

## WHAT YOU MAY NEED TO WORK ON 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.

**Professional Governance Standards** – see instructions in the **SEPTEMBER** section for completing this form and earning a *Certificate of Recognition* for your unit from California State PTA.

### Due in November:

- **(R) Taxes – 199 State and 990 Federal:** More information available in the **NOVEMBER** section of the Red Book.
- **(R) RRF-1** - More information available in the **NOVEMBER** section of the Red Book.
- **(R) Insurance Premium** - Amount to be announced at the October UPs meeting.
- **(R) Workers Comp Form** – Form can be found in the **NOVEMBER** section of this book
- **Unit Program / Directory** –Info located in the **NOVEMBER** section of the Red Book.
- **Reflections** –Info can be found in the **NOVEMBER** section of the Red Book and at CAPTA.org & PTA.org.
- **Delegates** – your bylaws require that in addition to the president attending the **NOVEMBER** UPs meeting, your association should also send two (2) delegates (see Article X in your unit bylaws).
- **Grants & Scholarship Applications – (Due to CAPTA by Nov 15<sup>th</sup>)** Information can be found in the **SEPTEMBER** section of the Red Book and at CAPTA.org in the forms section.

**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** 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 LBCPTA to the California State PTA parliamentarian.

**(R) Nominating Committee** – If you do not have a meeting in December, it is a good idea to elect this committee at your **NOVEMBER** association meeting. 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.

### Coming up in 2019:

**Sacramento Safari** – Due at the **JANUARY** UPs meeting. See information in the **JANUARY** section of the Red Book. Scholarships may be available.

**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 **MARCH** section of the Red Book.

**Unit Annual Historian's Report** – Due at the **MARCH** UPs meeting. 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.

**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.

# Red Ribbon Week Celebration

The Red Ribbon Week Celebration is held annually during the month of October. Some schools use the entire month for the celebration and others use only the last week of October. The Red Ribbon Campaign began in California in 1986 to commemorate the death of a federal agent Enrique Camarena, who was slain by drug traffickers in Mexico. The campaign went nationwide in 1987, and the name was changed to Red Ribbon Week Celebration in 1989. The purpose of Red Ribbon Week Celebration is to present a unified, positive and visible commitment toward a safe and drug-free America. PTAs are encouraged to plan prevention activities and programs in schools and communities to support a healthy, drug-free lifestyle.

PTA has been active in Red Ribbon Week Celebration since its inception. Remember to follow all PTA procedures and guidelines, should the PTA unit choose to participate in any activity or distribute printed material. In all cases, the PTA's procedures and guidelines take precedence over those of other agencies. If there are any questions or concerns about planned Red Ribbon Week Celebration activities, please contact the council and/or district PTA.

Additional information also may be found on the California State PTA website, [www.capta.org](http://www.capta.org).



## ADDITIONAL RESOURCES

California Department of Education ([www.cde.ca.gov/ls/he/at](http://www.cde.ca.gov/ls/he/at))

Community Alliances for Drug Free Youth (CADFY) ([www.CADFY.org](http://www.CADFY.org))

California Friday Night Live Partnership ([www.fridaynightlive.org](http://www.fridaynightlive.org))

U.S. Drug Enforcement Administration (DEA) ([www.dea.gov](http://www.dea.gov) and [www.justthinktwice.com](http://www.justthinktwice.com))

Partnership for a Drug-Free California ([www.drugfree.org](http://www.drugfree.org))

Sundt Memorial Foundation ([www.sundtmemorial.org](http://www.sundtmemorial.org))

The Enrique S. Camarena Educational Foundation ([www.CamarenaFoundation.org](http://www.CamarenaFoundation.org))

Time to Talk (Partnership for a drug free America website directed at parents) ([www.timetotalk.org](http://www.timetotalk.org))

WEAR RED RALLY DAY <http://www.preventionpartners.com/stuff/activities.cfm?s=dom&t=804>

Program ideas for Red Ribbon Week <http://downloads.capta.org/pms/RedRibbonWeekIdeas.pdf>

## Some ways to celebrate Red Ribbon Week:

<http://www.tvusd.k12.ca.us/redribbonweek-pta>

- Hold a "Hugs Not Drugs Day" and invite students to bring in their favorite stuffed animal
- Create posters with drug prevention messages for classrooms
- Hold a "Red Ribbon Run For Fun" to reinforce your commitment to healthy living
- Organize a 'Band Against Drugs' Talent Show
- Invite drug prevention experts for an assembly
- Decorate trees and fences with red ribbons
- Hand out red ribbons or armbands to students
- Invite everyone to wear red for the day
- Sponsor an essay contest
- Write personal pledges to be drug-free
- Plan Family Fun Night with games & activities
- Cover playground with drug prevention slogans in chalk
- Ask everyone to wear sneakers for "Don't Let Drugs Sneak Up On You" day
- Hold a contest for the best drug prevention slogan to use for your RRW Celebration
- Wear clothes backwards for "Turn Your Back On Drugs" day
- Sign red ribbons and send them to Washington as a symbol of unity and concern
- Serve red foods such as red popsicles, watermelon, pizza and tomato juice
- Collect canned foods for a local food bank for "We Can All Say No To Drugs!"
- Write poems on Red Ribbon Celebration themes and post them around the school
- Create a drug prevention mural, offering a prize for the best prevention mural theme
- Have a Coloring Contest for students to color in a picture with a prevention theme
- Party at a Family Night "Red Ribbon Sock Hop" with everyone wearing red socks



Thirty-Third District  
**PTA**<sup>®</sup>  
*everychild.onevoice.*<sup>®</sup>

AN UPDATED  
VERSION OF  
THIS FLYER  
WILL BE SENT  
TO YOU VIA  
EMAIL

## Presidents and Administrators Conference

*Keynote Speaker:*

**Lynn Miyamoto**

*Vice President for Family Engagement  
California State PTA*

When: Thursday, November 16, 2017

Registration: 8:30 a.m.

Breakfast: 9:00 a.m.

Program: 9:30 a.m.—11:30 a.m.

Where: The Grand, Long Beach Event Center  
4101 East Willow Street  
Long Beach 90815

Cost: \$30.00 per person

**Who should attend:** principals and unit presidents, superintendents and council presidents, unit and council EVPs and 1<sup>st</sup> VPs

**Units:** remit forms and payment to council by council due date:

**Tuesday, October 10<sup>th</sup>, 2017**

Late Registration (after October 23) - \$40.00 per person

### Presidents and Administrators Conference

*Thursday, November 16, 2017*

*Late Registration (after October 23) - \$40.00 per person*

***Please submit one form per attendee.***

Name \_\_\_\_\_ Phone \_\_\_\_\_  
PTA Unit \_\_\_\_\_ PTA Council \_\_\_\_\_

**Make checks payable to LBCPTA**

# What is Convention?????

The California State PTA Convention is held annually for certain business transactions. It is also an opportunity to provide training in many areas of interest to our members, and provide a forum for attendees to speak directly with exhibitors who may be of assistance to our associations.

Delegates to convention determine the direction of the state association through:

- Electing officers;
- Approving amendments to the California State PTA Bylaws;
- Voting on the California State PTA Legislation Platform and the California State PTA Legislation Policies and Procedures; and
- Adopting resolutions.

According to the California State PTA Bylaws, each association in good standing is represented at the California State PTA Convention by the president-elect or president and all other elected delegates to which the association is entitled, as well as elected delegates representing the council and district PTAs.

Planning for convention and providing an opportunity for delegates to attend is a priority. The California

State PTA strongly encourages its unit, council, and district PTAs to budget for and send as many delegates as entitled to each annual convention. Convention is an authorized expense to cover registration, housing, meal allowance, and transportation for each delegate. Convention expenses should be a line item in the unit, council, and district PTA annual budgets

Registration fees help defray convention expenses. Registration fees are non-refundable; name transfers may be made if the original registrant has not checked in for convention.

Nonvoting registrants include PTA members who are not elected delegates, school personnel, school board members, and/or representatives of allied agencies. Nonvoting registrants will receive convention materials and may attend all meetings, conferences, and workshops; however, they may not introduce motions, participate in debate, vote or speak during general sessions.

Registration is performed online. Notifications will be mailed out to all units providing the web address and relevant dates for registering. Confirmation letters and additional information will be mailed or emailed to each person registering.



*“PTA members and leaders are the change makers. I believe in you.”*

**DIANNA MACDONALD, CAPTA PRESIDENT**

Don't miss your chance to take part in the largest school-based convention in the nation. **Save the date for May 16-18, 2019 in Monterey, CA.** You'll get the training and information you need to help connect your family, school and community. Stay tuned for more information.

# Unit Roster for 2018 – 2019 school year

*You can use this form or your own version to turn into your Area Advisor at the October Unit Presidents meeting.*

*The first three officer positions are required for every PTA. Your unit may not have all the other positions listed. Please check in your bylaws for the positions that are relevant to your unit.*

Officer	Name	Phone #	email
<b>President</b>			
<b>Secretary</b>			
<b>Treasurer</b>			
<b>Additional Positions</b>			
<b>Executive VP</b>			
<b>Auditor</b>			
<b>Financial Secretary</b>			
<b>Historian</b>			
<b>Please write in what each VP shall serve as</b>			
<b>1<sup>st</sup> Vice President:</b>			
<b>2<sup>nd</sup> Vice President:</b>			
<b>3<sup>rd</sup> Vice President:</b>			
<b>4<sup>th</sup> Vice President:</b>			
<b>5<sup>th</sup> Vice President:</b>			
<b>6<sup>th</sup> Vice President:</b>			
<b>Appointed Positions</b>			
<b>Corresponding Secretary</b>			
<b>Parliamentarian</b>			
<b>Delegates</b>			
<b>Delegate 1</b>			
<b>Delegate 2</b>			

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