

## WHAT YOU MAY NEED TO WORK ON THIS MONTH:



### *No meeting this month*

*(Please contact your Area Advisor if you need help with any of the items listed below)*

#### **(R) = Required**

- **(R) Treasurer's Reports:** See the **FINANCE** section of the Red Book. This report needs to be presented at every executive board and association meeting. You will turn in a copy to council every month.
- **Membership dues** – Membership dues are to be turned in **MONTHLY** as received. More information on Membership Dues and Campaigns can be found in the **PTA BASICS** section of the Red Book.
- **Project Shepherd (Lakewood) / Food Finders (Long Beach)** – For many years, PTA has supported canned food drives. Your chairman helps coordinate the project with the school. More info can be found in the **PTA BASICS** section.
- **(R) Nominating Committee** – Please see Article V in your bylaws for information on how to elect this committee. A form has been provided in the **NOVEMBER** section to help you.
- **(R) Appoint Bylaws Committee** - If you need to make a change to your Bylaws, it is a good idea to appoint this committee by your **NOVEMBER OR DECEMBER** association meeting. Bylaws and standing rules must be reviewed every year and submitted through channels for approval every three years. Appoint a small committee with the parliamentarian as chairman to study them, make recommendations, and forward through channels to the California State PTA parliamentarian.
- **Bethune Donations** – If your unit participated in a collection of items to donate to Bethune, you may turn those in at any UPs meeting. This counts towards the Programs portion of the Honor Unit Awards. Please look in the **NOVEMBER** section in the Red Book for more information.

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### Upcoming in 2019:



#### Due in January:

- **Sacramento Safari** – See information in the **JANUARY** section of this book. Scholarships may be available.
- **Reservations for LBCPTA Founders Day meeting** - invite will come via email. More info can be found in the **FEBRUARY** section.
- **Reservations for the Thirty-Third District Annual Meeting & Teen Scene Conference** invite will come via email. More info can be found in the **JANUARY** section.

#### Due in February:

- **CAPTA High School Senior Scholarships** – Due **FEBRUARY 1<sup>st</sup>** See CAPTA.org
- **Reservations for Thirty-Third District Diversity and Inclusion Conference** more info in the February section

#### Due in March:

- **(R) Mid-Year Audit** – (Jul. 1<sup>st</sup> to Dec. 31<sup>st</sup>) Please see the **FINANCE** section for more information about Audits.
- **(R) Unit Annual Historian's Report** – Be sure to keep a record of the volunteer hours of your unit. A Volunteer Tally Sheet is located in the **SEPTEMBER** section for your use.
- **Laura Costley Scholarship** – Who's going to Convention? Please check the CAPTA website for information on when registration begins. Make sure your unit has convention as a line item in your budget. You should have put aside enough money for at least two people from your unit to attend. Scholarship money may be available. Please see the next page for more info about the Laura Costley Scholarship
- **Communications** – Due at the **MARCH** UPs meeting, submissions for the Outstanding Newsletter / Website / E-Bulletin. More information and submission forms can be found in the **COMMUNICATIONS** section of the Red Book.

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# *PTA CONVENTION IS THE PREMIER TRAINING PROGRAM FOR PTA LEADERS AND PARENTS*

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In the new era of education reforms and parent engagement, your voice as a PTA leader and parent is more important than ever. California State PTA's Annual Convention is the place to get the latest information on key issues, build the skills to strengthen your school and community, and have fun and connect with PTA leaders from across the state.

PTA Convention continues to be our premier training program for PTA leaders, parents, advocates and more! PTAs and school districts that dedicate a small amount of their resources to send parent leaders to convention win big in the end.

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*SAVE THE DATE:  
MAY 16 - 18, 2019  
IN MONTEREY, CA*

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## PTA Convention Scholarship

This year's recipient will be able to receive up to \$500.00 to be used to offset unit-approved expenses to attend the California State PTA convention.

Laura Costley was a valuable member of Long Beach Council PTA for many years and this scholarship was graciously started by her family. Laura was an outspoken voice for the need to train board members of units in order to keep the PTAs in Long Beach strong.

**WHY:** To help a Long Beach Council PTA unit attend the California State PTA Convention to receive training. *We are limiting this to units that have an annual budget not exceeding \$50,000.*



Essay submissions will need to be turned into LBCPTA by the  
**MARCH UP'S MEETING**

### Application Requirements:

- Answer the questions on the back side of this form. Missing information will disqualify the unit so please make sure the form is complete before you turn it in.
- Submit current 2018/2019 approved unit budget.
- The winning unit will be notified in April. Long Beach Council PTA reserves the right to issue this scholarship based on these stated requirements.

Any questions, please contact **Diana Craighead by phone: (562) 544-1035**  
or **Email - craigheadd@aol.com**

## Laura Costley PTA Convention Scholarship Application

*Please turn in by the March UP's meeting with all accompanying documents*

**Please fill-in the information requested on both sides of this form.**

Unit PTA Name: \_\_\_\_\_

Name of Person or people attending convention: \_\_\_\_\_

PTA Presidents Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Please respond to these questions so we may find out more about your unit and why you feel you are eligible to receive the **Laura Costley Scholarship** to attend Convention.

This scholarship is limited to units who have an annual budget that does not exceed \$50,000.00. Please let us know what your annual budget is. \$\_\_\_\_\_. **Please attach a copy of your budget to this form.**

Will you need the full \$500 or a portion there of: \_\_\_\_\_

Tell us who makes up your Executive Board (from your Bylaws):

\_\_\_\_ President      \_\_\_\_ Executive Vice President:      \_\_\_\_ Secretary      \_\_\_\_ Treasurer

\_\_\_\_ Financial Secretary      \_\_\_\_ Historian      \_\_\_\_ Auditor      \_\_\_\_ Corresponding Secretary

\_\_\_\_ Parliamentarian      List all VP's: \_\_\_\_\_

How many executive board members will you be sending: \_\_\_\_\_

How many students are in attendance at your school: \_\_\_\_\_

Has anyone from your school attended the CAPTA Convention before: \_\_\_\_\_

How will you use the money for convention? \_\_\_\_ Registration      \_\_\_\_ Travel      \_\_\_\_ Hotel

Why is attending the California State PTA Convention important to your unit and how would your unit benefit from it?

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