California State PTA resources:
What do I need to know as a new PTA secretary?

Main Resource – Officer and Chairman Job Descriptions (p. 379-462), California State PTA Toolkit (available on our website under the tab ‘Running your PTA/ PTSA’)

Why? – Contains answers to any questions you may have:
• About your PTA role and duties
• Covers 33 different PTA officer and chairman positions

What’s in it? – You’ll find information on:
• What’s involved in your PTA position, and what a unit secretary does
• What to include in the minutes that you’ll produce for each meeting
• Who does what on a board, explaining the specific duties of each officer and chairman
• How to become more effective and efficient in your volunteer position

Other Great Resources – Information on key positions also available in:
• Your own unit bylaws
• Quick reference guides, Leadership Pocket Pal and Compañero Para Líderes, which can be purchased from California State PTA
• For the Record, a free brochure available from California State PTA, as a handy summary of PTA/PTSA secretary responsibilities

How can we get parents more actively involved in our PTA?

Main Resource – Parents Empowering Parents (PEP) Guide/ Los Padres Eligen Participar (PEP) Guía (available on our website under the tab ‘Parent Involvement’)

Why? – Find just what you need:
• To boost and sustain parent involvement
• To help build strong home-school partnerships
• To align your school with National PTA Standards for Parent Involvement

What’s in it? – The section on Volunteering (p. 133-151) contains:
• A step-by-step outline for developing a parent involvement program
• Information on how to enhance outreach efforts so your PTA is truly diverse and inclusive
• Ideas on ways for volunteers to help at different grade levels
• Ready-made surveys to assess the real needs of parents and teachers at your school
• Information so you don’t need to ‘reinvent the wheel’ to boost parent engagement

Other Great Resources – Energize your PTA by utilizing:
• Public Service Announcements, produced by the Pearson Foundation, focusing on why parent engagement matters and available on our website at www.capta.org
• Bank of Best Practices where leaders share success stories on our website
• Information in the Programs (p. 237-280) chapter of the California State PTA Toolkit
• Quick reference guides, Parent Involvement Pocket Pal and Compañero Para la Participación de los Padres, which can be purchased from California State PTA
As a new treasurer, how do I set up a budget?

Main Resource – Finance (p. 175-214) and Forms (p. 295-378) chapters, California State PTA Toolkit and available on our website at www.capta.org

Why? – Supplies information on all aspects of PTA finances including:
- How to create, develop and manage your financial records
- Sample templates for financial records including a budget, annual financial report, audit, check register, ledger and treasurer’s report that you can adapt to get started

What’s in it? – The Budget (p. 182-184) section supplies information and guidelines on:
- Developing a budget with recommended budget line items
- Funds Not Belonging to the Unit
- Approving the Budget
- Authorizing Expenditures
- Requests for Advances
- Amending the Budget
- What you need to know to draft a working budget for your PTA

Other Great Resources – Financial matters are also covered in:
- 2010 Service Mailing sent to unit, council and district PTA leaders
- Quick reference guides, Financial Pocket Pal and Compañero Financiero, which can be purchased from the California State PTA

How can we boost membership in our PTA?

Main Resource – Membership (p. 71-94) chapter, California State PTA Toolkit (available on our website)

Why? – Helps you successfully promote, build and sustain membership with:
- Wealth of ideas for developing membership campaigns with suggestions for themes
- Tips on how to recruit and retain members and how to extend outreach
- Sample letters for membership recruitment targeting all stakeholders in your community

What’s in it? – You’ll find information and tools on:
- Joining the PTA and the value of PTA membership
- Guidelines for membership Chairman
- Building and expanding PTA membership
- Involving students
- Membership awards
- Materials to expand and increase your PTA membership

Other Great Resources – Create a buzz on campus about PTA benefits with:
- Free brochures, identifying and describing what PTA offers: Involvement Makes a Difference; Membership Benefits You, Students, Your School; Put Yourself in the PTA Picture; Outreach: Building Community Unity through PTA; and, We Are the Future, available from California State PTA; nominal shipping fee.
- Resources in service mailing sent to unit, council and district PTA leaders
- Quick reference guides, Membership Pocket Pal and Amigo de Bolsillo de Afiliación, which can be purchased from the California State PTA
How can I keep up on the latest legislative issues in California?

Main Resource – *Sacramento Update* and *Legislation Alerts* (available at [www.capta.org](http://www.capta.org))

Why? – Ensures you stay connected on legislative and advocacy issues with:
- *Sacramento Update*: Newsletter issued four times each year with occasional special editions
- *Legislative Alerts*: Informative advisories on pending legislation in Sacramento with California State PTA recommendations for action
- Option to subscribe and receive as e-mails at no cost by sending an email to [info@capta.org](mailto:info@capta.org)

What’s in it? – Both publications contain timely updates that:
- Cover state and federal legislative issues affecting California children and youth
- Keep you in the loop on current legislative initiatives and developments

Other Great Resources – To stay informed on advocacy and legislative issues, check out:
- *2010-2011 Legislative Priorities* highlighting major legislative priorities for California State PTA with specific issue areas covered including Health, Education, Parent Involvement and Community Concerns
- *Service mailing sent to unit, council and district* PTA leaders
- *Advocacy (95-174)* chapter, *California State PTA Toolkit*

Where do I find material to add to our PTA newsletter and website?

Main Resource – *The Communicator*, issued five times each year (available free at [www.capta.org](http://www.capta.org))

Why? – Provides relevant and interesting materials for you to:
- Add to your newsletters or website
- Access a treasure trove of materials in the archives

What’s in it? – You’ll find:
- Ready-to-use PTA materials, usually, as one-page information sheets
- Ideas on leadership, health, programs, education, working with administrators, convention, parent involvement, finance and communication to assist units and councils
- Materials to help you put together a more comprehensive and informative newsletter

Other Great Resources – Timely articles for newsletters and websites are just a click away on our website in four, regular publications:
- *PTA in California and PTA Connects* contain news and key information for PTA members
- *The Satellite* features the initiatives and work of the commissions and committees of the California State PTA Board of Managers
- Arts education and its benefits are showcased in *SMARTS: Bring Back the Arts* e-news
- Resources in *Service Mailing* sent to unit, council and district PTA leaders
- More materials are available in ‘*Articles for PTA Newsletters and Websites*’ found in the Communications section of our website under the tab ‘*Running Your PTA/PTSA*’.

How can we effectively address issues of concern in our community?


Why? – Gives you a step-by-step guide on how to:
- Identify issues, work effectively on local concerns and make a difference in your community.
- Organize events and conduct issue studies
- Develop action plans and partner with other organizations
Leadership Services Commission

- Establish a framework for your program using templates, including a Sample Participant Response Form and a Sample Agenda Needs Assessment for a meeting
- Take action on issues related to children’s education, health, safety and wellness

What’s in it? – Detailed information and timelines on:
- Areas for PTA involvement
- Creating an event
- Action plans
- Parenting resources

Other great resources – Tap into and explore more on:
- Background for range of Community Concerns on our website under the ‘Children’s Issues’ tab
- Fostering positive family relationships in two, free brochures, Parent Talk and Things Your Kids Want You to Know, available from California State PTA
- Teens and the law with the newspaper-style publications, Kids and the Law: An A-Z Guide for Parents and When You Become 18, produced by the California Bar Association, which can be ordered from California State PTA

Is there any PTA grant money available for PTAs?

Main resource – Grants (p. 259-260) in California State PTA Toolkit, with applications in the Forms (p. 335-337) chapter (available on our website)

Why? – Offers information on 4 grant opportunities for PTAs interested in promoting:
- Parent Education, Cultural Arts, Outreach Translation and Leadership Development

What’s in it? – You’ll find information on:
- How these grants can assist your unit, council or district to implement these programs
- Application process including details on eligibility and when to apply
- This special opportunity to acquire an additional funding source for your PTA

Other great resources – Go to the National PTA website, www.pta.org for:
- Information and applications for National PTA grants for Take Your Family To School Week, Healthy Lifestyles Grant and Mary Lou Anderson Reflections Arts Enhancement Grant

For more information, visit our website: www.capta.org

Questions? – Contact your council or district PTA president