

## President's Message

By Julie Schwarz,  
SVPTA President  
president@svpta.org

*"Leader"* noun - A person or thing that leads.  
*"Leads"* verb - To inspire the conduct of. To direct the activities.

As the leader of your school PTA unit, you have new *responsibilities*. I am confident that you are truly the *leader* at your school. Remember that you set the tone for this coming year. You are the individual that your fellow parents look to – whether you know it or not and whether you want them to or not.

Your *attitude* can make the difference between a great year and a challenging year. When you speak with confidence – and back it up with action, your board will follow your lead. When you show despair, your unit will give up.

You set the *example*. When you attend the Council meetings, you are modeling to your board members that meeting attendance is important. When you respond timely to your board's questions, they are more likely to respond on schedule. And when you always have a smile and a "let's have fun" approach, your unit will look forward to the next meeting or event.

Your Saddleback Valley PTA Council is here to support you. We are committed to "inspire" you and help "direct your activities." We are looking forward to an awesome year.

Please review this newsletter to make sure you are aware of all the upcoming deadlines and important dates. As always, please do not hesitate to call me at (949) 582-0830 or email me at svpresident@svpta.org

### Inside this issue:

Treasury Notes	2
Unit Remittance Form	3
Membership and OMDR	4
Newsletter Recognition Program	5
Council Calendar	6

### Upcoming Events:

#### September:

- 20th—Council Meeting– 7PM @ SVUSD Board Room  
President's Roundtable– 6:15PM@  
District Board Room  
Topic: Fundraising Themes & Ideas

- 27th— Elementary School Back to School Night—Time TBD by individual school

#### October:

- 4th— Intermediate School—Back to School Night—Time TBD by individual school
- 9th— School Board Meeting—6:15 PM @ SVUSD Board Room
- 10th—Superintendents Forum—9:30 AM @ SVUSD Board Conf Room
- 11th—High School—Back to School Night—TBD by individual school
- 25th—Council Meeting—7:00 PM @ SVUSD Board Room  
President's Roundtable– 6:15PM@  
District Board Room  
Topic: Legislation

### Items to bring to Sept. meeting:

- ✓ A copy of your 2007-2008 budget, as adopted by your association
- ✓ A copy of the Audit for the period ended 6/30/07, as adopted by your association (**worth 2 incentive points**)
- ✓ A check with a unit remittance form for your first remittance of membership dues
- ✓ A copy of the minutes from your most recent association meeting
- ✓ A copy of your most recent Treasurer's Report
- ✓ A copy of your first newsletter, if you've published one (**worth 1 incentive point**)
- ✓ The name and email address of your Legislative Chair (**worth 2 incentive points**)

## FINANCIAL NOTES

By Molly O'Grady  
Council Treasurer  
svtreasurer@svpta.org



Beginning in September with your first membership check to the Saddleback Council PTA please attach the **"Unit Remittance Form."** This form should be used all year for any money that you pay to us. There is a hard copy attached to this newsletter and it can also be found on our website [www.svpta.org](http://www.svpta.org). Click on "Resources," then on "Forms and Documents." As you scroll down under Financial you will find the "Unit Remittance Form", click on it and information can be typed in prior to printing it. This form makes things very simple for your treasurer.

Membership checks to Council are calculated as detailed in your Bylaws, it totals to \$3.85 per member. We keep \$.50 per member and pass on \$3.35 per member to Fourth District PTA. As you know, Early Bird Membership Remittance (15 members) will be due at the September 20 meeting. I always provide a receipt to the president in your Council folder so you will start seeing those soon. I'll be happy to answer any questions.

Please use the current Unit Remittance Form as duplicated on page 3 of this newsletter. A copy can also be found at [svpta.org](http://svpta.org) by following the 'Resource' tab and choosing 'Forms and Documents'.

### RESPONSIBILITIES OF A LEADER:

LISTEN  
PARTICIPATE  
ALLOW OTHERS TO PARTICIPATE  
BE ENTHUSIASTIC  
DEVELOP A TEAM SPIRIT  
BE POSITIVE  
BE A PROBLEM SOLVER  
TREAT ALL PEOPLE FAIRLY  
REWARD EFFORTS

As published in The Communicator,  
Jan 2004— CA State PTA  
Author Unknown

### REFLECTIONS NOTICE:

Please note that **ALL** entries need to be turned in to SV Council Reflections Chair, Ann Shimizu **by midnight on November 12th.**

Look for more information in October's newsletter and if you have any questions, contact Ann at [svreflections@svpta.org](mailto:svreflections@svpta.org).

## Monthly Presidential Roundtable

Upcoming Topics:

October—Legislation  
November—Fun...Fun...Fun (President's Mixer)  
February—Teacher Staff Involvement  
March—Thinking Ahead...Planning for 08-09  
April—Fun...Fun...Fun (President's Mixer)

**SADDLEBACK VALLEY PTA COUNCIL**

**UNIT REMITTANCE FORM**

*(For payments from Units to Council)*

MAKE ALL CHECKS PAYABLE TO:

**Saddleback Valley PTA Council**

Send all required forms or checks to Council Treasurer:

**Molly O'Grady  
27431 Abanico  
Mission Viejo, CA 92691**

ALWAYS INCLUDE THIS FORM WITH PAYMENTS PLEASE

UNIT / SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_

TREASURER: \_\_\_\_\_

Treasurer's Address: \_\_\_\_\_

Treasurer's Phone Number: \_\_\_\_\_

**MEMBERSHIP**

Number of members: \_\_\_\_\_ (payment to council of \$3.85 per member)

CHECK # \_\_\_\_\_ TOTAL AMOUNT DUE: \$ \_\_\_\_\_

**INSURANCE**

Liability / Directors & Officers: \$ \_\_\_\_\_

Worker's Comp.: \$ \_\_\_\_\_

Bonding (amount per unit's selection): \$ \_\_\_\_\_

CHECK # \_\_\_\_\_ TOTAL AMOUNT DUE: \$ \_\_\_\_\_

**OTHER PAYMENT**

Description: \_\_\_\_\_

Breakdown of payment:

For: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

For: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

CHECK # \_\_\_\_\_ TOTAL AMOUNT DUE: \$ \_\_\_\_\_

## Membership and OMDR

By Andrea Padian  
SVPTA Membership Chair  
svmembership@pta.org

As most of you know, **OMDR** (Online Data Membership Recording) is coming and I'm hoping all unit presidents and membership chairs have had an opportunity to be trained on the program. If you missed the district training September 17<sup>th</sup>, I encourage you to learn it online – just register and take the webinar (training session – approximately one hour) by going to <http://registration.intercall.com/go/nationalpta> . Each school should have received their special school code to access the program. All schools using the OMDR program this year will receive incentive points – so don't miss out! When using the program, please keep in mind that each school is given a code of their own for a reason. To insure the safety of all the private/personal information available on OMDR, the only people that should have access to the code would be the unit president and membership chair/data entry volunteers. Additionally, never share your code with other people or schools – it is something to be protected

In previous years, all our units were rewarded for obtaining the *Early Bird and Chairmanship Awards for Membership*. Based on our council meeting schedule and unit due dates, **units will need to submit a check for at least 50 members by the September 20<sup>th</sup> Council meeting to qualify for the Early Bird (minimum 15 members) AND Chairman's Club Awards (50+ members)**. All dues submitted for membership do not need unit approval, and don't forget both the treasurer and president sign the check. Also, remember to include a **Unit Remittance form** (available in the PTA toolkit and duplicated on page 3 of this newsletter) with your initial per capita dues. Membership dues should be forwarded as quickly as possible. They should be submitted monthly and units should continue to invite members to join throughout the year. Any memberships received after March 31<sup>st</sup> will be credited towards the next year. Please keep in mind that to qualify for the Creative Membership Award, you must be a member of the Chairman's Club. .

With that said, all units should be able to obtain the same awards again this year. Additional awards are determined by the overall numbers achieved. Like last year, we are looking for a 5% increase in your membership based on percentages as relates to number of families/members at each school.

All Membership Chairman should review the information available to them in the State PTA Toolkit. There are over 20 pages of extremely valuable information to help you in your endeavors throughout the year. You can access and download these pages by going to the State website at <http://www.capta.org> .

If you have any questions regarding membership, dues, OMDR Training, or the PTA/PTSA Creative Membership Award/application, please feel free to contact me.

**TRUE LEADERSHIP**  
True leadership isn't about  
leading followers, it's really  
about building new leaders.

As published in *The Communicator*,  
Jan 2004– CA State PTA  
Author Unknown

## Newsletter Recognition Program

By Ann Shaver  
Council Newsletter  
svnewsletter@svpta.org

Last year brought many wonderful and inventive newsletters and it was very difficult to limit the awards to just a selected few. One change this year is the idea of a Newsletter Recognition Program rather than doing Newsletter Evaluations. While the criteria for earning points is the same as last year (see below), I believe the idea of recognizing those units who are getting the information out to their units would be more productive than simply evaluating how its done. To quote my predecessor, MaryAnne Shultz, the most important reason we publish a newsletter is to communicate between home, school and the community.

Another change this year, as well as to make turning newsletters in easier on everyone, I am asking those units who wish to participate to submit only two newsletters for consideration—September's and January's. These two months also follow Suzann's Incentive Awards program so you will earn points for turning them in as well.

Remember, anything received in a PTA publication (print or electronic) can be reprinted, this includes from another unit, council, district/region, state or national PTA. You are encouraged to use any material in these publications as long as you reference the name of the publication (or the web page address, if from the web), the author (if stated) and the month/year of issue. Some of these include:

- "Council News" - published by the Saddleback Valley PTA Council— [www.svpta.org/newsletters/](http://www.svpta.org/newsletters/)
- "Orange Leaves" - published by Fourth District PTA and mailed to all unit presidents (also check their website for electronic version)
- [www.capta.org](http://www.capta.org) - see "Communications" - "PTA in California", "The Communicator", "PTA in the News", legislative alerts, etc.
- [www.pta.org](http://www.pta.org) - "Annual Resources", "Our Children" magazine, "National PTA Weekly", "Local Leader News", etc.

The criteria for the Newsletter Recognition Program is as follows:

### I. CONTENTS - possible 50 points

- |   |         |
|---|---------|
| 1. Unit meeting notice with program details (indicate if no meeting is scheduled)   | 12 pts. |
| 2. PTA president's message and/or principal's message, featured committee reports, special PTA projects and events  | 12 pts. |
| 3. Council, district, state, national, community PTA projects and/or news   | 12 pts. |
| 4. Calendar of events (date, time, place of PTA projects, school activities, council and district projects/activities, school district projects, community projects/activities, all school holidays/days off) | 14 pts. |

### II. MECHANICS - possible 30 points

- |  |         |
|--|---------|
| 1. No errors: grammatical, spelling, typographical, punctuation                          | 10 pts. |
| 2. Eye appeal: heading design, artwork (avoid copyrighted material); general readability | 10 pts. |
| 3. Format: article layout, use of artwork, use of white space, etc                       | 10 pts. |

### III. PTA POLICY - possible 5 points

- |  |        |
|--|--------|
| 1. Noncommercial (does not endorse a business/commercial entity) | 3 pts. |
| 2. Nonsectarian (does not promote a religious denomination)      | 1 pt.  |
| 3. Nonpartisan (does not promote a political party)              | 1 pt.  |

### IV. HEADING / MASTHEAD - possible 15 points

- |   |         |
|---|---------|
| 1. Name of newsletter; name of PTA (no periods in PTA); school name and address with ZIP code; date (month and year); council and district; volume and/or number, name of editor, PTA president and principal | 10 pts. |
| 2. Proper use of PTA logo and tagline based on "How to Use the PTA Logo and Tagline"  | 5 pts.  |

Please contact me with any questions, thank you...and good luck!!

## 2007—2008 SVPTA CALENDAR

### September 2007

4th	School Board Meeting	6:15 PM @ SVUSD Board Room
6th	First Day of School	
12th	President/Principal Breakfast	9 AM @ SVUSD Board Room
20th	Council Meeting	7:00 PM @ SVUSD Board Room (Executive Board Meeting 6 PM in Facilities Conf Room)
27th	Elementary School Back to School Night	Time TBD by individual school

### October 2007

4th	Intermediate School Back to School Night	Time TBD by individual school
9th	School Board Meeting	6:15 PM @ SVUSD Board Room
10th	Superintendent's Forum	9:30 AM @ SVUSD Board Conf Room
11th	High School Back to School Night	Time TBD by individual school
25th	Council Meeting—Membership Due	7:00 PM @ SVUSD Board Room (Executive Board Meeting 6PM in Facilities Conf Room)

### November 2007

13th	School Board Meeting	6:15 PM @ SVUSD Board Room
25th	Council Meeting	7:00 PM @ SVUSD Board Room (Executive Board Meeting 6PM in Facilities Conf Room)

### January 2008

16th	Superintendent's Forum	9:30 AM @ SVUSD Board Conf Room
24th	Council Meeting	7:00 PM @ SVUSD Board Room (Executive Board Meeting 6PM in Facilities Conf Room)

### February 2008

21st	Council Meeting	7:00 PM @ SVUSD Board Room (Executive Board Meeting 6PM in Facilities Conf Room)
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### March 2008

13th	Council Meeting	7:00 PM @ SVUSD Board Room (Executive Board Meeting 6PM in Facilities Conf Room)
20th	4th District Administrators Dinner	TBA

### April 2008

10th	Council Meeting	7:00 PM @ SVUSD Board Room (Executive Board Meeting 6PM in Facilities Conf Room)
16th	Superintendent's Forum	9:30 AM @ SVUSD Board Conf Room
17th	High School Open House	Time TBD by individual school
24th	Intermediate School Open House	Time TBD by individual school

### May 2008

1—4	CA PTA Convention	
22nd	Council Meeting - Workshops	6:00 PM @ SVUSD Board Room
29	Elementary School Open House	Time TBD by individual school

### June 2008

5th	SVPTA Council Dinner	Time/Date TBD
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