



12<sup>th</sup> District PTA  
**The Poinsettia**

October 2011

*"The mission of the Board of Managers of 12<sup>th</sup> District PTA is to serve, train, strengthen and empower its councils and units."*



## School's Started...What's Next?

Now that school has started and there are more parents on your school campuses, this is the time to look for and welcome more parents to your board. There are many small jobs for someone new or maybe you have a new committee that needs to be formed; and don't forget to encourage more dads and students to be involved. Making new parents feel a part of the PTA can make your PTA even stronger.

This time of year is when we want to encourage students to be starting their Reflections entries or making those final touches to their creations. Get your teachers involved as they can be a great resource for encouragement and ideas to help with their entries.

Your membership drives should be in first gear! Be sure your members know the value of PTA and how it supports your kids, teachers and school.

**And finally...HAVE FUN!**

**Sue Wells, 12<sup>th</sup> District PTA President**



[president@12thdistrictpta.org](mailto:president@12thdistrictpta.org)

### TREASURERS...

State and federal tax returns are due by November 15, 2011!!! Once you have completed your return or filed for an extension, please forward a copy to 12th District via email or mail.

Remember to file your Charitable Trust forms!

Insurance premiums are due to 12th District by November 15th. The unit premium is \$199.00 and the Council premium \$131.00. If you are a school in a council, please forward your premium to your Council by their due date. If you are out of council, please forward your premium directly to me at 12th District.

Whistleblower/Conflict of Interest Forms for executive board members are due to 12th District by November 15<sup>th</sup>. Your council treasurer has set their own deadlines for getting it to them for processing. Check with your council to find out who needs to file from your board.

Workers Compensation forms are due at the same time as your insurance premiums. The blank form can be found at the 12th District web site or at [capta.org](http://capta.org).

As always, if there is anything I can do to help, please let me know!

**Laura Ann Hawk-Loya, 12<sup>th</sup> District PTA Treasurer**  
[treasurer@12thdistrictpta.org](mailto:treasurer@12thdistrictpta.org)

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## LEADERSHIP TRAINING...

Join us for  
**12<sup>th</sup> District Monthly Trainings**  
**Open to all Council and Unit Leaders**  
**Start time: 6:30pm**  
**12<sup>th</sup> District Cottage: 560 Airport Way, Camarillo**

- Oct. 17<sup>th</sup>:**      **Taxes and Charitable Trusts**  
Navigate the new tax laws. Find out the difference between a charitable trust number and your state entity number.
- Nov. 21<sup>st</sup>:**      **Nominating Committees and Elections**  
It's time to elect your nominating committee. Start off on the right foot with tips from our 12<sup>th</sup> District Parliamentarian.

For further information about our upcoming training events or scheduling a training at your location, contact **Maria Steck, 12<sup>th</sup> District PTA, VP of Leadership**, at [steckies4@hotmail.com](mailto:steckies4@hotmail.com) or at 805.300.8746.

## AUDITORS...

### What is a PTA audit?

The audit is a formal examination of the financial books and records of the financial officers of the PTA.

### What is the purpose of a PTA audit?

The audit serves to:

- certify that receipts and expenditures, as authorized in the minutes, are in conformity with Bylaws for Local PTA/PTSA Units, Standing Rules, and budget limitations
- determine the accuracy of the books;
- detect inconsistencies or errors;
- provide recommendations for corrective action;
- protect the financial officers;
- verify that funds were sent through channels as appropriate; and
- assure the membership that the association's resources were managed in a business-like manner within the regulations established for their use.



### When are audits conducted?

All unit, council and district PTAs must conduct audits semiannually in accordance with the times specified in the Bylaws for Local PTA/PTSA Units, Article VI, Section 8 and when there is a change in financial officers.

### Who conducts a PTA audit?

Audits may be conducted by an elected or appointed auditor, an appointed audit committee, or a professional hired by the PTA in accordance with the procedures listed in the Bylaws.

### Where do you send completed audits?

Audits need to be sent through channels:

- Units send audits to their council auditors;
- Councils send audits (including their own) to the 12<sup>th</sup> District PTA; and
- 12<sup>th</sup> District submits audits to the California State PTA.

All audits were due to 12<sup>th</sup> District on September 22, 2011 for the term ending on June 30, 2011. If there are any questions or you need assistance please don't hesitate to contact me.

**Kim Holden, 12<sup>th</sup> District PTA Auditor**

[auditor@12thdistrictpta.org](mailto:auditor@12thdistrictpta.org)

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## MEMBERSHIP...

### 12<sup>th</sup> District Membership Due Dates

Oct. 15: Ready Set Remit Award (30 memberships)

Nov. 15: Last day to remit a minimum of 15 Memberships  
to be in good standing

Feb. 28: Memberships remitted to qualify for recognition  
at CAPTA Convention

June 15: Final Remittance for year-end awards

Randi Denning, 12<sup>th</sup> District Membership Chair  
[membership@12thdistrictpta.org](mailto:membership@12thdistrictpta.org)

## PARLIAMENTARIANS...

Hi Unit Parliamentarians!

So, you are almost done with your E-Bylaws when all of a sudden the prompt pops up asking you to list your "Standing Committees".

### What, you may ask, is a Standing Committee anyway???

Glad you asked!

To help you complete your E-Bylaws you should be aware that there are two types of committees:

#### Standing:

A **Standing Committee** is a committee that functions all year long, every year. Hospitality, Membership, Ways and Means (fundraising) would be examples of committees that function all year long. The chairs of Standing Committees are part of your executive board. **List these types of committees on your E-Bylaws when you are asked to list your Standing Committees.**

#### Special (also sometimes referred to as "ad hoc"):

A **Special Committee** is a committee that is formed to do a certain job, to perform a certain function, or to complete a specific task. They do not function all year and when their task is completed (and after they give a final report), they automatically cease to function. Book Fair Committees, Red Ribbon Week Committees, and Autumn Carnival Committees are all examples of committees that serve a specific purpose and do not function all year long. **Do not list these types of committees on your E-Bylaws when you are asked to list your "Standing Committees"** (if you did list them then your quorum number would increase!).

Wendy Laufer, 12<sup>th</sup> District PTA Parliamentarian  
[parliamentarian@12thdistrictpta.org](mailto:parliamentarian@12thdistrictpta.org)

# The Poinsettia

## REFLECTIONS...

### 2011-2012 Theme: “Diversity Means . . .”

Be sure to read all of the new rules - there are many changes from past years!

The complete rules package is available on-line at [capta.org](http://capta.org)

The following is a suggested schedule for planning your successful Reflections Program.

#### September

- Begin promoting program. Back to School night is a great opportunity to tell parents that the program has started.
- Post signs, posters, announcements (back to school assembly), newsletter, etc.
- Enlist help: Have teachers (classroom, music, art, theatre, literature etc.) encourage students to participate (extra credit, class with most entries wins).
- Begin distributing rules packages and official entry forms to students. Fill out the bottom portion of the entry form with the unit/council and district PTA information before making copies. Give some extras to teachers and make some available at the front office or library.
- Start looking for judges: librarians, college professors, teachers from other schools, dance, art or music studio's etc. Do not be a judge yourself (it just causes too many problems).

#### October

- More ideas:
  - Hold a workshop at the school.
  - Visit the classrooms to discuss and encourage participation in the program.
  - Display samples of past entries in the school office or library.
  - Set an entry deadline to the School Reflections Coordinator
- All entries should be submitted to the individual school sites. Check entries to make sure they adhere to the rules including a completely filled out entry form with both a student and parent signature. Consent forms are needed for any extra people appearing in the entry.
- Create final list of participating students.
- Fill out Form A Unit level.

#### November

- Entry Deadline to Council
  - Each council does things a bit differently so ask your council chair about details.
- Fill out Form A Council level.

#### December 2, 2011

- Deadline to submit entries to 12<sup>th</sup> District is from 5-7 pm at the cottage (if you cannot make this day/time please call to make arrangements prior to Dec 2)

Enjoy the work of all our creative students. If you have any questions let me know.

**Rose Hoberg, 12<sup>th</sup> District PTA Reflections Chair**

[reflections@12thdistrictpta.org](mailto:reflections@12thdistrictpta.org)

**What Does  
the  
California  
State  
Education  
Code Say  
About  
Religion in  
our Public  
Schools?**

**Click here for:**

**a list of 2011-  
2012 religious  
holidays as  
prepared by  
the Division of  
Student  
Support  
Services with  
the Los  
Angeles  
County Office  
of Education;**

**and**

**the California  
State  
Education  
Code  
regarding  
religion in the  
public  
schools.**

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## HEALTH & WELLBEING...

### Re-Think Your Drink: Start a Wellness Focus on Your Campus!

#### 3 Big Reasons Why Re-Think Your Drink is a Great Program to start Wellness Off Right:

- 1. It's a real problem.** How much sugar do you think the average American eats in a year? Almost 100 pounds a year.....which is almost a fourth of a pound of sugar a day! It's no wonder that two out of three Americans are overweight or obese A fourth of a pound is equal to about 29 teaspoons (or 29 cubes) of sugar.
- 2. It's already done for you.** From information and presentations to flyers and posters, there are great resources for you to start wit--in english and spanish.Network for a Healthy California (Champions for Change) has all kinds of stuff downloadable and ready for you. Visit <http://GoldCoastNetwork.org> > Resources > Rethink your drink or [click here](#).
- 3. Free Stuff!** You may qualify to get materials for free! Contact JoAnne Torres, 805.677.5267, or [joanne.torres@ventura.org](mailto:joanne.torres@ventura.org) to find out more. She'll be happy to help you.



#### Who is the Gold Coast Network--Champions for Change?

Gold Coast Collaborative of Nutrition and Fitness (GCC) uses the collective expertise and influence of its member organizations to facilitate system or environmental changes that shape nutrition and physical activity behaviors. GCC works through nutrition education initiatives to address health inequities in the Gold Coast area and to improve nutrition and physical activity behaviors, and to increase access to healthy foods among low-income residents, their families, and other community members.

They have a number of programs that include [Re-Think Your Drink](#) and [Children's Power Play](#).

## Are Bath Salts the New Designer Drugs?

[Click here](#) to find out!

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## GRANTS & SCHOLARSHIPS...



Don't wait too long to apply for funding!  
Deadline is November 15, 2011

**Scholarship awards** are available to credentialed teachers, counselors, and school nurses for advanced study, and to PTA volunteers with at least three years of PTA service to continue their education. Applications can be found in the *Forms* section of the Toolkit, as follows:

- ✓ **Credentialed Teachers/Counselors** Page 375
- ✓ **PTA Volunteers** Page 383
- ✓ **School Nurses** Page 387

**Grant funds** are available from the California State PTA for use by unit, council, or district PTAs in good standing to develop and implement programs and projects at the unit, council and district PTA level. The application can be found in the *Forms* section of the Toolkit, as follows:

- ✓ **Cultural Arts**
- ✓ **Outreach Translation**
- ✓ **Healthy Lifestyles**
- ✓ **Parent Education**

All can be found  
on Page 357



The California State PTA Scholarship and Grant Program is funded through Honorary Service Award donations.

For friendly assistance in all matters concerning grants and scholarships, contact me at the email listed below.

**Lou Langkusch, 12<sup>th</sup> District PTA Scholarship and Grants Chair**  
[grants@12thdistrictpta.org](mailto:grants@12thdistrictpta.org)

## COUNCIL HIGHLIGHTS...

### Conejo Council

Conejo Council PTA has had a great start to the school year. Over the summer, we conducted two well attended and successful training sessions for our 18 units. Most of our units have a full slate of officers and interestingly enough 4 units this year have had fathers step up to take on president positions.

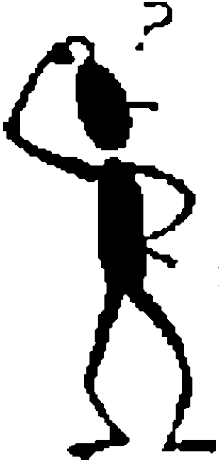
One of our goals this year is to build a relationship with other organizations in Conejo that have the same basic mission as we do. Therefore, we have partnered up with Conejo Schools Foundation and with them will participate in two "Friend-raisers", the Rotary Street Fair and "Walk for Healthy Schools."

We are also working on collaboration within our units. Our unit presidents are going to spend some time at each meeting brainstorming and sharing ideas. We will also have two meetings where we will invite the principals of our 18 schools, our CVUSD superintendant and his staff, and all parent leaders of the non-PTA schools and their principals. At this meeting we will discuss important issues that affect the children within our school district.

Finally, we are proud to announce that we will have our own website up and running soon. Please visit us at [www.conejocouncilpta.org](http://www.conejocouncilpta.org).

PROGRAMS...

# Ask the *Expert*



**12<sup>th</sup> District PTA**, serving Ventura County, invites you to a night where you have the opportunity to anonymously ask experts from various fields, your questions. We know that many have queries, or need advice from a professional in these fields, but may not know how to contact them.

This night is designed to answer those burning questions.

## **Our Expert Panel Includes:**

**Superior Court Judge**  
**Ventura County Housing Authority**  
**I.R.S.**  
**Law Enforcement**  
**S.E.L.P.A.**  
**Family & Marriage Counselor**  
**C.P.A.**  
**Physician's Assistant**

6:30 PM Thursday, October 20, 2011  
UFCW (Jasmine Room) 816 Camarillo Springs Rd.,  
Camarillo, CA  
[vpprograms@12thdistrictpta.org](mailto:vpprograms@12thdistrictpta.org)