

PTA CONNECTS

CALIFORNIA STATE PTA ONLINE NEWSLETTER September 2007

The school year has begun, students and teachers have settled into their routines, and your PTA unit is up and running.

Take a few minutes to check with your officers and chairmen to make sure programs are underway and proper procedures are being followed.

Here's a quick checklist:

1. Does your **treasurer understand and follow correct financial procedures?**

Make sure he or she has a copy of the Finance section from the California State PTA Toolkit.

Find out if your PTA council or district PTA has officer training, and make sure your financial officers attend.

Ask to see a copy of the monthly bank statements. Don't be afraid to ask questions!

Remember to budget for the California State PTA Convention in Long Beach May 1-4, 2008.

2. Have you set up a committee to review your **bylaws?**

If you did not update to the latest bylaws form last year, you should do it now. This sounds like a big job, but it's not.

In most cases, updating the bylaws can be accomplished in one short meeting. California State PTA provides fill-in-the-blanks bylaws with instructions for completing them included at the beginning.

Contact your PTA council or district PTA parliamentarian if you need help.

3. **Is your Reflections chair encouraging students to submit entries to the National PTA arts program?**

Be sure your unit deadline for entries allows enough time to judge and forward entries to the PTA council or district.

The Reflections program is a wonderful way to encourage creativity among our children and to emphasize the importance of arts in education.

4. **Are membership dues being collected and is your unit remitting the proper amount through PTA channels monthly?**

Is each member receiving a membership card?

Remember that your membership campaign never ends, so provide opportunities to join at all PTA events!

Need help?

We've put together ideas and resources you need to get started:

Finance Basic Forms

<http://www.capta.org/sections/finance/forms.cfm>

PTA Finance Toolkit

<http://www.capta.org/sections/resources/downloads/toolkit-2007en-05.pdf>

Bylaw Basics

<http://www.capta.org/sections/management/bylaws.cfm>

Reflections Resources

<http://www.capta.org/sections/programs/reflections.cfm>

Membership Basics

<http://www.capta.org/sections/membership/value-pta-membership.cfm>

PTA Membership: Quick Reference Guide

http://www.pta.org/local_leader/Membership_QRG.pdf

Looking for more ideas?

Visit the **Great Idea Bank** to learn what other PTAs are doing to help welcome parents to their PTA.

http://www.pta.org/local_leader/idea/

You can find more help on California State PTA web site

www.capta.org

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