

Thirty-Third District



“Light the Way – Trained and Ready”  
Annual UPOC Workshop  
(Unit Presidents, Officers and Chairmen)

Saturday, October 15, 2011

9:00 a.m. – 12:30 p.m.

(Check-in and registration begins at 8:30 a.m.)

Levy Center  
3420 West 229th Place, Torrance, CA 90505

**UPOC will provide an overview of how each member of your Executive Board works together as an effective and cohesive team. We will discuss the individual duties of board members to help everyone understand how their jobs relate to each other and how each member contributes to achieving the overall goals of the PTA unit, thus fostering the mission of the PTA.**

**\*We will break into individual rooms for further training on the officers and chairman duties.**

Join us to learn about the structure of PTA, the policies and procedures, as well as the tools and resources available to help your unit be successful in advocating for all children.

The cost is \$5.00 per person by October 5, 2011, and includes all handouts.

For registrations received **after** October 5, 2011, the cost will be **\$10.00.**

(Registration will be allowed at the door; however, we cannot guarantee handouts for walk-ins.)

**PLEASE SEND RESERVATIONS THROUGH COUNCILS by deadline  
Council Deadline \_\_\_\_\_**

**Out-of-council unit reservations to district by October 5, 2011**

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**Thirty-Third District PTA UPOC Workshop, Saturday, October 15, 2011**

Name: \_\_\_\_\_ PTA Position: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Unit: \_\_\_\_\_ Council: \_\_\_\_\_

**\*Choose your workshop on the back of this page and send forward with reservation**

**WORKSHOP CHOICES**

SESSION 1: \_\_\_\_\_ SESSION 2: \_\_\_\_\_

**9:50 a.m. – 10:50 a.m.**

**10:55 a.m. – 12:00 p.m.**

\_\_\_\_\_ President (both sessions)

\_\_\_\_\_ President (both sessions)

\_\_\_\_\_ Secretaries and Historians

\_\_\_\_\_ Membership

\_\_\_\_\_ Financial (both sessions)

\_\_\_\_\_ Financial (both sessions)

\_\_\_\_\_ Communication

\_\_\_\_\_ Programs

\_\_\_\_\_ Education/Parent Involvement

\_\_\_\_\_ Legislation/Advocacy

\_\_\_\_\_ Bylaws/Parliamentarian

\_\_\_\_\_ Health/Community Concerns

\_\_\_\_\_ Bilingual PTA Overview

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