

## California State PTA resources:

### What do I need to know as a new PTA secretary?

**Main Resource – Officer and Chairman Job Descriptions (p. 379-462), *California State PTA Toolkit*** (available on our website under the tab ‘Running your PTA/ PTSA’)

**Why?** – Contains answers to any questions you may have:

- About your PTA role and duties
- Covers 33 different PTA officer and chairman positions

**What’s in it?** – You’ll find information on:

- What’s involved in your PTA position, and what a unit secretary does
- What to include in the minutes that you’ll produce for each meeting
- Who does what on a board, explaining the specific duties of each officer and chairman
- How to become more effective and efficient in your volunteer position

**Other Great Resources** – Information on key positions also available in:

- Your own *unit bylaws*
- Quick reference guides, *Leadership Pocket Pal* and *Compañero Para Líderes*, which can be purchased from California State PTA
- *For the Record*, a free brochure available from California State PTA, as a handy summary of PTA/PTSA secretary responsibilities

### How can we get parents more actively involved in our PTA?

**Main Resource – *Parents Empowering Parents (PEP) Guide/ Los Padres Eligen Participar (PEP) Guía*** (available on our website under the tab ‘Parent Involvement’)

**Why?** – Find just what you need:

- To boost and sustain parent involvement
- To help build strong home-school partnerships
- To align your school with National PTA Standards for Parent Involvement

**What’s in it?** – The section on **Volunteering (p. 133-151)** contains:

- A step-by-step outline for developing a parent involvement program
- Information on how to enhance outreach efforts so your PTA is truly diverse and inclusive
- Ideas on ways for volunteers to help at different grade levels
- Ready-made surveys to assess the real needs of parents and teachers at your school
- Information so you don’t need to ‘reinvent the wheel’ to boost parent engagement

**Other Great Resources** – Energize your PTA by utilizing:

- **Public Service Announcements**, produced by the Pearson Foundation, focusing on why parent engagement matters and available on our website at [www.capta.org](http://www.capta.org)
- **Bank of Best Practices** where leaders share success stories on our website
- Information in the **Programs (p. 237-280)** chapter of the *California State PTA Toolkit*
- Quick reference guides, *Parent Involvement Pocket Pal and Compañero Para la Participación de los Padres*, which can be purchased from California State PTA

## As a new treasurer, how do I set up a budget?

**Main Resource – Finance (p. 175-214) and Forms (p. 295-378) chapters, *California State PTA Toolkit*** and available on our website at [www.capta.org](http://www.capta.org)

**Why?** – Supplies information on all aspects of PTA finances including:

- How to create, develop and manage your financial records
- Sample templates for financial records including a budget, annual financial report, audit, check register, ledger and treasurer's report that you can adapt to get started

**What's in it?** – The **Budget (p. 182-184)** section supplies information and guidelines on:

- Developing a budget with recommended budget line items
- Funds Not Belonging to the Unit
- Approving the Budget
- Authorizing Expenditures
- Requests for Advances
- Amending the Budget
- What you need to know to draft a working budget for your PTA

**Other Great Resources** – Financial matters are also covered in:

- **2010 Service Mailing** sent to unit, council and district PTA leaders
- Quick reference guides, *Financial Pocket Pal* and *Compañero Financiero*, which can be purchased from the California State PTA

## How can we boost membership in our PTA?

**Main Resource – Membership (p. 71-94) chapter, *California State PTA Toolkit*** (available on our website)

**Why?** – Helps you successfully promote, build and sustain membership with:

- Wealth of ideas for developing membership campaigns with suggestions for themes
- Tips on how to recruit and retain members and how to extend outreach
- Sample letters for membership recruitment targeting all stakeholders in your community

**What's in it?** – You'll find information and tools on:

- Joining the PTA and the value of PTA membership
- Guidelines for membership Chairman
- Building and expanding PTA membership
- Involving students
- Membership awards
- Materials to expand and increase your PTA membership

**Other Great Resources** – Create a buzz on campus about PTA benefits with:

- Free brochures, identifying and describing what PTA offers: *Involvement Makes a Difference*; *Membership Benefits You, Students, Your School*; *Put Yourself in the PTA Picture*; *Outreach: Building Community Unity through PTA*; and, *We Are the Future*, available from California State PTA; nominal shipping fee.
- Resources in *service mailing* sent to unit, council and district PTA leaders
- Quick reference guides, *Membership Pocket Pal* and *Amigo de Bolsillo de Afiliación*, which can be purchased from the California State PTA

## How can I keep up on the latest legislative issues in California?

**Main Resource** – *Sacramento Update* and *Legislation Alerts* (available at [www.capta.org](http://www.capta.org) )

**Why?** – Ensures you stay connected on legislative and advocacy issues with:

- ***Sacramento Update***: Newsletter issued four times each year with occasional special editions
- ***Legislative Alerts***: Informative advisories on pending legislation in Sacramento with California State PTA recommendations for action
- Option to subscribe and receive as e-mails at no cost by sending an email to [info@capta.org](mailto:info@capta.org)

**What's in it?** – Both publications contain timely updates that:

- Cover state and federal legislative issues affecting California children and youth
- Keep you in the loop on current legislative initiatives and developments

**Other Great Resources** – To stay informed on advocacy and legislative issues, check out:

- ***2010-2011 Legislative Priorities*** highlighting major legislative priorities for California State PTA with specific issue areas covered including Health, Education, Parent Involvement and Community Concerns
- ***Service mailing sent to unit, council and district*** PTA leaders
- **Advocacy (95-174)** chapter, *California State PTA Toolkit*

## Where do I find material to add to our PTA newsletter and website?

**Main Resource** – *The Communicator*, issued five times each year (available free at [www.capta.org](http://www.capta.org) )

**Why?** – Provides relevant and interesting materials for you to:

- Add to your newsletters or website
- Access a treasure trove of materials in the archives

**What's in it?** – You'll find:

- Ready-to-use PTA materials, usually, as one-page information sheets
- Ideas on leadership, health, programs, education, working with administrators, convention, parent involvement, finance and communication to assist units and councils
- Materials to help you put together a more comprehensive and informative newsletter

**Other Great Resources** – Timely articles for newsletters and websites are just a click away on our website in four, regular publications:

- ***PTA in California and PTA Connects*** contain news and key information for PTA members
- ***The Satellite*** features the initiatives and work of the commissions and committees of the California State PTA Board of Managers
- Arts education and its benefits are showcased in ***SMARTS: Bring Back the Arts*** e-news
- Resources in ***Service Mailing*** sent to unit, council and district PTA leaders
- More materials are available in '**Articles for PTA Newsletters and Websites**' found in the Communications section of our website under the tab '**Running Your PTA/PTSA**'.

## How can we effectively address issues of concern in our community?

**Main resource** – **Programs (p. 237-280)** chapter, *California State PTA Toolkit* (available at [www.capta.org](http://www.capta.org) )

**Why?** – Gives you a step-by-step guide on how to:

- Identify issues, work effectively on local concerns and make a difference in your community.
- Organize events and conduct issue studies
- Develop action plans and partner with other organizations

- Establish a framework for your program using templates, including a *Sample Participant Response Form* and a *Sample Agenda Needs Assessment* for a meeting
- Take action on issues related to children's education, health, safety and wellness

**What's in it?** – Detailed information and timelines on:

- Areas for PTA involvement
- Creating an event
- Action plans
- Parenting resources

**Other great resources** – Tap into and explore more on:

- Background for range of Community Concerns on our website under the 'Children's Issues' tab
- Fostering positive family relationships in two, free brochures, *Parent Talk* and *Things Your Kids Want You to Know*, available from California State PTA
- Teens and the law with the newspaper-style publications, *Kids and the Law: An A-Z Guide for Parents* and *When You Become 18*, produced by the California Bar Association, which can be ordered from California State PTA

### Is there any PTA grant money available for PTAs?

**Main resource** – **Grants (p. 259-260)** in *California State PTA Toolkit*, with applications in the **Forms (p. 335-337)** chapter (available on our website)

**Why?** – Offers information on 4 grant opportunities for PTAs interested in promoting:

- Parent Education, Cultural Arts, Outreach Translation and Leadership Development

**What's in it?** – You'll find information on:

- How these grants can assist your unit, council or district to implement these programs
- Application process including details on eligibility and when to apply
- This special opportunity to acquire an additional funding source for your PTA

**Other great resources** – Go to the National PTA website, [www.pta.org](http://www.pta.org) for:

- Information and applications for National PTA grants for *Take Your Family To School Week*, *Healthy Lifestyles Grant* and *Mary Lou Anderson Reflections Arts Enhancement Grant*

**For more information, visit our website: [www.capta.org](http://www.capta.org)**

**Questions? – Contact your council or district PTA president**