



SVPTA COUNCIL NEWS

Saddleback Valley Council



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Saddleback Valley Council PTA * Fourth District PTA * CCPTS

25631 Peter Hartman Way * Mission Viejo, CA * 92691 *

Volume XI, Issue 2 President: Suzann Gasterich

Newsletter Editor: MaryBeth Mead

October 2011



President's Message

By Suzann Gasterich
SVPTA Council President
supsident@svpta.org

I don't know about you, but I finally feel like I am in the "President" groove...

By now you have a couple of meetings under your belt, your first fundraiser is probably underway, and hopefully you are feeling good about the direction of your PTA. I would like to take a moment to review the "Meeting Chain of Command" and hopefully this will enable you to stay on this positive track!

1) The Committee

Attended by: The chair person, all members of the committee

Actions: Handles the preliminary work and recommends actions to the executive board

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UPCOMING EVENTS

10/27 President's Roundtable and SVPTA Council Meeting

11/8 SVUSD Board of Education Meeting

11/17 President's Roundtable
Exec Board Meeting

11/21- Thanksgiving Week – No
11/25 school

12/13 SVUSD Board of Education Meeting

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President's Message

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Example: as a committee, we meet and would like to have a Jog-A-Thon with the theme being "Running Wild" and the colors to be Purple and Gold.

2) The Executive Board

Attended By: Elected Board, ALL chair people, the Principal, and a Teacher Representative if available. (Must meet quorum to conduct business-see bylaws for number)

Actions: To review the committee's recommendations, handle assigned duties, and recommend action to the association.

Example: The Executive Board would review report of the Committee and review the income and expenses of the event. The Exec board would "Move" that... The Executive Board recommends that the Association approve the Jog-A-Thon event with an explanation of the details.

3) The Association Meeting

Attended by: ALL school parents and teachers should be invited, exec. Board, and Principal. Please keep in mind that only PTA members can vote. (Must meet your quorum to conduct business-see bylaws for number)

Actions: Approve expenditures, accept audits, adopt budget, elect officers, approve programs/events and approve contracts.

Example: The Association moves to hold the Jog-A-Thon Event (with explanation of income and expenses), or the association moves to Sign the "X" Contract on behalf of "unit" PTA.

It is so tempting to conduct a lot of business during our board meetings, but we need to keep in mind that the power of PTA lays within the Association. Also keep in mind that just because we think that an event is a good idea, we must ALWAYS check with the Principal. They will make sure that there is "buy in" from the staff and that all District requirements are being met.

You will also find this information in the "Board Training" PowerPoint that was sent out last week. If you haven't already set up a "Board Training", please do so and use this PowerPoint as a guide. Feel free to customize it to fit your particular school. I am a firm believer in the more training we provide, the more cooperation we will have.

The GREATEST successes will come when we all work together and follow the CHAIN OF RESPECT!



Auditor's Advice

By Molly O'Grady
SVPTA Auditor

Payment Authorization Tips

The PTA financial system is built on a system of checks and balances, so that abuses do not occur. One of the items that your auditor checks is the Payment Authorization Forms, formerly called "warrants." The auditor is checking for two signatures (*the Secretary and the President*) and that a proper receipt is attached. It is a good practice to make sure that your system is following the guidelines in the Toolkit, Section 5.

The Secretary verifies that the expense has been approved and a motion included in the minutes. Many PTAs number their motions to make it easier for the Secretary to verify them. The President signs the form confirming that this is a legitimate PTA expense. Only after those two signatures are on the form should the Treasurer write the check. It is unfair for a chairman to hand the form directly to the Treasurer expecting her to get the signatures.

Copies of Contracts, MOUs for SVUSD salaries, and sales receipts should be attached to Payment Authorization Forms for proper record keeping and to ensure no mistakes are made. In addition, when a check has been provided as an advance for travel or an event - receipts should be given to the treasurer as soon as they are available. If the full amount has not been



Auditor's Advice

(continued from page 2)

spent, your PTA should receive a refund from the payee. Follow these basic procedures and your audit will verify your good practices

Reminder: Year End Audits due 10-27-11 @ SVPTA Council Meeting

Please contact me with any questions or concerns at svalidator@svpta.org. Thank you, I sincerely appreciate your help in this regard!!!!



A college degree is not a sign that one is a finished product but an indication a person is prepared for life.

Reverend Edward A. Malloy, Monk's Reflections

The test of the morality of a society is what it does for its children.

Dietrich Bonhoeffer (1906 - 1945)

Next in importance to freedom and justice is popular education, without which neither freedom nor justice can be permanently maintained.

James A. Garfield (1831 - 1881), July 12, 1880



Newsletter Notes

By MaryBeth Mead
SVPTA Newsletter Editor
svnewsletter@sopta.org

I hope you have all turned in your first newsletter of the year! If not, please do so as soon as you can.

Remember that the websites of both 4th district and CAPTA provide a wealth of information, feel free to use this to supplement your newsletter.

Please email me if I can be of any assistance.





Reflections Revisited

By Julie Collins
SVPTA Reflections Chairman
svreflections@svpta.org



Theme: Diversity Means

Don't Forget...

Deadline for Reflections Entries at SVPTA
Council Level

Wednesday November 2nd, 2011

Turn all submissions in:

Julie Collins home

28245 Shore, Mission Viejo

Be sure to read the read the NEW Reflections
guidelines before you submit your winners to
council.

To find out all the latest information go to
www.CAPTA.org.

National PTA is looking for a theme for the
2013-2014 Reflections Program!

The student who submits the winning entry
will receive \$100, and his or her theme will
be presented at the 2012 National PTA Con-
vention. You will find the entry form for the
2013-2014 National PTA Reflections Pro-
gram theme Search in the Reflections Pro-
gram packet (page 27) on the CAPTA.org
website. Please review the past theme listed
(page 28). Repeat themes will not be consid-
ered. Please follow directions on the form for
submission to California State PTA. The
state deadline for theme submissions: No-
vember 1st, 2011

2011 SVPTA CALENDAR

October			
27	President's Roundtable & Council Meeting	6:15pm	SVUSD Board Room
November			
8	SVUSD Board of Education	6:15pm	SVUSD Board Room
17	President's Roundtable Exec Board Meeting	6:15pm 7:00pm	SVUSD Board Room
21-25	No School - Thanksgiving Week		
December			
13	SVUSD Board of Education Meeting	6:15pm	SVUSD Board Room



Art Advocacy Report

By Coleen Logomasini
SVPTA Arts Advocacy Chairman
svarts@svpta.org



How to get started...

Chalk Festival

A great way to promote creativity in children, have fun, and a source of pride once it's all done! Everyone should do it!

Budget - \$500.00 for approx. 620 elementary students and 22 classrooms.

Crayola chalk works well and is reasonable priced.

Talk to the Principal to schedule a date. After STAR testing, seems to be a favorable time...

"We schedule it on the day before Open House - The Art is a great attraction at Open House and we have heard from Teachers that their attendance has improved over the last two years the kids really want their parents to see what they have created!"

Stacey Haslett, SVPTA Council Vice-President
commenting on Del Lago Elementary's Chalk Festival



Event Chairperson

(Programs, Art Advocate, Reflections or other as well as a parent that is comfortable sketching)

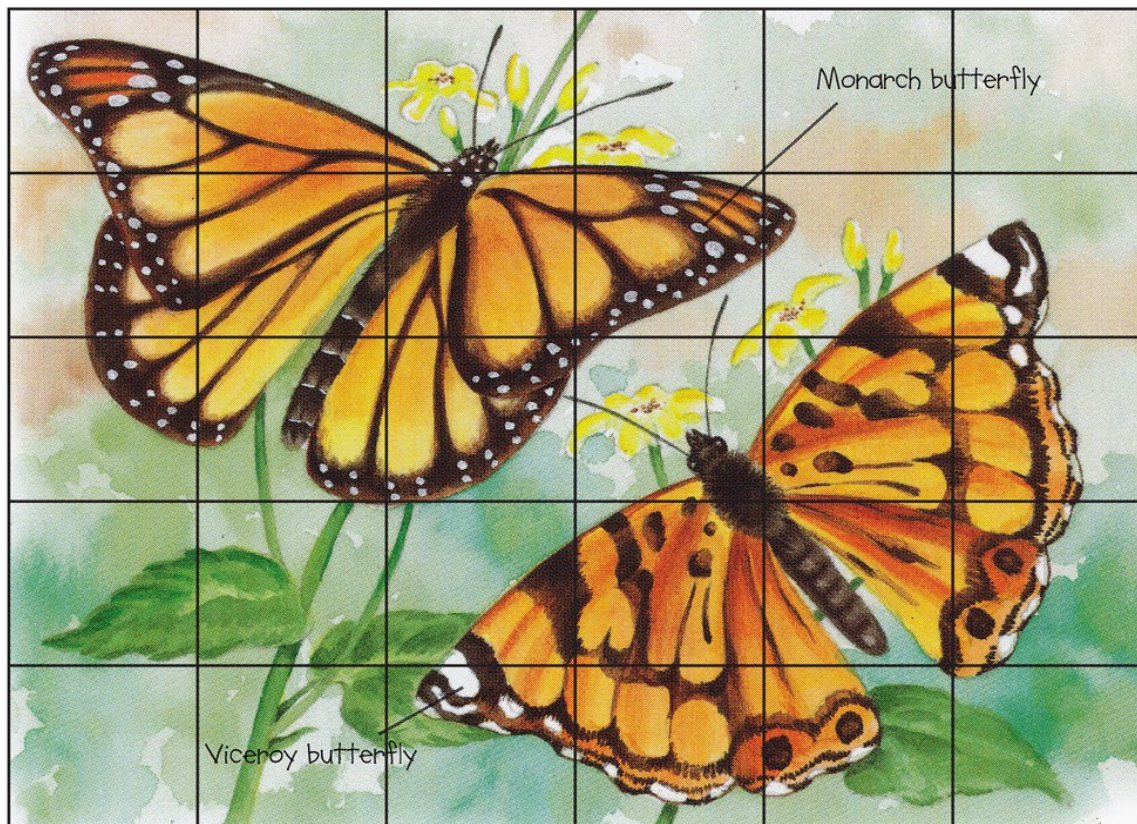
-Order Chalk and Supplies

Coordinate with teachers and Class Leader for each classroom (volunteer parent, Room Mom, Art Masters Rep, or Jog Captain).

Duties of Lead Parent

Attend Training (held by event chair about 1 month prior to event)

Help teacher select art (Google “grid art” for some ideas. Here are a couple of websites that will help... draw-n-paint.com, incredibleart.org, and billybear4kids.com/Learn2Draw/grid-art.html)



Supply art to Event Chairperson so that grid can be created and possibly sketched (or the class can create their own grid)



“For the majority of the classes, the grid can be a 5 square x 6 square. Depending on their art, it can be horizontal or vertical. This gives 30 squares which worked well for the class size so that each child could get a square or if the class had 32, a couple kids can share.

For some of the higher grades, the 30 squares still worked. They tend to sometimes work more freely and not assign exact squares. It kind of just works itself out. If a higher grade has a real complex image and the design lends itself to a more vertical piece, then set theirs up as a 5 square x 7 square, giving them 35 squares”.

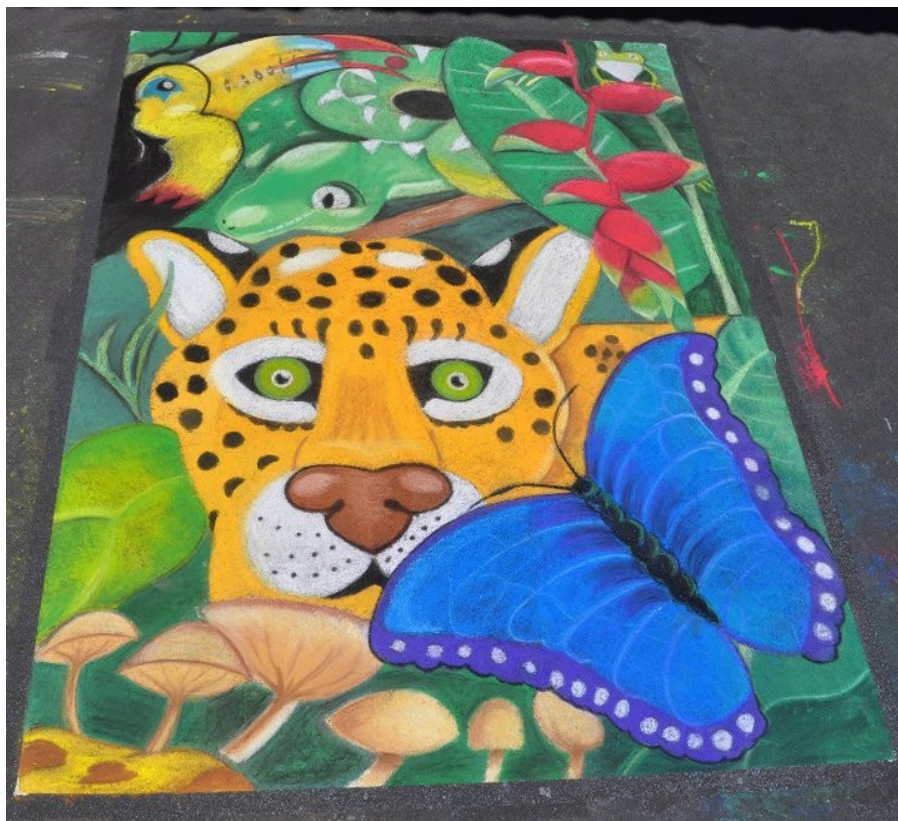
Patty Roberts, Del Lago Elementary Arts Advocate

Recruit parent volunteers for day of event

Work with the classroom teacher on schedule for the day, so groups of three or four can come out and fill in one square each or assign a student to a square and set a schedule for the day. Whatever schedule the classroom teacher prefers.

One to two days before layout grid on blacktop in front of or near classroom. If needed, ask parent volunteer to broadly sketch the murals outlines for the students and draw a grid over the image, so the project resembles a paint-by-numbers piece.

Some classes will take a few hours to complete; others could be out there most of the day.





Treasurer's Tips

By Vickie Morgan
SVPTA Treasurer
sotreasurer@svpta.org



Taxing Treasurer Tips

This month's contribution is sure to be nail-biting as it has to do with the annual filing of your unit's gross receipts.

It's Tax time!

For those who are not aware, gross receipts are defined as the total amount of income received from all sources during the annual accounting period before subtracting any costs or expenses, not including funds not belonging to the unit (membership dues forwarded to council, state and national).

Since our fiscal year is from July 1 through June 30, the deadline for filing taxes is November 15. If for some reason you are unable to meet this deadline, please make sure that the proper extensions are filed by November 15.

This year, we are required to file both state and federal tax forms. You can download forms by going to www.irs.gov (federal) and www.ftb.ca.gov (state). By accessing the newly-updated Toolkit at www.capta.org, you will find that sections 5.10.4 and 5.10.5 indicate the correct forms to file depending on your unit's gross receipts. In addition to state and federal tax filings, all PTA's must file for a Charitable Trust Number from the State Attorney General.

Some of you who already have this Charitable Trust number from a previous year will need to file an annual form to renew it. The annual renewal form is called RRF-1 and can be downloaded from www.ag.ca.gov/charities

A Budget Tip to All PTA's

Take a look at form RRF-1 and get an idea as to how much you will need to allocate for renewal next year, as the fee is on a sliding scale based on your gross receipts.

In the Toolkit it states, "Although the responsibility of filing lies with the treasurer, whether or not a tax form is received, it is the executive board's responsibility to ensure that all forms are filed by the due date...No volunteer should feel stressed doing them or embarrassed not to do them. The objective is to have them done properly and on time." You can consider hiring an outside professional or look to see if there is a volunteer parent well-versed in non-profit tax requirements.

On a Side Note

Most of your units have started fundraising activities. It would be a great time to go over the Toolkit section 5.6.1 "Handling PTA Funds". It should be a quick presentation at an executive board meeting to remind everyone of their responsibilities of correctly handling cash.

For any questions please contact me at svtreasurer@svpta.org .