



Crescent Courier

Official publication of Thirty-Third District PTA
a proud component of California State PTA

Vera Johnson, President
Susannah Baxendale, Director of Communications
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President's Message ~ Vera Johnson

I would like to wish everyone a wonderful Thanksgiving and joyous holiday season. Family is what the holidays are all about and family is at the heart of everything PTA.

Thank you for allowing me to proudly represent Thirty-Third District PTA at the October State PTA Board of Managers Meeting on October 22, 2011 at the Anaheim Hilton. Since adequate school funding was the number one issue for our members according to a recent online survey, the State PTA Board of Managers unanimously approved a motion directing the State PTA to strongly support a statewide initiative to help restore state funding cuts to educational programs and urge all organizations and individuals to come together to develop and qualify this initiative in time for the November 2012 Ballot. These programs will include STEM (Science, Technology, Engineering and Mathematics), physical education, arts & music, libraries and counselors. We will be sharing more on this very important endeavor as information becomes available.

The holiday season can add stress to our already busy schedules. * You can make effective use of your time by applying these simple time management techniques:

⇒ **Understand your priorities**

- ◇ Set priorities according to importance and urgency
- ◇ Set priorities according to the best use of your time
- ◇ Review new requests according to your priorities

⇒ **Schedule your time**

- ◇ Schedule things requiring your greatest energy and effort for a time when you are most alert and productive
- ◇ Always keep a time-keeping device in view
- ◇ Carry a small notebook to jot down things you may want to remember
- ◇ Carry a calendar to record any due dates or appointments
- ◇ Keep reading material in your car or bag to make good use of downtime
- ◇ Delegate whenever you can

⇒ **Set office hours for PTA**

- ◇ Set aside certain times to regularly handle PTA tasks
- ◇ Let people know they can always reach you during that time
- ◇ Use answering machines to leave messages whenever possible
- ◇ Use email wisely: jokes and inspirational messages consume a lot of time. Discuss with your group about how to use "reply all"
- ◇ Use your answering machine to monitor calls; put your cell phone on vibrate and screen your calls by number.

⇒ **Develop a procedure for handling paperwork**

- ◇ Consider using one of these helpful processes:
- ◇ Act on it, pass it on, file it and toss it
- ◇ TRRAF - Toss it, Refer it/pass it on, Reading material for later, Action, File it/keep it
- ◇ Keep important information accessible and current
- ◇ Maintain a place for each type of information you wish to keep
- ◇ Develop a filing system that works for you!

*The above material is adapted from an October 2011 Communicator Article titled "Time Management: Make Effective Use of Your Time"



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www.33rdpta.org

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First Vice President's Message



We are already in the planning stages for California State PTA Convention. It will be held May 9th – May 12th in Anaheim. Remember, this year it will be Wednesday thru Saturday so it will not interfere with Mother's Day. Thirty-Third District PTA Convention Orientations will be held on Thursday, April 19th in Hawthorne at 9:30 a.m. and in Downey at 7 p.m. We will be giving you more information as the time gets closer.

Our district dinner will be held on Wednesday night at the Hilton Hotel. The theme is "Your Favorite Disney Movie." We should have a lot of fun, so plan on attending.

Since convention is being held in Southern California, why not think of inviting your principal to join us (especially for our dinner) and maybe even a teacher? It is a good way for them to understand more about PTA.

Anita Arrick

Stretch your PTA dollars by purchasing service awards and funding grants and scholarships

Hard-earned PTA funds can do even more. When your unit purchases a service award for a deserving member of the community, you also fund California State PTA scholarships and grants. With one expenditure, you can honor your volunteers and also provide assistance for others across the state!

There are four service awards available: Very Special Person Award; Honorary Service Award; Continuing Service Award; and the highest, the Golden Oak. All can be ordered by any PTA at any time. Funds for these awards go directly to the Scholarship and Grant committee for Graduating High School Senior Scholarships; Leadership Development, Arts, Parent Education, Translation Grants; Volunteer, Teacher, School Nurse and Counselor Continuing Education Scholarships; and Healthy Lifestyle Grants.

Due dates to remember

February 1:

Scholarships

Graduating High School Seniors

November 15:

Scholarships

Continuing Education for Credentialed Classroom Teachers and Counselors; Continuing Education for School Nurses; Continuing Education for PTA Volunteers.

Grants (for unit, council and district PTAs):

Outreach Translation; Cultural Arts; Parent Education; Healthy Lifestyle (funded by donations received at California State PTA Convention).

For more information and applications, look in the California State PTA Toolkit Programs and Forms Sections or visit our website at www.capta.org.

~ Honorary Service Award Committee and Scholarship and Grant Committee

Thirty-Third District PTA

2011-2013 Mission, Goals and Actions Steps

Mission Statement:

The mission of Thirty-Third District PTA is to support and empower its councils and units as we further the Purposes and benefits of PTA by expanding membership, developing and strengthening leadership and promoting informed advocacy on behalf of all children and families.

Critical and Inter-related Goals and Action Steps:

Provide support and training to councils and units.

- Provide tools to councils for unit training

- Provide monthly training at meetings

- Encourage attendance at all district conferences and workshops

- Encourage attendance at California State PTA Convention

Provide effective communications

- Utilize all avenues of communication

- Develop technological skills

- Provide translation and interpretation services

 - Apply for California State PTA Outreach Translation Grant

 - Purchase translation equipment

- Improve the website

Develop and strengthen leadership capacity

- Assign and train council mentors

- Develop a succession plan

- Encourage councils to assign mentors to units and develop a succession plan

Expand membership to include total communities

- Retain current members and reach out to gain new members

- Encourage diversity and inclusion at all levels

- Increase student participation

Increase informed advocacy efforts

- Expand our legislative network and work collaboratively with other districts

- Provide timely and concise legislative updates and advocacy actions

- Encourage attendance of Sacramento Safari and the district Legislation Conference

- Develop and/or enhance advocacy knowledge and skills

First Year Council Presidents Reflect

Our first year council presidents have been amazingly busy—so busy that not all of them have had a breath to reflect on their initial months in office! We think that you'll enjoy the diverse responses that did come in.

Be the little engine that can when everything seems impossible. Just push forward and shout, "I know I can, I know I can!" I am finding that once I get over one hill there is another one that is taller and further away. And I shout what I know, "I know I can, I know I can!" and so can you. Welcome to PTA.

The *TOOLKIT!* That pesky stack of papers that lies around my house is now in my computer and has become my best friend. I have learned how to search through it very quickly. I can find out anything or answer any question that comes my way. I can cut and paste the information into emails to answer questions. For those of you who have not tried it: go to the California State PTA website and , click on "PTA Toolkit 2011" and then do a search on any word or group of words. It has all the answers, although I have had to bug Thirty-Third District PTA a few times with questions just to double-check. I have surrendered to the *Toolkit!*

Clone and groom a 1st VP as soon as you can, starting with Orientation. Keep that valuable player shoulder to shoulder with you so that the transition is easy and he or she feels comfortable with all the "challenges" that come the way of the president. Partner with your mentor, so that you have all the handy answers when newbies ask "Why do we do it that way?" and "Can't we just do it this way?" Veteran mentors have been through the blazes and they calmly help new presidents understand that they don't have to reinvent the wheel. And, of course, training, training, training!!!! You just can't get enough of it!

After all these years in PTA, I am still inspired by the thought of the little girl in the red dress smiling shyly for her kindergarten photo; of the mother who leaves her at school that first day, tears in her eyes; of the teacher who greets her students at the classroom door with warmth and confidence. . . . all these years of serving coffee and selling giftwrap; planning back-to-school barbecues, science expos and talent shows; making posters and piñatas; stocking earthquake bins and PE equipment; walking precincts and marching in parades; raising funds for art programs and advocacy. . . .all these years have blessed me with beautiful memories of my time as a PTA mom. . . .I cherish these memories and am grateful for the remarkable work we all do on behalf of children and families.

I have been involved in PTA for over 30 years, but this is my first time as council president! Never did I think that my primary job was to put out fires. I put one out and three more start! People out there think that because you are president you know everything and that you should be available 24/7 for their calls or emails. I guess that once you earn your way to president, you sort of put your family on hold. However it is good to know that others feel comfortable asking for help and can count on their president!

Update your bylaws electronically with PTA's

eBylaws

Learn more at www.capta.org



Reflections Program
2011-2012

"Diversity Means..."

**Entries due to the
Thirty-Third District
PTA office on
January 9, 2012**

BE A TEAM PLAYER – How to Reach Your Goals

As a PTA team, you have common goals: goals to succeed in the programs and projects planned for the year. A goal is a destination to reach. It provides direction and focus for individuals, as well as for team buy-in. It allows the team to be more efficient and effective.

Now More than Ever... we need to build a PTA team of enthusiastic people working together toward common goals that benefit all children. Leadership doesn't always mean "taking charge" since there are many ways to lead:

- ⇒ by setting an example for others to follow
- ⇒ by introducing new ideas for problem solving
- ⇒ by encouraging a spirit of cooperation
- ⇒ by helping to settle differences

The result of effective leadership is people working together and achieving goals. Empower your members and give them the responsibility to share your PTA goals.

Whether you are elected, appointed or assuming an informal leadership role, developing your leadership skills will help you and your PTA succeed. Understanding yourself is the first step to understanding others. Understanding allows you to contribute, to grow professionally, to enjoy personal growth and to experience the satisfaction of knowing that you are making a difference for all children. Communication is also a key to developing your leadership skills. People cannot work together without communication. Enthusiasm and motivation is the key to inspire others to help. Remember, your enthusiasm is contagious!

Have an evaluation in place to be the best PTA ever.

- ⇒ Are meetings planned for times that meet the needs of your parents and the community?
- ⇒ Are teachers, principals, school staff and all stakeholders for public education involved?
- ⇒ Are you planning to work with other child-related organizations to meet your goals?
- ⇒ Is one of your goals to offer opportunities for your team to receive training for their jobs?
- ⇒ Are you providing information on educational issues so all parents can learn to be advocates for children?
- ⇒ Are you reaching out to diverse populations to empower everyone to help make decisions, policies and programs that benefit all children?
- ⇒ Are you encouraging student participation in the proposing, planning and carrying out of your work?
- ⇒ Do you have adequate publicity about your PTA programs and projects to ensure success and to toot your horn?

Through working together, great things happen for all children and your communities. Give people freedom to work on their own, in their own way and in their own time. Let them know you are there for any assistance or guidance that they might need, but let them complete the task themselves. We must maximize PTA's potential and expand its influence to affect the lives of California's families and children. Be a team player on your PTA. Numbers are power, and the power of numbers strengthens our voice. "Business as usual" is not the way that any PTA organization can successfully move forward this next year.

Build your leadership team!!

From Rosaline Turnbull, Director of Leadership

Do You Know.....

Over the last several weeks your financial team here at Thirty-Third District PTA has received inquiries about a variety of items that affect all units and councils. The answers may be helpful to units other than those that have asked so we would like to share some of the questions and answers with you. Test yourself: [think about how you would answer each question before you read our answer.](#)

Question - True or False: The treasurer is responsible for creating the budget after reviewing income and expenses from the prior year. Once the treasurer creates the budget, he or she presents it to the board and association as the budget for the year.

Answer: In many cases this is what happens but this statement is false. The treasurer may be the one who prepares a preliminary budget, but the acceptable process involves more than just the treasurer. The first step is for the board and association to establish goals for the year based on input from the board as a whole, the site administrator, teachers and general membership. Then a budget committee is formed, with the treasurer acting as the chairman. Other members usually include the president, the membership vice president or chairman, the ways and means vice president or chairman, and the financial secretary if there is one. Using input received from the various sources, this committee prepares a budget that will assist the association in achieving the established goals. This proposed budget is then presented to the board for review and finally approved by the association as a whole. It is in the best interest of the association that the budget be a compilation of the group's input, not the ideas and wishes of a single person.

Question: We are working on our budget and want to make sure we don't carry over too much money for the next year. How much are we allowed to carry over?

Answer: There is no set amount that is too much or too little to carry over. The amount that you carry over for the next year should be based on the anticipated budget and programs for the next year, and should include enough to cover any lingering bills or expenses that may not be received in time to pay before the end of the current term. The carryover does not need to be large enough to cover all of the anticipated programs for the next year, but it should be large enough to cover any early year deposits, etc. As an example, every year your PTA has a fall carnival that occurs before your first fundraiser. Deposits for the game booths and food tents usually run about \$3,000.00 and to get the best deal, need to be paid in early September before your membership drive starts and before the wrapping paper fundraiser takes place. Since the carnival is a long tradition with this PTA, you are 99.99% sure the new board and association will approve the carnival as the fall activity. In this case, the carryover should be at least \$3,000.00 so that, if the new board and association for next year approve the carnival, they can make the payments of the early deposits. Just remember that, if you carry over a very large amount year after year without spending it, or earmarking it for a specific program, the taxing agencies could start looking at your PTA as a "for profit" rather than a "not for profit/non-profit" entity.

We hope you find this information helpful. Remember we are here to help you as you work to keep your unit or council financially healthy. Feel free to contact us whenever you have a question or concern.

Kathy Corzine and your Thirty-Third District PTA Financial Team



Look for other financial questions and answers throughout this edition of the Courier

Invite Students to Serve on the California State PTA Board

Do you know of a student who would be interested in serving for one year as a member of the California State PTA Board of Managers? To be eligible, the student must be a member of a PTA/PTSA and be between 15 and 21 years old.

Every year, the California State PTA invites students to apply for positions on its board. As members of the Board of Managers, students provide valuable perspective and insight on commissions and committees. Student board members have opportunities to affect statewide PTA policy and decisions in the areas of bylaws, communications, community concerns, diversity and inclusion, education, finance, health, legislation, membership, member services, parent involvement, and special needs.

Additionally, student board members collaborate with adults on the student involvement committee to promote student participation in local PTAs and school communities throughout the state. Students are pivotal in promoting student interest in and attendance at the annual California State PTA convention as well as planning and presenting convention workshops that highlight student involvement.

Students are a vital part of our organization; bringing enthusiasm, energy, fresh ideas and focus to issues that affect them and their communities.

Applications are available from your district PTA president. If you do not know how to contact your district PTA, please ask your council president or contact the California State PTA. Act now! [Applications are due March 15.](#)

~ Student Involvement Committee

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California State PTA Scholarships

If you are – or have in your family – a student graduating from high school in June 2012, California State PTA may have a scholarship to help.

The *Graduating High School Senior Scholarship* is based on volunteer service in school and community. Unlike many scholarships, it is not tied to grade point average.

It's easy to apply. Students must fill out an application including two references, and it must be received at the California State PTA office on or before **February 1, 2012**. Each student applicant must be an enrolled member of a PTA or PTSA unit in good standing.

The money awarded must be used at an accredited college or university, community college, or trade or technical school within the first year following graduation. Applications are available in the *California State PTA Toolkit* or online at www.capta.org.

The State PTA Advocacy Goals for 2011-2013 were Adopted

They are:

- ◇ Adequate funding for education to ensure every child has the opportunity to meet his or her full potential.
- ◇ Prevent bullying and cyber-bullying.
- ◇ Access to a full curriculum for every student that includes physical education, arts and STEM [Science, Technology, Engineering, and Mathematics].
- ◇ Support children's health by promoting healthy lifestyles and putting health and support services within reach.
- ◇ Promote greater and more meaningful family engagement.
- ◇ Support the needs of vulnerable children.

From the report of Carol Kocivar, President of California State PTA, California State PTA Board of Managers Meeting Report October 2011

Audits are Now Past Due!

Audits covering March 1, 2011 through June 30, 2011 were due to Thirty-Third District PTA in September. Thank you to all who have submitted their audits. If you have not, please be sure to get them in as soon as possible.

Question: If we are not incorporated, do we have to file tax returns?



***Answer:** Units and councils now have to file some version of both the Federal 990 tax form and the State 199 tax form, even if they are not incorporated. The version you are required to file is based on the total gross receipts. Since the fiscal year-end for units and councils in Thirty-Third District PTA is February 28 (or 29 in leap years), your taxes are due by July 15th each year. It is possible to file an extension, but this must be filed no later than the July 15th due date. As a non-profit organization, associations will not be required to pay a tax, but if they fail to file on time, they will be charged penalties. If an association needs help determining what form it needs to complete, feel free to contact your district financial team. There is also information available on the IRS and the Franchise Tax Board websites, as well as the California State PTA website. REMEMBER, failure to file taxes as required could result in the loss of a unit or council's non-profit status. Units and councils, whether incorporated or not, must also file an annual Registration Renewal Fee (RRF-1) form with the California State Attorney General, Registry of Charitable Trusts.*

Don't Forget to Elect Your Nominating Committees at an Association Meeting Soon!

The Nominating Committee needs to be elected at least two months prior to the annual election meeting. Check your bylaws to determine when (what month) your election of officers is held, as well as how many members and alternates you are to elect.

For Example: If the annual election meeting is in March, the Nominating Committee must be elected at an association meeting in December or January (at least 60 days prior to the annual election meeting).

Parent Education Inspiration. . . Norwalk-La Mirada Council

Norwalk-La Mirada Council partnered with the school district to host a parent education night. We offered twelve different workshops, 6 in the first forty-five minute session and 6 in the second. We also had informational booths set up for PTA, families in transition, nutrition services and other programs. The workshops, led by school district administrators, were Internet Safety for Children, Digital Movie Making for Reflections, High School Graduation and the Road Map to College, Supporting Your Child's Success, Creative Ways to Help Your Child with Math and Reading, Keys to School Success, What are the CST and CAHSEE Tests?, My Child in Middle School, Now What?, Reading Success Starts with Pre-School, District Website Resources for Parents, Support for Parents of Students with Special Needs and Safety for Children to and from School.

Our council previously held a parent education night once a year with just one speaker. The event was open to all parents, but usually only PTA presidents, principals and a few delegates attended. This year, by offering so many different options, we attracted many more parents - over 130 in all. Our superintendent sent out a phone message to all parents and we advertised on our council's Facebook page. We also increased outreach by inviting ELAC representatives and parents at every school.

Our parent education night was so successful that parents were asking when the next one would be! I would like for our council to do this again and build on what we did this year. I already have people in the district ready with ideas for workshops to include next year.

Nichole Golightly
Norwalk La Mirada Council PTA President



Insurance Premiums Due Soon!

Council and unit insurance premiums are due to Thirty-Third District PTA by December 12.

Units, make sure to check with your council to comply with the council due date.

If paid before December 12:
Council = \$131.00,
Units = \$199.00.
Payments made after December 12 must include a \$25 late fee.

Questions about nominations and elections?

Go to the Thirty-Third District PTA website for plenty of helpful information, election scripts and more. Just click on the Bylaws/Parliamentarian tab or the Forms & Flyers tab.

NOMINATING COMMITTEE CHECKLIST—in brief

- ✔ Elect nominating committee at association meeting at least 60 days prior to annual election meeting
- ✔ Parliamentarian schedules committee meeting
- ✔ Committee meets to prepare the slate and call potential nominees
- ✔ Committee reports to the membership at least 30 days prior to the election meeting

For the complete Nominating Committee checklist, go the Thirty-Third District PTA website and click on Bylaws/Parliamentarian.

Put
Yourself
in the
PTA
Picture



www.capta.org

Involving students

Students of all ages are eligible to join any unit, regardless of whether or not it is a PTA or a PTSA. There are more than 6 million public school students in California alone. If each of them became a member of PTA, our nationwide membership would more than double.

PTAs and PTSAs should invite students to lend their voice. Students can chair committees and collaborate with other members in developing PTA programs and activities. What students gain in return are leadership training, community service hours for graduation, and the knowledge that they can make a difference at their school.

Student members:

- * Provide information on student interests and concerns
- * Provide input in the planning and executing of PTA/PTSA programs
- * Earn community service hours
- * Give students and adults a better understanding of each other
- * Learn useful skills such as leadership and public speaking
- * Are introduced to the legislative process through PTA's involvement in legislative activities

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**November 15 was
the Membership
Turn-in Deadline
to remain in
Good Standing**

Each unit had to forward payment for a minimum of 15 members through channels by November 15 or risk losing its good standing status. Check with your councils to make sure that they received and forwarded your membership dues.

Honorary Service Awards – Identifying the Truly Deserving

Most PTA units, councils and districts in California present Honorary Service Awards (HSA) to worthy individuals and organizations that provide outstanding service to children and youth. Yet sometimes this custom might appear to an outsider like a “pat ourselves on the back club” award since it seems the awards are only presented to PTA presidents, officers, teachers and principals.

In order for the nomination process to embrace the spirit of volunteerism that it was created to honor, Honorary Service Award selections are always made by committee. This committee should:

- ◆ Have a chairman and members appointed by the president early enough in the year to allow for planning. It is important to remember that this is a PTA, not a school-driven award.
- ◆ Be composed of different members each year.
- ◆ Consist of an uneven number of persons (five is suggested).
- ◆ Be comprised of members who are representative of the school or council community. For units it is best to include parents, teachers and if applicable, students. For councils, this should involve a mixture of members from different geographic areas and school levels.

Once a committee is in place, it is important to publicize the process to the association and to solicit nominations. To ensure that all possible candidates are considered, the committee should:

- ◆ Send out a nomination form **by every communication means available**. Units should distribute to parents and teachers; councils to all Executive Board members. (See the Thirty-Third District PTA HSA Nomination form on www.33rd.org as an example.)
- ◆ Ask for nominations from staff members, principal(s) and/or superintendent(s). They often see those “behind the scenes” volunteers who quietly make things happen - that grandmother who reads to classes or the community member who volunteers in the library.
- ◆ Remember, while teachers and staff members can certainly be honored, it should be for their efforts **above and beyond**, that is, outside the classroom or their paid routine assignments. Do they serve on the PTA Board? Do they host after school activities/clubs on their own time? Do they volunteer and participate in PTA and/or other helpful community activities that involve children and youth?
- ◆ Think about honoring an outstanding student, either past or present. Is there a student or an alumnus who is involved in the service of his or her peers in school, PTA and/or the community? Does his or her example shine above all the rest?
- ◆ Consider community partners and businesses that support the activities of your school, PTA or council.
- ◆ Contemplate giving awards to individuals or organizations outside of the PTA community that also work to improve the lives of children; recognize that “it takes a village” to raise a child. Freedom

During the meeting, the chairman should:

- ◆ Remind members to keep meeting proceedings confidential to avoid inadvertently hurting anyone’s feelings (nominees or those nominating).
- ◆ Remind members to review all nominations and be open to nominations that develop at the meeting.
- ◆ Determine selections by written vote as to allow everyone the freedom to express their preferences.

The Honorary Service Award is an appropriate demonstration of gratitude for service to children and youth. To select a few from among the many who contribute is a difficult task. Hopefully, with advance planning and careful deliberation, you will honor the truly deserving.

Please go to the [Thirty-Third District PTA website](http://www.33rd.org) for the complete version which has more detailed instructions for the committee and chairman during and after the decision meeting.



Question: The eighth grade at our middle school is planning a graduation party at the end of the year and is holding monthly carwashes to help pay for the cost of the party. Since the party happens after graduation and is not a school function, the school district doesn't handle the money, and the eighth grade doesn't have an account where they can deposit the money they collect. They have asked the PTA to deposit the money and hold it for them until June when they pay the party expenses. Can we do this?

Answer: *Although this would be a big help for the eighth grade class, the PTA cannot deposit the carwash funds into the PTA account to hold them until the end of the year. The monthly carwashes are not a PTA sponsored program. Depositing the funds for this activity into the PTA account is considered comingling of funds and this is not allowed. Money that belongs to another group should never be deposited into a PTA account. PTAs should also never pay any vendors on behalf of another organization for an activity that is not a PTA sponsored activity.*

It's Time to Elect the Nominating Committee

The purpose of the nominating committee is to recognize and seek qualified nominees for the elected leadership of the PTA. The members of the committee have a tremendous influence on the future of the PTA and should be selected carefully.

The committee must:

- Study carefully the qualifications of members before presenting the name as a nominee.
- Check the membership list to be sure each nominee is a member of the association.
- Remember that committee discussion is left in the meeting room.

The committee must *not*:

- Submit nominees because they are friends of committee members.
- Nominate people with the thought that it is a good way to get them more involved in the PTA.
- Repeat what was said in the committee meeting to anyone.
- Report the results of the nominating committee until they have been publicized through the proper channels.

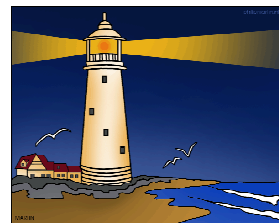
Individuals on the committee should:

- Accept nomination to an office only if they are sincerely interested in the purposes of the association.

In assessing candidates' qualifications for office, the committee should consider only objective, PTA-relevant information. Parking-lot or soccer-field gossip is just gossip.

Thirty-Third District
PTA[®]
everychild. one voice.

DATE CHANGE
Mid-Winter Conference
February 9, 2012



Who: Everyone is welcome!
When: Thursday, February 9, 2012
Where: TBA
Time: 8:30 a.m. Registration
 9:00 a.m. Breakfast
 9:15 a.m. Program
 Founder's Day
 Program/Directory Awards
Cost: TBA

Registrations Due (in the district office) By: January 11, 2012
 Registrations received after January 11, 2012 will be assessed an additional \$10 per attendee

LEARN TO ADVOCATE! BECOME A BETTER ADVOCATE! IT'S TIME TO PLAN FOR SACRAMENTO SAFARI!!

What is Sacramento Safari? It is a 3-day trip (March 18 - 20, 2012) to Sacramento to learn how to be an effective advocate for our schools and for PTA.

Learn from extraordinary speakers; meet with your legislators; attend legislative committee meetings and general sessions of the State Senate and Assembly; go on a guided tour of the State Capitol; and meet with PTA advocates.

This trip is for beginners as well as for seasoned advocates. High school students (juniors especially) are encouraged to attend. All the information and application forms can be found on the Thirty-Third District PTA website. The application is due in the district office by January 10, 2012, so don't delay.

Jenny Davies, Chairman
 Sacramento Safari
 Committee



Question: When we introduced our winter wrapping paper fundraiser, we asked the members to approve designating the proceeds of this fundraiser for purchasing computers for the new computer lab at our school. Because people were so excited about helping with the new equipment, we raised \$40,000.00. Unfortunately, there have been delays and the computer room will not be finished until next year. What do we do with the money we raised?



Answer: You can do one of a few things with the money. First, you can go back to the association, inform them of the delay and find out if they would be interested in allocating the funds to another project. If there is another project, and the association that approved the designation of the original amount to purchasing computers approves redirecting the funds to the new project, then the funds can be spent on the new project. Note that the association that approved the original designation must be the association that approves the reallocation. The second option would be to transfer the \$40,000.00 from the regular operating account into a separate account that is designated specifically for the computer purchase program. This account would need to be included in all audits and on all financial reports until the funds are expended. The last option, and probably the most reasonable option, would be to donate the funds to the school district through the use of a Fiduciary Agreement, signed by both the unit and the school district, stating that the funds will be held in trust until the computer lab construction is completed and will be used solely for the purchase of computers for the new lab. By using this option, you have completed your fiduciary responsibility to your members to use the money for the project they approved.

Question: We haven't had our books audited yet because we don't know anyone who can audit them who isn't a member of our association. A member cannot audit our books. What should we do?

Answer: Not only can the auditor be a member of your association, the auditor is usually an elected or appointed member of the board. The auditor should not be a signer on the account, however. The auditor also should not be related to the treasurer by blood or marriage, nor should they reside in the same household.

Inspiration for November 2011 President and Principals Conference

I'd like to start with a statement by President Woodrow Wilson which speaks to why we do what we do: "There is no higher religion than human service. To work for the common good is the greatest creed." How we do what we do is another story. Working together is beneficial as an anonymous author wrote: "People, who share a common direction and sense of community, can reach a goal more quickly and easily because they are traveling on the thrust of one another. It is harder to do something alone than together." Along the same lines, Vince Lombardi said: "Individual commitment to a group

effort - that is what makes a team work, a company work, a society work, a civilization work."

Working in a group requires a lot from individuals. Listening is an especially critical aspect of working and collaborating in a group. I found three quotations that express the importance of this skill. Chief Justice John Marshall said: "To listen well is as powerful a means of communication and influence as to talk well." Then there was this from Sir Winston Churchill- "Courage is what it takes to stand up and speak; courage is also what it takes to sit down and listen." Finally we have these

words from Secretary of State Dean Rusk : "One of the best ways to persuade others is with your ears - by listening to them."

I will end with a quotation by Sandra Swinney, a pragmatic inspirational source, who hit the nail on the head with regard to groups and the egos within groups: "It is amazing how much people can get done if they do not worry about who gets the credit."

Susannah Baxendale, Member of Presidents & Principals Conference Committee

Teaching Tolerance

www.teachingtolerance.org

Anti-Bullying Quiz

Bullying Quiz adapted from www.safeyouth.org (Answer True or False)

1. Nearly one-third of American teens are involved in bullying.
(True) (False)
2. Less than 10% of American teens admit to bullying others.
(True) (False)
3. Students who are bullied in school are usually attentive students with good attendance.
(True) (False)
4. Most students who bully are insecure.
(True) (False)
5. Contrary to stereotypes, male bullies are not usually bigger and physically stronger than their peers.
(True) (False)
6. Students who witness bullying often refuse to remain friends with the victim and feel guilty for not reporting the incident.
(True) (False)
7. Bullies have trouble making friends.
(True) (False)
8. Bullies do poorly in school compared to others who do not bully.
(True) (False)
9. Most bullies discontinue violent or aggressive behavior in adulthood.
(True) (False)
10. If you are being bullied it's best to handle it alone.
(True) (False)

See page 17 for answers

SAVE THE DATE

DIVERSITY & INCLUSION CONFERENCE

THIRTY-THIRD DISTRICT PTA



January 21, 2012

Hawthorne Memorial Center

3901 West El Segundo Blvd., Hawthorne, CA 90250

Question: We moved our account to a new bank and the bank sent us an ATM card. Since our treasurer works full-time, it is hard for her to get to the bank during normal banking hours to make deposits and our other signers work, too, so having the ATM card is really a big help for us. Is it okay for us to keep the ATM card?



Answer: Many banks now routinely send out ATM/Debit cards when an account is opened. While it can be a big help, we advise against keeping these cards for several reasons. ATM cards must **never** be used for purchases since an ATM purchase requires at the most, one signature and possibly no signatures, depending on the amount of the purchase. PTA, on the other hand, always requires two signatures. ATM cards can **never** be used for withdrawing money from a PTA account for the same reason since ATM withdrawals do not require any signatures. If an event requires cash at the door, for instance, a check should be written from the account to an officer or the chairman of the event who then cashes the check to obtain the door cash for the event. The only time a PTA can have an ATM card is if it is a **Deposit Only ATM** card that could be used to make deposits after regular banking hours. Remember, too, that the treasurer is not the only person who can take a deposit to the bank. The treasurer can prepare the deposit for banking, and any officer on the board can take the actual deposit to the bank. You do not have to be a signer on the account to make a deposit.



Save the Date

“Teen Scene”
Middle & High School Conference
February 23, 2012

Phantom Projects presents:

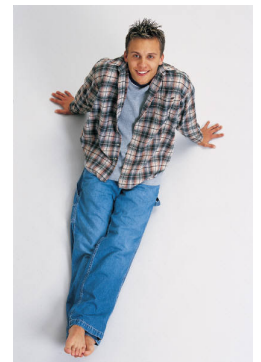
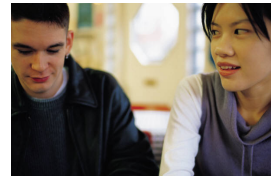
Center of the Universe

Experience this compelling new drama centered around two high school sweethearts torn apart by a senseless act of violence. Journey into the past and gain new perspective on the present as stories from slavery and the Holocaust are woven with events inspired by today's headlines.

The Center of the Universe will leave you motivated with an unforgettable message about the value of human life. Bring all middle and high school students.

Unforgettable show for everyone.

Flyer available on the website, 33rdpta.org.



Teaching Tolerance

www.teachingtolerance.org

Anti-Bullying Quiz Answer Key

Bullying Quiz adapted from www.safeyouth.org

Key:

1. True: In a recent survey, 13% admit to bullying, 11% admit to being bullied, and 6% have been bullied and also bully others.
2. False: See above.
3. False: Students targeted by bullies sometimes avoid school or have trouble concentrating. They can also develop personality disorders like depression and anxiety.
4. False: Studies show that most bullies have confidence and high self-esteem.
5. False: Male bullies are usually bigger and stronger than their victims.
6. True: Witnessing an act of bullying has negative consequences even if you are not directly involved.
7. False: Bullies seem to make friends easily, particularly with other students who are aggressive and may join them in bullying.
8. True: The problem behaviors associated with bullying include impulsiveness, disliking school and getting in trouble often.
9. False: 60% of bullies have at least one criminal conviction because the behavior carries over into adulthood.
10. False: Putting an end to bullying requires a commitment from everyone in a school, including teachers, custodians, students, administrators, cafeteria workers and crossing guards. You should seek adult intervention and try to stay among friends if you are being bullied.

Planning Ahead

You can find the complete flyer (when marked available) on our website 33rdpta.org If you need more description of event, please consult the August 2011 *Courier*.

November 2011

Nothing !!

December 2011

Nothing !!

January 2012

- **Reflections** entries due to the Thirty-Third District PTA office
- **Diversity & Inclusion Conference** (January 21): FLYER AVAILABLE
- **Parent Education Workshop—Getting Ready for Kindergarten** (January 26): an opportunity to get someone trained and ready to bring back information to your council or unit, and help with outreach to preschool parents.

Planning Ahead (continued)

February 2012

- **Mid-Winter Conference** (February 3): the first of the district's two association meetings. SAVE THE DATE AVAILABLE
- **Teen Scene—Middle & High School Conference** (February 23): FLYER AVAILABLE
- **Reflections Recognition & Reception Tea** (February 26): a chance to enjoy the Reflections submissions to Thirty-Third District PTA.

March 2012

- **Sacramento Safari** (March 18-20): FLYERS AVAILABLE

April 2012

- **Annual Meeting** (April 12): the second of the district's two association meetings. SAVE THE DATE FLYER AVAILABLE
- **Convention Orientation** (April 19): offered in the morning and evening, the district Convention Committee will make sure you are as ready as can be for California PTA State Convention.

May 2012

- **California PTA State Convention** (May 9-12): It's "Showtime in Anaheim!" This is the opportunity for all PTA members to attend a variety of workshops and general sessions.
- **Spring Officer Training Workshops—West** (May 23): the first of two excellent opportunities to get specific officer training.

June 2012

- **Spring Officer Training Workshops—East** (June 2): the second excellent opportunity to get specific officer training.
- **National PTA Convention** in San Jose (June 21-23): a great opportunity to meet PTA members from all over the country. There are workshops, an Exhibit Hall and general sessions, just as with State Convention.