



ACCPTA

Alachua County Council of Parent Teacher Associations

"Together We Make A Difference"

President: Sean Timmons

October 2003

Editor: Lisa Labbe

President's Message **Sean Timmons**

Welcome to a new school year! It's hard to believe we have already been in school for a month. I hope everyone has gotten off to a great start! If you have not received your Kit of Materials from the Florida State PTA, please call 1-800-373-5782 and they will promptly send you those materials.

If this is your first exposure to the Alachua County Council of PTAs let me take a moment to introduce us. The ACCPTA is group of local PTA units from Alachua County organized under the authority of the Florida PTA. Our purpose is to promote conference, leadership training, and coordination of efforts of the members of PTAs and PTSAs. By unifying the efforts of local PTAs, ACCPTA can address regional issues affecting youth and children, beyond the scope of a single PTA working alone. Organized into a council, the local PTAs can bring the power of united planning and effort to work more effectively in their schools and communities. ACCPTA acts as a channel of communication by relating crucial information, instruction, and news from the state and National PTAs to the local units and helps translate these plans into programs and projects serving the local community. Through conferences, leadership training, and council meetings, ACCPTA enables active members to learn new skills for leadership and to receive training for their specific responsibilities. ACCPTA also provides the opportunity for PTA members, officers, and chairpersons to exchange ideas and plans and to benefit from each other's experiences in PTA work.

We encourage all of our local units to keep parents informed of all issues that affect the education of their children. To help you do so, please make plans to attend our Council Meetings where we will share important information, hear from knowledgeable speakers on timely issues, and discuss ways to do our jobs better.

We had a good turnout at our Summer Leadership training. We are also planning an additional training session Monday, November 17th at 7:00 PM. If you are unable to attend and feel you need assistance or just need some new ideas, call me or any of the Council board members. We would be glad to come out and conduct a self-study with regard to training officers, or discuss an issue on which you may need guidance.

I am looking forward to working with each of you and wish you a successful year!

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Membership

Lisa Labbe

Your PTA's Membership Drive:

I am sure each school has started their drive for PTA/PTSA memberships. Although one can join the PTA/PTSA at any time throughout the school year, your fall membership drive will obviously be the time when the majority of people join. Make sure a table is prominently set up at all events

held at your school these first couple of months, making memberships available to all that attend. Some PTA/PTSA's have chosen themes for the year. Even though a theme is not necessary, it might help in recruiting new members if you can pick a theme/slogan which catches their eye. You can also use incentives to help increase your memberships early. Competitions between classes and/or grades seems to work well. Make sure the prize for the competition is appealing to your students and general membership. PTSA's can also offer incentives to attract students. One school offers a scholarship competition at the end of the year for those students who join. When recruiting people to join your PTA/PTSA, make sure you can show them what your organization does for your school. People are more likely to join when they see the positive benefits their child's school receives from the monies given through the PTA/PTSA. You can also use the resources in the state and national handbooks for ideas on holding successful membership drives.

Your PTA's Membership to ACCPTA:

This year, we are trying something a little different. We want to say thank you to all of you who actively participate in our programs and events. When, at the end of the current school year, after at least one member of your PTA Board has attended each of our 4 general meetings and 1 training session by the end of the summer, and you have completed and turned in your annual report by July 1st, we will happily waive your next years dues to ACCPTA. I will be sending correspondence to each of you this month with information regarding membership in ACCPTA. Please be on the lookout for that. Dues to the Alachua County Council of PTA's is still only \$25.00 for each PTA/PTSA unit, and your bylaws and budget already allow for this payment. Please remember, these dues are separate from the dues that you pay to the Florida and National PTA. Your State/National dues are 3.00 per member. Your dues to ACCPTA are \$25.00, total. These must both be paid to remain a PTA in good standing.

Feel free to contact me at any time should you have questions or concerns.

Reflections

Cathy Novokowsky

The Reflections Cultural Arts Program time of year is here and by now your school should have

received information packets to help you get started. A copy was sent to each school principal asking for teacher distribution and involvement, and one was sent to the PTA presidents to give to their Reflections' person. I hope receiving them earlier this year has enabled more schools to think about organizing and participating. There is still plenty of time to begin - projects are not due until December 12th and the theme, "I'm Really Happy When. . . ." is the easiest yet! We are hoping for a great turnout this year and more involvement from the secondary and ESE students. Good luck to everyone with your Reflections' events and if you need any help or have questions along the way, please call me at 373-1516. Or, you can email me at cathy@novaenvironmental.com and I'll be happy to assist. A big thank you goes out to Terwilliger Elementary for inviting me to talk to their teachers about



Treasurer Information

Resources ---

Written Material:

- * Florida PTA Handbook – section called "Dollar\$ and \$en\$e"
- * National PTA Annual Kit of Materials – section called "Money Matters"
- * Procedure Book – from your school's previous PTA Treasurer
- * Your Local Unit Bylaws

Contacts for Problems: (start at #1 and work your way up the line)

1. Your Local Unit President
2. County Council Treasurer Patsy Lindamood 376-4870
3. Florida PTA office – Janice Bailey – 1-800-373-5782 - www.FloridaPTA.org
4. Florida PTA Treasurer – 1-800-373-5782 (Florida PTA Office)
5. National PTA office – 1-800-307-4782 - www.pta.org

Treasurer's Checklist ---

July/August

- Last year's Treasurer Books have had a Financial Review (formerly called "Audit")

- New signature cards are obtained from your bank and properly executed
- Send to Florida PTA – the **Internal Revenue Exempt** Form
- Order Florida PTA Bulletin Subscription (if it was in last year's budget – see below on writing checks before the 1st General PTA Meeting)
- Budget Committee meets and prepares budget (check Bylaws to see who is on the committee)
- The new Budget and the Financial Review Report are presented to your PTA Board for approval (before presenting them to your General PTA Membership)

September

- Financial Review Report is presented for adoption at 1st General PTA Meeting
- Budget if presented for approval and adoption at 1st General PTA Meeting
- Deposit Membership Dues collected immediately. Send at least monthly the portion of the collected dues that are owed to State and National PTA to the Florida PTA office

Miscellaneous ---

* Don't write any checks until your 2002/2003 Financial Review of the Treasurer's Books is complete and your new PTA Budget is approved at your 1st Board Meeting and the 1st General PTA Meeting. **Exception:** You can write checks if you had Summer 2003 Interim Funds listed on your last year's approved budget. These interim funds are used for such expenses as: the July Innisbrook PTA Leadership Training, Membership Envelopes, and Florida Bulletin.

* Two (2) signatures need to be on every check written; normally it is the Treasurer and President of your PTA. Never keep a supply of checks which already have 1 signature.

* Never write out a check to "cash".

* Have people who need to be reimbursed fill out and return to you a "Reimbursement Form". Your PTA President should sign this Reimbursement Form. **Receipts** should be attached and returned with this form to you.

*Always count money given to you with the person who gives it to you. Give them a **receipt** for the money they give to you.

Calendar at-a-glance

Nov 17General Meeting - PTA Board Training and Convention Update
 Feb 19General Meeting - PTA Share Fair
 Apr 26General Meeting - Annual Dinner and Awards Ceremony

Florida PTA Convention **Tom Barnes**

The 2003 Convention of the Florida PTA will be held November 14-16, at the Wyndham Palace Resort & Spa in the Walt Disney World Resort in Lake Buena Vista. The convention is the annual business meeting of the organization and every Alachua County PTA should be represented.

Packages of convention materials have been sent to each PTA president, including information about convention registration, the number of delegates allowed for each PTA, hotel registration and details about the platform and bylaws proposals. Presidents who haven't received the package of convention materials should call the PTA state office at 800/373-5782 (800/37FLPTA).

The convention is a great opportunity to learn more about our organization and its business. Just think how educational it would be for members of your PTA to attend a business meeting and learn the real nuts and bolts of the work you and other leaders do. PTA leaders always benefit from meeting their counterparts from PTAs across the state and learning about their problems and successes.

The best way to participate in the convention is to attend all three days, but Orlando is close enough for Alachua County PTA members to drive there for one day of the event. Consideration of the proposed legislative platform will fill the day on Saturday, November 15. That process is one of the most interesting tasks for the delegates and energizes members to be strong advocates.

Florida PTA leadership development events, including convention, leadership conference and

legislative conference, are an appropriate use of PTA funds. In fact, those are among the best investments your PTA can make in the well being of our children and our community.

PTA Bylaws Update **Sean Timmons**

Florida PTA requires that all Local Unit PTA Bylaws be reviewed and/or updated every three (3) years. If your bylaws were last updated in 2000 or earlier it means they are close to expiring if they haven't already. Failure to update your bylaws every three (3) years may result in a loss of your 501(c)(3) status with the IRS and has other implications as well.

So we are asking that you review your most recently approved bylaws and determine when they were last updated. If you do need to have your bylaws updated, the process is fairly straightforward. A copy of the instructions concerning bylaws provided by Florida PTA is in the President's Handbook. These instructions give you all you need to know about updating process. Please be sure to follow the section entitled Special Instructions and use the Bylaws Form supplied in the Handbook since bylaws not submitted on the Form will not be approved.

If you have any questions concerning bylaws and the updating process, please feel free to call me at 336-5392.

It's Not Too Early to Think About Applying for Awards!

Each president should have received a Kit of Materials from the Florida State office by now. This is the time to look over the Awards Booklet found in that kit.

If you have an Awards Chair on your local board, pass along a copy of the section entitled Awards to him/her. Be sure to study the criteria for each award, fill in the applications carefully, and note the deadlines. If you don't have anyone in charge of awards, why not ask someone to help with this responsibility.

Awards are a great way to recognize your local unit for all the great work you do! If you have any questions, please contact Mary Zinger at 378-9134.

Contacts:

- President : Sean Timmons
336-5392 Seantimmons@Juno.com
- VP Membership/Newsletter: Lisa Labbe
373-5913 labbe@ufl.edu
- VP Programs/Parental Involvement: Lorie Primosch
375-4038 Lprimosch@dental.ufl.edu
- Secretary: Tina Pruitt
373-568 Tpruitt@hp.ufl.edu
- Treasurer: Patsy Lindamood
376-4870 lindamood@att.net
- Cultural Arts: Cathy Novokowsky
373-1516 cathy@novaenivironmental.com
- Web Site Administrator: Greg Labbe
373-5913 labbe@phys.ufl.edu
- Past President: Mary Zinger
378-9134 grzinger@aol.com
- SBAC Liaison: Karen Scarborough
955-6760
- FPTA Consultant: Tom Barnes
378-4244 tom_barnes@dcf.state.fl.us

Florida PTA
1747 Orlando Central Pkwy
Orlando, FL 32809
(800) 373-5782
Fax: (407) 240-9577
www.floridapta.org

National PTA
330 N. Wabash Ave. #2100
Chicago, IL 60611-3690
(800) 307-4782
Fax: (312) 670-6783
www.pta.org
info@pta.org
