

Thirty-Third District

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DELEGATE'S HANDBOOK

FOR THE



CALIFORNIA STATE PTA CONVENTION 2010

SACRAMENTO



**California State PTA
111th Annual Convention
April 29 to May 2, 2010
Sacramento Convention Center**

THIRTY-THIRD DISTRICT PTA CONVENTION COMMITTEE

**PRESIDENT.....TOM HORN
310-890-3376**

**CHAIRMAN.....VERA JOHNSON
562-832-7602**

**COMMITTEELINDA HAINES
626-536-8878**

**.....DEBI SALAZAR
714-397-2826**

**.....TERRY SHORE
562-477-9525**

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2010
California State PTA Convention Information
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TO: Thirty-Third District PTA Convention Delegates

FROM: Thirty-Third District PTA Convention Committee

Attendance at the California State PTA Convention is a **legitimate PTA expense** and an excellent opportunity for PTA leaders and members to develop leadership skills and share PTA programs, projects, and critical issues which affect our young people.

We are excited that you will be joining us for these stimulating few days. The following information will, hopefully, make your experience more enjoyable and fulfilling.

THIRTY-THIRD DISTRICT PTA HEADQUARTERS will be at the

Hyatt Regency Sacramento, 1209 L Street, Sacramento, CA 95814 – Telephone 916-443-1234
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Be sure to leave the hotel address and phone number with your family.

The Thirty-Third District PTA Convention Committee will not have a hospitality suite this year due to changes in the Sacramento Visitor's Bureau policy regarding meetings held in rooms and suites. Instead, we will have a Hospitality Dessert Reception in a banquet room on the second floor at the Hyatt Regency Sacramento on Thursday, April 29th, from 8:30 p.m. to 10:30 p.m. Join us and enjoy some dessert with the Board of Directors and other council and unit delegates. The Convention Committee will also be providing delicious morning snacks during the morning general sessions. Grab your coffee and get to the meetings early to enjoy a yummy treat!

If you have an **emergency** and need to contact a member of the convention committee, call Vera Johnson, cell phone 562-832-7602.

Council presidents or their representatives are the coordinators for their unit delegates. They are there to help each delegate make the most of the convention. Also this year, each council has been assigned a district board member as its mentor. See page 6 for your mentor's name and contact number. If you have a chance, make contact with your mentor before convention with any questions or concerns you may have.. We are all here to make this a wonderful experience.

As your PTA unit representative, you should attend all events from opening gavel to adjournment. Take notes. Plan your report to your membership carefully. Cover those items of particular interest to your PTA and share the materials you bring back from convention.

Exhibits: If you sign your name or give personal information for any reason when visiting the commercial exhibits, you may be put on their mailing list. During the registration process you were asked whether you preferred to have exhibitors contact you at home or at your school. As in recent conventions, a barcode will be printed on your badge which contains contact information for the exhibitors. You may also want to bring preprinted labels with your preferred contact information for distribution to exhibitors.

Evaluation sheet: The California State PTA relies upon the delegates' comments to help them plan for future conventions. Please complete the evaluation form in the program book.

THIRTY-THIRD DISTRICT PTA

DELEGATE INFORMATION

The Thirty-Third District PTA Convention Committee will be seated in the front row of the Thirty-Third District PTA section at all general sessions in order to be accessible to the delegates and California State PTA. Members of the committee will be available to help you at any time, either at general sessions or by cell phone at the numbers listed on page 1 of this handbook and on the emergency cards distributed to all delegates.

Hotel check-in: The hotel will require that each individual establish personal credit with a credit card or, if paying cash, a full payment for the stay. Be sure to ask for and keep all receipts. When you check out, be sure you are given credit for the room deposit.

All Thirty-Third District PTA delegates not housed at the Hyatt Regency Sacramento must notify the Thirty-Third District PTA Convention Committee of their housing arrangements as soon as they can.

Telephone calls: You could be charged a service charge per phone call from your room even if you call collect or use a credit card. You might want to use a pay phone, your cell phone, or a prepaid phone card.

Housekeeping: Contact them for extra pillows, towels, and blankets. The suggested tip is \$1.00 per person per day. Leave money on your pillow daily since the personnel may change from day to day.

Hotel check out: Be sure to note your hotel's check out time. It is wise for roommates to check out of the hotel together. Upon checkout, be sure you clear your account and pay all outstanding charges. You should obtain a receipt showing a zero balance owed to the hotel.

Baggage: Baggage may be checked with the hotel's bell captain until you are ready to leave. The suggested tip is \$1.00 per bag.

Parking: Self-parking at the Hyatt Regency Sacramento is \$17.00 per night for overnight guests; valet is \$25.00 per night. Maximum clearance height is 6'7".

The Sacramento Convention Center does not have its own parking lot, but there are several city and private lots in the immediate area. Parking rates vary by location and events.

Shuttle: All hotels are within walking distance to the convention center so shuttles will **NOT** be available.

Meals: The convention site will have "cash and carry" stands available for breakfast and lunch. When eating at a restaurant or café where you are served, be sure to include tax and tip (15% gratuity) when figuring out your share of the total bill. Ask for separate checks to reduce problems with determining your share.

Health problems: Council presidents and roommates should be made aware of any health problems of any delegates and should relay such information to the Thirty-Third District PTA Convention Committee. **This is most important!** Please bring all required medication.

Accidents: Report any accidents to the Thirty-Third District PTA Convention Committee immediately. A report must be filled out for all accidents, no matter how minor.

Ribbons, district shirts and pins, and dinner tickets: District ribbons, district shirts and pins will be given to the council representative at the Thirty-Third District PTA Orientation on **April 5, 2010** at the Hawthorne Memorial Center at 9:30 a.m. and at the Downey Council PTA Meeting Room at 7:30 p.m. Please remember to wear your district shirt to the convention the first day at the general sessions.

THIRTY-THIRD DISTRICT PTA

California State PTA Convention Expenses

Use the *Thirty-Third District PTA Delegate Expense Statement* to keep track of your reimbursable California State PTA Convention expenses.

THE FOLLOWING IS AN ESTIMATE OF REIMBURSABLE PTA EXPENSES FOR ONE DELEGATE. HOUSING IS BASED ON 2 DELEGATES PER ROOM AT A ROOM RATE OF \$165.00 PER NIGHT.

◆ Registration (Early Bird Rate of \$140.00 plus district fee of \$15.00)	\$155.00
◆ Housing (3 nights @ \$186.45 including taxes and fees, divided by 2)	\$279.68
◆ Airfare	\$160.00
◆ Meals (based on \$45.00 per diem x 4 days less dinner on May 1st)	\$155.00
◆ Breakfast \$ 8.00	
◆ Lunch \$12.00	
◆ Dinner \$25.00	
◆ Thirty-Third District PTA Dinner	\$ 45.00
Saturday, May 1, 2010	
Sacramento Convention Center	
◆ Miscellaneous (room, food and bag tips, shuttle, taxi, etc.)	\$ 50.00

The above estimate of PTA expenses does not include personal items such as pins, shirts, or other items. You should be reimbursed for any materials purchased at convention for use in your PTA unit or council.

THIRTY-THIRD DISTRICT PTA

California State PTA Convention Registration Procedures

As an incentive to register early, those who have registered **by March 31st** will have their name badges and workshop/event tickets mailed to them. Delegates will still need to stop at registration to check in, get their voting card, badge holder, ribbons, and totes. Delegates who forget their badge and/or tickets will need to go to the "Pre-Registered" lines upon arrival to have them re-printed.

Delegates and non-voting registrants who preregistered from April 1st through April 16th may pick up their convention packets, name badges, and workshop/event tickets at the registration booths. The registration booths will be located in the convention center lobby on Wednesday (from 5:00 p.m. to 8:00 p.m. only), all day Thursday, Friday and Saturday, and Sunday morning.

Attendees may go directly to general meetings and workshops prior to checking in, but will not be able to vote until they obtain their voting card at registration.

Use the Express Registration Window:

- If you have received your badge and tickets through the mail, AND you have no changes.

Use the Preregistered Window:

- If you registered but have not received your badge and workshop tickets in advance. Be sure to have your confirmation letter and membership card (if not already verified).
- If you have changed your registration.
- If you forgot your badge and/or tickets. A \$10 reprint fee will be assessed.

Use the On-Site Registration Window:

- If you have not preregistered through the online or mail-in process. You must have your membership card to receive the PTA member price. Registration forms will be available in the lobby area to complete prior to getting in line. Full payment is required upon registration.

YOUR CONVENTION NAME BADGE IS REQUIRED FOR ADMITTANCE TO ALL MEETINGS AND CONFERENCES. THERE IS A \$35.00 REPLACEMENT COST FOR LOST NAME BADGES.

YOUR VOTING CARD MUST BE SIGNED in each section. It is used for voting by voice and ballot. The card must be presented at the microphone when you wish to speak to an issue or offer a motion. **DO NOT LOSE IT! IT WILL NOT BE REPLACED.** Place the voting card into your badge holder for safekeeping and accessibility. **Carry your membership card with you at all times.**

MENTORS 2010

WE – YOUR CONVENTION MENTORS - ARE HERE TO HELP YOU

<u>Council:</u>	<u>Mentor:</u>	<u>Cell Phone Number:</u>
ABC	Diana Craighead	562-544-1035
Bellflower	Susannah Baxendale	310-936-6296
Beverly Hills	Susannah Baxendale	310-936-6296
Compton Union	Jeanne Tso	626-695-9586
Culver City	Jeanne Tso	626-695-9586
Downey	Jeanne Tso	626-695-9586
El Segundo	Vera Johnson	562-832-7602
Inglewood	Debi Salazar	714-397-2826
Lawndale	Linda Haines	626-536-8878
Little Lake	Terry Shore	562-477-9525
Long Beach	Vera Johnson	562-832-7602
Lynwood	Gloria Blackwell	562-630-4593 home # *562-832-7602 Vera's #
Manhattan Beach	Terry Shore	562-477-9525
Montebello	Linda Haines	626-536-8878
Norwalk/La Mirada	Anita Avrick	310-951-7614
Palos Verdes Peninsula	Terry Shore	562-477-9525
Paramount	Debi Salazar	714-397-2826
Redondo Beach	Diana Craighead	562-544-1035
Santa Monica/Malibu	Anita Avrick	310-951-7614
Torrance	Debi Salazar	714-397-2826
Whittier/Pico Rivera	Anita Avrick	310-951-7614
OOC/Centinela Valley	Rosaline Turnbull	310-739-8764
OOC/LACOE	Gloria Blackwell	562-630-4593 home # *562-832-7602 Vera's #

*Delegates assigned to Gloria Blackwell will be provided with Vera Johnson's cell phone number for use while at convention.

THIRTY-THIRD DISTRICT PTA

HOTEL REMINDERS

- Most hotel check-in times are at or after 3:00 p.m. Delegates may need to store their luggage with the bell captain.
- Expect long lines at check-in.
- Delegates will be asked to leave a credit card number or a cash deposit at the time of check-in.
- It is customary to tip the bell captain \$1.00 for each bag.
- There is a maximum of four people per room.
- Some hotels only allow two beds per room. They may not add a roll away to a room with two beds. Please check with your hotel in advance.
- Telephone calls are charged to the room, not the occupant. Be sure to keep track of calls.
- Most hotels have an access charge for telephone use. Consider using your cell phone or a pre-paid phone card.
- If you use anything out of a mini bar, the charge will appear on your hotel bill.
- Tipping of \$1.00 per person per day for the maid is customary. The maid may be a different person every day, so tip daily instead of at the end of your stay.
- Remember to check out. An additional charge may be made if you fail to check out. Make sure you have paid your bill in full.
- To avoid confusion, roommates should check out together.
- No posting of signs in the hotel halls. Hotel management will remove them.
- Convention is a good time to network, but remember that there are other guests in the hotel.
- Check out time is 11:00 a.m. Delegates should store their luggage with the bell captain before going to the convention center. It is customary to tip the bell captain \$1.00 for each bag.

PLEASE, PRACTICE THE “BUDDY SYSTEM” FOR YOUR SAFETY.

THIRTY-THIRD DISTRICT PTA

Convention Delegate Responsibilities

An official delegate to the California State PTA Convention represents a unit, council or district PTA. The following suggestions assist delegates in preparing for convention and becoming a proactive PTA member when representing the association.

BEFORE CONVENTION

- Review all registration materials and select appropriate workshops.
- Discuss any proposed bylaw amendments, resolutions, legislation platform, and information on the nominees (in an election year) with the local association.
- Attend convention orientation held by council or district PTA to receive the latest information and to meet the other delegates from the area.
- Schedule transportation to arrive before convention begins and to return after all the convention activities have been completed.
- Pack all needed medications as well as comfortable clothing and shoes.
- Leave the hotel address and telephone numbers with the family.

WHILE AT CONVENTION

- While walking around town or parking lots, remember there is safety in numbers – try to have at least one other person accompany you for safety.
- Wear convention badge at all times as proof of being a convention registrant. Badges are required for entrance into all general meetings, conferences, and exhibits.
- Only a voting delegate is entitled to speak at microphones, to make motions, and to vote.
- Attend resolution hearings to discuss concerns with other delegates and to propose any amendments. Resolution amendments must be submitted on an “Intent to Amend” form by 6:00 p.m. the evening before the resolution is placed on the floor during a general meeting. Attend bylaws hearings to discuss any proposed amendments.
- Check the program carefully for time and location of all meetings and workshops.
- Attend all general sessions – arrive before the starting time and stay until the end.
- Place cellular phones and pagers on the “vibrating” mode or turn them off entirely.
- Keep all rolling carts and strollers out of the aisles to prevent accidents.
- Follow the rules and regulations as adopted by the convention delegates.
- In the event of a ballot vote, note the times and location of where to vote, and then vote.
- Attend all workshops as enrolled – arrive before the starting time and stay until the end. If a workshop is not what was expected, registrants may attend another workshop on a space available basis.
- Complete workshop evaluations to provide information for future convention planning.
- Visit the exhibit hall to gather information to share with the local association.
- Visit the PTA Store to purchase PTA supplies and special mementos of convention.

AFTER CONVENTION

- Prepare a report giving the outcome of the business proposed and the information gathered from the conferences.
- Encourage representation at future conventions.

THIRTY-THIRD DISTRICT PTA

Convention Etiquette

Be Courteous

- Minimize your conversations while in the general meetings and conferences.
- Respect the speakers. Give attention to the speaker who has the floor.
- **Turn off** cell phones and pagers.
- **No open beverages are allowed** in the general session. Beverages must have a lid.
- Keep all belongings out of the aisles. All carts and bags must be placed under chairs. If carts cannot go under the seat you must put them in the designated cart areas.
- Remember to pick up your trash before leaving any area.
- Don't forget your belongings. If you do lose something, check at Lost and Found.
- Remember, the volunteers are volunteers just like you.
 - Don't yell at them.
 - Don't ignore them.
 - Thank them!
- In the Exhibit Hall
 - Don't be greedy!
 - Don't block the aisles. If you want to talk – go to the seating areas or move out of the aisles.
 - Keep your carts and bags with you at all times.

Be Friendly

- SMILE!
- Meet other delegates from other units.
- Exchange ideas and viewpoints.

Be a Good Convention Participant

- Attend all meetings and workshops. Arrive on time and remain until adjourned. You are the elected convention delegate representing your PTA. It's not a vacation. It is rude to leave the general meetings when guests are speaking at the podium.
- Wear your convention badge at all times.
- Visit the exhibits. Information and resources will be available.
- Take adequate notes.
- Prepare a report for presentation to your unit, council, or district.
Include:
 - Business of the organization
 - Resolutions
 - Bylaw changes
 - Events
 - New Ideas
 - Conferences attended
 - Share materials/information with your unit, council, or district.
- Help your unit. It is your responsibility to apply what you have learned at the California State PTA Convention throughout the school year.

2010 Convention Special Events

Town Hall Meeting with National PTA

WHEN: Thursday, April 29, 2010
Time: 11:00 a.m.

National PTA is updating the Strategic Plan for the association. This meeting will provide an opportunity for participants to have input directly to National PTA.

Rally on the Capitol

WHEN: Thursday, April 29, 2010
Time: 2:00 p.m. – 3:30 p.m.

Walk with us to the Capitol steps and let our legislators know it is time to stop balancing the budget on the backs of our children. This is a chance to stretch your legs and do something fun and easy that helps our kids.

Thirty-Third District PTA Welcomes All Delegates!

Hyatt Regency Sacramento – 2nd Floor Ballroom
Desserts will be served!

DISTRICT HOSPITALITY RECEPTION

Thursday, April 29, 2010
Time: 8:30 p.m. to 10:30 p.m.

State Superintendent of Public Instruction Debate

Friday, April 30, 2010, 11:30 a.m. – 1:00 p.m.

THIRTY-THIRD DISTRICT PTA DINNER

PTA SCHOOL SPIRIT!

Saturday, May 1, 2010
Sacramento Convention Center

Time: 7:30 p.m. Cost: \$45.00

Please register through your council

Contact: Linda Haines at 562-420-7664 or Terry Shore at 562-869-9780



Sleep in for PTA

WHEN: Sunday, May 2, 2010

Promote the importance of sleep for children and adults. Make a \$20 donation to the PTA Healthy Lifestyles Grant Fund and sleep in! Receive a free PTA sleep shirt and ribbon in recognition of modeling healthy sleep habits.
