



**Meeting Date:** June 4<sup>th</sup>, 2019

**Time:** 9:00

**In & Out Meeting and Award Ceremony**

**Place:** To Be Determined

**What bring to the In & Out Meeting:**

**In & Out Meeting and Award Ceremony** – This is our end of the year meeting and celebration. We will say goodbye to those who are leaving their position and hello to those coming in. This meeting is held off the campus of our monthly UPs meetings. Breakfast will be served and we hold our annual Laura Costley Scholarship Raffle to raise money to help units send attendees to the CAPTA Convention. We also take time to honor unit presidents who have worked very hard all year to keep their unit in good standing. It is appropriate to invite outgoing as well as new incoming board members to this meeting. This is also a great event to invite your principal to so they can see how well your unit has worked all year.

**THE FOLLOWING MUST BE COMPLETED BY THE 2018 – 2019 OFFICERS  
PRIOR TO TRANSITION TO THE NEW OFFICERS**

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

- \_\_\_ Year End Audit for January 1<sup>st</sup> to June 30<sup>th</sup> 2019
- \_\_\_ Unit Treasurers Annual Report for July 1, 2018 to June 30, 2019
- \_\_\_ 2018 Federal Tax Return (990)
- \_\_\_ 2018 State Tax Return (199)
- \_\_\_ 2018 Charitable Trust Form (RRF-1)
- \_\_\_ Procedure Book

**Items for Outgoing Board to pass on**

- ✓ Red Book
- ✓ LBCPTA Directory
- ✓ Procedure books
- ✓ CAPTA Toolkit
- ✓ Unit Bylaws
- ✓ Any summer mailings

**Items for Incoming Board to work on**

- ✓ New bank signature cards
- ✓ Schedule a Budget meeting
- ✓ Choose a Membership theme
- ✓ Develop 2019 – 2020 Budget





The Long Beach Council of PTA's would like to thank all of the hardworking and dedicated PTA volunteers for donating your time, skills, know-how and money in order to benefit every student and their families. Special thank you to those who have stepped up to be PTA officers and chairpersons. You are the lifeline of the PTA.

Here's to all PTA volunteers, those dedicated people who give selflessly of their time, talent and treasures. Thank you for making LBCPTA a better place.

### Why be a Volunteer?

It's not for money, it's not for fame.

It's not for any personal gain.

It's just for love of fellow man.

It's just to send a helping hand.

It's just to give a tithe of self.

That's something you can't buy with wealth.

It's not medals won with pride.

It's for that feeling deep inside.

It's that reward down in your heart.

It's that feeling that you've been a part.

Of helping others far and near,

That makes you be a volunteer.

- Author Unknown