

Leadership Essentials

California State
PTA
everychild. onevoice.

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Para leer en español, clic [aquí](#).

IMPORTANT JANUARY UPDATES

Congratulations! You made it through the first part of the school year and your PTA term of office. Here are a few reminders of "To Do's" for this month.

AUDITS: January is the month for our mid-year audits. Please review the audit requirements in our [five-part blog series](#). Reach out to your Council or District auditors if you have any questions.



INSURANCE: Our new insurance year started on January 5th. If you have not received your insurance guide, there is one available [on our website](#).

WORKERS COMPENSATION REPORTS: Your workers compensation report is due to California State PTA, through channels, by January 31st. If you have not submitted yours yet, please fill it out and submit before the end of the month. [Click here](#) for full details about the report.

NOMINATING COMMITTEES AND ELECTIONS: Now is the time to elect your nominating committees for elections this year. Our council and units are required to hold election meetings every year, before the second week of April

The "Nom Com" is responsible for putting together a list of officers for the new term. Check your bylaws and the CAPTA Toolkit for guidelines on the [nominating process](#) and [holding elections](#).

HISTORIAN HOURS: Just a quick reminder that your historian should be tallying volunteer hours every month in preparation for the Annual Historian Report due in May. Here is a great [tally form](#) to get you started. Check with your council or district for the actual due date of the report.

MEMBERSHIP: Remember, membership is a full year activity. Please encourage your parents and supporters to join your PTA at every event you host.

A question that has come up a few times this year is "if I enter members into the TOTEM system who did not join electronically, do I still need to forward those membership dues?" The answer is yes. While entering members that

joined by cash or check into the TOTEM system can give you a great membership list, it does not move those memberships forward to the council, district, or state levels. So please make sure those memberships are turned in.

PTACON20 CALL FOR LEADERS OPEN UNTIL FEBRUARY 1

National PTA & State PTA Leaders have so many stories to tell and so many inspirational or educational lessons to share with other PTA leaders. The **2020 National PTA Convention & Expo** in Louisville, KY is the perfect place to spotlight your successes, skills and experiences!



By becoming a speaker, presenter or facilitator at PTACON20, you can showcase your leadership development strategies, mission successes, team-building practices, family engagement efforts or advocacy wins. Here are ways you can get involved:

- **Spotlight Speakers** – Share your best practice or lessons learned in a 15-minute presentation.
- **Workshop Presenters** – Develop and present a full 75-minute workshop.
- **Meet-Up Facilitators** – Convene a 45-conversation with your PTA peers or like-minded PTA leaders.
- **Learning Lab Facilitators** – Facilitate a 45-minute session that delivers a hands-on, how-to experience for PTA leaders to gain a new skill.

In addition to a sense of pride and accomplishment, there are other benefits to being a speaker, including discounted registration fees, a special speaker ribbon, recognition during a "please stand" moment, and access to special social media badges.

To become a speaker, apply by **February 1, 2020** at this link: <https://www.pta.org/callforleaders>.

GRADUATING SENIOR SCHOLARSHIP DEADLINE FAST APPROACHING!

Did you know that California State PTA offers scholarships for graduating seniors? If you know a student who might be interested, act fast, because the application deadline is **February 1!**

Two scholarships are available:

- **\$750 Volunteer Service Scholarship** – This scholarship recognizes graduating seniors for their volunteer service in schools and communities, allowing them to register for courses at accredited colleges, universities, trade or technical schools. Applicants must be PTA members graduating from a California high school between January 1 and June 30 of the current academic year.
- **\$500 Dr. Ralph E. White Graduating Senior Scholarship** – Honoring the volunteer and public-service legacy of Dr. Ralph E. White and his wife, Eleanor, this additional scholarship provides \$500 each to two successful applicants of the Volunteer Service Scholarship who intend to pursue a career in a medical field.



[Click here](#) for more information or to apply online. A downloadable application is also available.

UPDATED TOOLKIT NOW AVAILABLE

The California State PTA Toolkit, which provides guidance, instruction and ideas to unit, council and district leaders, has been recently revised to reflect changes to procedures and policies. Updates include changes to information

about sales tax in the Finance section, and an updated Cash Verification Form. The complete list of changes is available online.



The Toolkit can be viewed online or downloaded for printing at <http://toolkit.capta.org/>.

The Toolkit is reviewed on an ongoing basis and updated in June and December.

ANNUAL INSURANCE WEBINAR COMING SOON

Mark your calendar: California State PTA's annual insurance webinar is happening on **February 13!**

This important learning session will provide an overview of [PTA insurance coverage](#), tell you what's changed and what's staying the same, and answer your frequently asked questions.



Stay tuned for more details on how to register!

TAKE ACTION!

Honorary Service Awards
available in PTA Store!



Give an award to an individual or organization who has offered outstanding service to your community.

[SHOP NOW](#)

Tax Filing
Support Center



Visit the tax filing support center on our website to learn about your unit's tax filing obligations, deadlines and best practices.

[READ MORE](#)

Win Free Registration to
Convention 2020!



Take a brief survey about what PTA means to you, and get a chance to win free registration to convention.

[TAKE THE SURVEY](#)

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