

*Second District of the California State*



*everychild.onevoice.®*

*Invites you to join us for our*

## **Second District PTA Summer School**

***Saturday, June 2, 2007***

***555 Franklin St San Francisco, CA 94102***

### ***Board Meeting Room***

Registration	8:30 a.m.
General Session	9:00 - 9:10 a.m.
Session 1	9:15 - 10:30 a.m.
Session 2	10:45 - Noon

**You may choose one (1) of the dual-session workshops OR two individual workshops (one for each session)**

#### **Session 1 and 2 (choose one):**

**Presidential Basics: How to Have A Successful Year** (for presidents and executive vice presidents)

- **Financial Officers** (for treasurers, financial secretaries, auditors; break-out session for auditors)
- **Parliamentarian** (bylaws and nominating committee training)

**- OR -**

#### **Session 1:**

- **Membership** (What is OMDR and how does it work?)

- **Leadership Skills** (board building, conflict resolution & resources)
- **Reflections** (run a successful program at your school)
- **Secretary** (keeping accurate minutes)

**Session 2:**

- **The California PTA Toolkit** (learn what's inside)
- **Using Excel** (learn spreadsheet basics )
- **Fun, Food & Fundraising** (how new health laws affect PTA activities)
- **Internet Safety** (keeping our children safe)

**Further information**

**New Unit presidents and treasurers must receive training at these workshops or at PTA convention.**

- Spanish translation available in classes with at least five pre-registered Spanish-speaking attendees only.
- PTA materials available.
- Due to limited space, childcare will *not* be provided.
- Please carpool when possible as parking is limited.

**Registration Form**

**School Name** \_\_\_\_\_ **School Group Email** \_\_\_\_\_

**President**

Name \_\_\_\_\_ Phone \_\_\_\_\_

School \_\_\_\_\_ E-Mail \_\_\_\_\_

**Secretary**

Name \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

**Treasurer**

Name \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

**Member**

Name \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

**PTA Office: 555 Franklin St. RM 203 San Francisco, CA 94102**

**[2ndpta@muse.sfusd.k12.ca.us](mailto:2ndpta@muse.sfusd.k12.ca.us) Phone: 241-604**