTSA Units - June 2018 - English</td>
<td>$0.35</td>
</tr>
<tr>
<td>P112</td>
<td>*Bylaws for Local PTA/PTSA Units - June 2018 - English/Spanish</td>
<td>$0.35</td>
</tr>
<tr>
<td>P113</td>
<td>Council Bylaws - June 2018</td>
<td>$0.35</td>
</tr>
<tr>
<td>P114</td>
<td>District Bylaws - June 2018</td>
<td>$0.35</td>
</tr>
<tr>
<td>P187E</td>
<td>*Financial Pocket Pal</td>
<td>$1.50</td>
</tr>
<tr>
<td>P145E</td>
<td>*Leadership Pocket Pal</td>
<td>$1.50</td>
</tr>
<tr>
<td>P263E</td>
<td>Health Pocket Pal</td>
<td>$1.50</td>
</tr>
<tr>
<td>P180E</td>
<td>*PTA Toolkit</td>
<td>$15.00</td>
</tr>
<tr>
<td>P380B</td>
<td>Robert’s Rules of Order Newly Revised, in Brief</td>
<td>$6.50</td>
</tr>
</tbody>
</table>

Download, print and share great resources FREE online at www.capta.org
Many available in multiple languages.
FREE PTA materials and resources!

California State PTA's website has the latest PTA resources at the ready for FREE. Family-engagement tips, publications, handouts, leadership hints, parenting info and more are always available online. Check them out and share with your PTA volunteers, families and school community! capta.org/resources.

BROCHURES

P278 Celebrating the PTA Legacy - July 2012..........................................................FREE
One-page, four color leaflet describing and promoting the purposes and history of PTA and PTA's milestones as an advocate for children since 1897.

P385 For the Record - August 2013..........................................................FREE
One-page leaflet with general information for the PTA/PTSA secretary. (Shipped unfolded.)

P162E Honorary Service Award - August 2013..........................................................FREE
One-page, four color leaflet describing the Honorary Service Award program. Includes information on the different types of awards.

P264E Outreach: Building Community Unity through PTA - September 2010..........................FREE
One-page, four color leaflet describing outreach activities and steps to take.

P230E Professional Governance Standards - July 2008..........................................................FREE
One-page leaflet describing the principles involved in responsible and effective governance for the individual board member and for the PTA executive board, to be adopted by PTAs and shared with their communities.

To download a free copy, visit http://capta.org/resource/kids-and-the-law-a-z-guide-for-parents/

When You Turn 18, California Bar Association
To download a free copy, visit http://capta.org/resource/when-you-turn-18-a-survival-guide-for-teenagers/
PUBLICACIONES DE PTA DISPONIBLES EN ESPAÑOL
(PTA PUBLICATIONS AVAILABLE IN SPANISH)

PUBLICACIONES

P101  a-b-c's of Parliamentary Procedure, The.................................................................$1.25

P112  Estatutos para unidades locales PTA/PTSA (Spanish Unit Bylaws) - junio de 2018...............$0.35

P187S  Asistente para Finanzas - enero 2011.........................................................................$1.50
(Annual Pocket Pal) Contiene información básica para ayudar al presidente, tesorero, secretario financiero, y al presidente de medios y maneras a encontrar sus responsabilidades financieras. Una referencia rápida para la revisión, presupuesto, seguro, y otras prácticas financieras importantes.

P145S  Asistente para Liderazgo - junio 2013..........................................................................$1.50
(Leadership Pocket Pal) Una herramienta de liderazgo condensada para ayudar a los directivos y presidentes de unidades locales en su trabajo vital en PTA.

P274S  Asistente para la Salud - junio 2013.............................................................................$1.50
(Health Pocket Pal) Proporciona recursos para líderes de la salud para implementar programas de bienestar en las escuelas y comunidades, mejorando el bienestar físico, mental y emocional de los niños y aumentar el rendimiento académico.

P183S  Carpeta de recursos de la PTA de California.................................................................$15.00
(PTA Toolkit, Spanish) La Carpeta de recursos de la PTA es el instrumento fundamental de PTA de California. Esta publicación sirve como el recurso primario de la PTA de California. Contiene información esencial sobre aspectos generales sobre la PTA, la afiliación, la defensa activa, las finanzas, las comunicaciones y los programas. Incluye las políticas básicas, los procedimientos aceptados, los estatutos, las declaraciones de postura y los formularios. Está diseñada para separarla en secciones, fotocopiarla y compartirla entre los funcionarios electos.

FOLLETOS

P228S  La participación marca la diferencia - enero 2010..........................................................GRATIS
(Involvement Makes A Difference) Un folleto que cuente lo qué es y lo qué ha hecho la PTA, y brevemente describa proyectos actuales de la PTA de California.

P184S  Charlando como padres - enero 2010...........................................................................GRATIS
(Parent Talk) Una guía para fomentar las relaciones positivas entre padres y niños que utilizan la comunicación para discutir la importancia de la familia, los valores, la ciudadanía, el auto estima, la salud y la seguridad, la responsabilidad, las elecciones y las decisiones, las amistades, y la administración del tiempo.

P220S  Lo que sus niños quieren que usted sepa... - enero 2010.................................................GRATIS
(Things Your Kids Want You to Know...) Un folleto de una página con sugerencias de conversaciones entre padre-hijo para aumentar la participación con el niño en la escuela.

Los jóvenes y la ley: una guía de A-a-Z para los padres

Cuando llegas a los 18 años: una guía de supervivencia para adolescentes
(When You Turn 18, California Bar Association)
Para descargar una copia gratis, visite http://capta.org/resource/when-you-turn-18-a-survival-guide-for-teenagers/
PTA MATERIALS ORDER FORM

**PLEASE PRINT USING BLACK INK OR TYPE.**
California State PTA will not be responsible for errors resulting from illegible orders.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Code</th>
<th>Item</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prices subject to change WITHOUT notice. Prices include sales tax. Do NOT send coins, currency or postage stamps as payment for an order.

**NOTE:** The California State PTA Office does not bill or refund amounts of $5.00 or under that result from mathematical errors.

**METHOD OF PAYMENT**
- **CHECK or MONEY ORDER payble to California State PTA**
  - A fee of $10.00 will be charged for any check returned due to insufficient funds.
  - Two signatures required on ALL PTA/PTSA checks.
- **MasterCard**
- **VISA**

**PAYMENT REQUIRED WITH ALL ORDERS**
- **MAIL ORDERS TO**
  - California State PTA
  - 2327 L Street
  - Sacramento, CA 95816-5014
- **FAX ORDERS TO**
  - 916.440.1986
  - CREDIT CARD ONLY
  - DO NOT MAIL FAXED ORDERS
- **FOR INFORMATION CALL**
  - 916.440.1985 ext. 105
  - NO PHONE ORDERS

**MINIMUM ORDER** – $3.00 plus shipping & handling

- S/H charges:
  - up to $10.00 ... $5.00
  - $10.01 - $20.00 ... $7.50
  - $20.01 - $39.99 ... $10.00
  - $40.00 ... $12.50

- S/H for TOTAL of ‘FREE’ PUBLICATIONS:
  - 1 - 500 ... $5.00
  - 501 - 600 ... $6.00
  - 601 - 700 ... $7.00
  - 701 - 800 ... $8.00
  - 801 - 900 ... $9.00
  - 901 - 1,000 ... $10.00
  - Each additional 1,000 ... $5.00

Subtotal ........ $______
S/H Charges ..$______
TOTAL .......... $______

**FOR OFFICE USE ONLY:**
- Authorization # ____________________________ Ck # __________ AMT. ____________ ☐ PTA
- ☐ PER
- Reference # ____________________________ Invoice # ____________________________ 2015
FORMA DE PEDIDO

FAVOR DE ESCRIBIR EN LETRA DE MOLDE O A MAQUINA.
La PTA de California no es responsable por pedidos ilegibles.

Nombre __________________________________________ Fecha __________________________
Dirección __________________________________________ Distrito de PTA ______________
Ciudad __________________________________________ Código postal ______________
Teléfono ( ) __________________________________________ Nombre de unidad ______________
Correo electrónico __________________________________________ Número de ID ______________

<table>
<thead>
<tr>
<th>Cantidad</th>
<th>Cifra</th>
<th>Producto</th>
<th>Precio de unidad</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PEDIDO MÍNIMO DE $3.00 más manejo y envío

<table>
<thead>
<tr>
<th>Cargo de envío:</th>
<th>Cargo de envío:</th>
<th>Subtotal</th>
<th>Envio</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>hasta $10.00 . . . $5.00</td>
<td>TOTAL de PUBLICACIONES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$10.01 - $20.00 . . . $7.50</td>
<td>1 - 500 . . . $5.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$20.01 - $39.99 . . . $10.00</td>
<td>501 - 600 . . . $6.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>más $40.00 . . . $12.50</td>
<td>601 - 700 . . . $7.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>701 - 800 . . . $8.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>801 - 900 . . . $9.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>901 - 1,000 . . . $10.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>cada adicional 1,000 . . . $5.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COMO PAGARÁ (Marcar la caja apropiada.)

☐ CHEQUE o GIRO POSTAL payable a California State PTA
--Una cantidad de $10.00 se cobrará por cualquier cheque devuelto por falta de fondos.
--Se requieren dos firmas en todo cheque de PTA/PTSA.

☐ MasterCard ☐ VISA CIN #__
(sólo tarjetas de crédito PERSONAL) Código Postal ______________

/ / / / / / / / / / / / / / / / / / __________________ / __ __
Número de la tarjeta de crédito Fecha de Exp.

Nombre
______________________________________________________________
Firma
______________________________________________________________

SE REQUIERE PAGO CON TODO PEDIDO

PEDIDOS POR CORREO
California State PTA
2327 L Street
Sacramento, CA 95816-5014

PEDIDOS POR FAX – 916.440.1986
Tarjetas de crédito solamente
Favor de no enviar una copia por correo

PARA MÁS INFORMACIÓN
916.440.1985 ext. 105
No pedidos por teléfono

Precios sujetos a cambiar SIN aviso.
Los precios incluyen impuestos. NO mandar dinero en efectivo, monedas, o timbres como pago por su pedido.
NOTA: La oficina de California State PTA no cobrará o reembolsará cantidades de $5.00 o menos que resulten por errores matemáticos.

California State PTA Toolkit – June 2019
### List of Due Dates*

<table>
<thead>
<tr>
<th>Program / Project</th>
<th>State Due Date</th>
<th>District PTA Due Date</th>
<th>Council Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remittance of per capita dues</td>
<td>December 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>to remain in good standing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Installment of per capita dues</td>
<td>June 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Finance Forms</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance premiums</td>
<td>December 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workers’ Compensation</td>
<td>January 31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Payroll Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Scholarships and Grants</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent Education Grants</td>
<td>October 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>for unit, council and district PTAs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cultural Arts Grants</td>
<td>October 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>for unit, council and district PTAs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Healthy Lifestyles Grants</td>
<td>October 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>for unit, council and district PTAs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outreach Translation Grants</td>
<td>October 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>for unit, council and district PTAs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuing Education Scholarships</td>
<td>October 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>for credentialed teachers and counselors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>for school nurses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>for PTA volunteers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduating High School Senior Scholarships</td>
<td>February 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Report for unit/council/district PTAs</td>
<td>June 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROGRAM / PROJECT</td>
<td>State</td>
<td>District PTA</td>
<td>Council</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>------------------------------</td>
<td>------------------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td><strong>FOUNDERS DAY</strong></td>
<td>IN STATE PTA OFFICE</td>
<td>DISTRICT PTA DUE DATE</td>
<td>COUNCIL DUE DATE</td>
</tr>
<tr>
<td>Freewill Offering Remittance</td>
<td>June 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CONVENTION</strong></td>
<td>IN STATE PTA OFFICE</td>
<td>DISTRICT PTA DUE DATE</td>
<td>COUNCIL DUE DATE</td>
</tr>
<tr>
<td>DRAFT Resolution &amp; Convention Action Cover Sheet</td>
<td>November 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FINAL Resolution &amp; Convention Action Cover Sheet</td>
<td>January 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AWARDS</strong></td>
<td>IN STATE PTA OFFICE</td>
<td>DISTRICT PTA DUE DATE</td>
<td>COUNCIL DUE DATE</td>
</tr>
<tr>
<td>Ready, Set … Remit! Award</td>
<td>October 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(30 memberships)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REFLECTIONS PROGRAM</strong></td>
<td>IN STATE PTA OFFICE</td>
<td>DISTRICT PTA DUE DATE</td>
<td>COUNCIL DUE DATE</td>
</tr>
<tr>
<td>Entries and forms</td>
<td>Contact your district president for the current year’s schedule</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ANNUAL HISTORIAN REPORTS</strong></td>
<td>IN STATE PTA OFFICE</td>
<td>DISTRICT PTA DUE DATE</td>
<td>COUNCIL DUE DATE</td>
</tr>
<tr>
<td>Unit, council and district PTAs</td>
<td>June 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(period: July 1 through June 30)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ROSTER OF OFFICERS</strong></td>
<td>IN STATE PTA OFFICE</td>
<td>DISTRICT PTA DUE DATE</td>
<td>COUNCIL DUE DATE</td>
</tr>
<tr>
<td>Unit and council presidents</td>
<td>June 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District PTA officers, chairmen and council president</td>
<td>June 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• All due dates are California State PTA due dates.
• Materials/remittances are to be received in the California State PTA office on or before the date specified.
• Units must observe council and district PTA due dates.

*Dates Subject to Change.
California State PTA Calendar of Events

These dates represent the dates by which materials must be received in the California State PTA office. Earlier due dates by council and/or districts may apply in order to ensure sufficient time for information to flow through channels. Units must observe council and district PTA due dates.

### September

September and October are designated membership kickoff months.

### October

- **15** Outreach Translation, Cultural Arts, Healthy Lifestyles, and Parent Education grant applications due in the California State PTA office.
- **15** Continuing Education Scholarship applications due in the California State PTA office.
- **23-31** Red Ribbon Week
- **30** Per capita for 30 members received from units to qualify for Ready, Set … Remit! Award.
- **31** Expiration date for all memberships from previous year and membership cards.

### November

- **1** DRAFT Resolutions and Convention Action Cover Sheet due in the California State PTA office.
- **15** If fiscal year ends June 30, tax and government forms are due.

### December

- **1** Last day for state office to receive (through channels) at least the minimal amount of memberships for a unit to remain “in good standing.”
- **20** Ensure that insurance premium is forwarded through channels. The premium must be received in the California State PTA office from the district PTA by December 20, or a late fee of $25 will be assessed by California State PTA. Postmarks will not be accepted.

### January

- National PTA Reflections Program entries due in California State PTA office. Contact your district president for the current year’s schedule.
- **5** FINAL Resolutions and Convention Action Cover Sheet due in the California State PTA office.
- **31** Ensure that Workers’ Compensation Annual Payroll Report and insurance premium, if any, are forwarded through channels. They must be received in the California State PTA office from the district PTA by January 31.

### February

- Check with council/district PTA for California State PTA convention pre-registration deadline and discounts.
- **1** Graduating High School Senior Scholarship applications due in the California State PTA office.
- **17** Founders Day honors the three PTA founders as well as past and present PTA leaders.

### March

- **1** Phoebe Apperson Hearst Innovation in Family Engagement Award applications due in National PTA office (pta.org).

### April/May

- **May 16-18, 2019** California State PTA Convention, Monterey

### June

- **1** District PTA presidents responsible for submitting unit, council and district PTA rosters of officers, including complete contact information for the California State PTA mailing list and directory.
- **1** Annual Historian Reports to be sent to the California State PTA historian.
- **1** Leadership Development Grant Report from district PTAs due in the California State PTA office.
- **1** Grant Report from unit, council or district PTA grant recipients due in California State PTA office.
- **30** Final remittance of Founders Day freewill offerings due in California State PTA office.

### July/August

- Use the summer months to begin planning programs, events, and membership recruitment activities for the coming school year.
- California State PTA publishes numerous resources to empower and support the efforts of unit, council and district PTAs to impact positively the lives of children, youth, and families.

---

California State PTA
2327 L Street, Sacramento, CA 95816-5014
916.440.1985 • FAX 916.440.1986
info@capta.org • capta.org
PTA Resources and Free Subscriptions
Check out our resources on the California State PTA website: capta.org

Website: capta.org
Provides up-to-date information on PTA programs and policies with how-tos for running your PTA.

PTA in California
Official magazine of California State PTA with a wealth of news and information for PTA members.

PTA Connects
Monthly e-newsletter sent by email to PTA leaders.

SMARTS
E-newsletter designed to spread the word about the benefits of arts education. Sign up to subscribe at capta.org.

Leadership Essentials
E-news sent regularly by email to PTA leaders. Information includes timely information and reminders about issues, tasks and responsibilities of PTA leaders at any level.

Legislation Action Report
E-news summary of actions taken on legislation of interest to California State PTA. Includes general bill information and the positions taken by California State PTA.

Legislative Alerts
E-news updates on current legislative and other measures and issues that affect children and youth, and provide opportunities to take action in support of PTA positions. Sent to subscribers of our Sacramento Update and all unit, council and district PTA presidents and legislative offices. Sign up to subscribe at: capta.org

Sacramento Update
E-newsletter addresses state and federal legislation issues that affect California’s children and youth. Sent by email to legislative subscribers.

Membership Monday
Each Monday from mid-July through October, be on the lookout for “Membership Monday.” This special newsletter will be sent to all unit, council and district membership chairs, communications officers and presidents.

Leadership Made Easy Mailing
Contains ideas for running your PTA with tips and how-tos to boost membership, leadership, programs and family engagement. Provides updated resources for PTA finance, bylaws, scholarships, grants and awards, children's issues, communications and more.

Insurance Mailing
Annual mailing sent to PTA leaders containing the Insurance and Loss Prevention Guide, annual insurance premium notice and other California State PTA resources and materials. Not available online.

Convention Mailing
California State PTA Convention epublications sent by email to PTA leaders and members. Contain convention registration and workshop information with attendance requirements, forms and directions. Provide overviews of convention activities, speakers and the agenda for handling the organization’s business at convention.

Running Your PTA Made Easy
Brief 24-page guide with tips and encouragement for PTA leaders. Available in English and Spanish.

Sign up for FREE online publications at capta.org/join/join-our-mailing-list/
For the List of PTA Materials:
call 916.440.1985 or email info@capta.org.
PLEASE REMOVE THIS PAGE
AND REPLACE WITH
KNOW THE PTA TAB
PLEASE REMOVE THIS PAGE
AND REPLACE WITH
KNOW THE PTA TAB