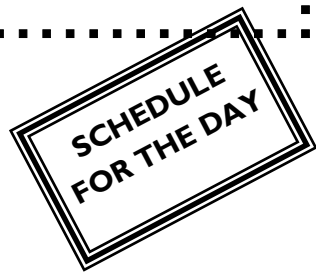


**Thirty-second District  
PTA  
Leadership Academy**

*~Training for PTA Leaders~*

**Saturday, June 26th  
8:30-2:30**

**Willow Creek Center  
1026 Mohr Lane  
Concord**



8:30-9:00 Registration

(Light Breakfast will be served)

9:00-10:30 Keys to PTA Success

10:30-12:00 Session I

12:00-1:00 Lunch break and Networking

1:00 -2:30 Session II

**Thirty-second District PTA  
Leadership Academy  
~Training for PTA Leaders~**

**April 1- June 15                      \$10.00  
On Site Registration                \$15.00**

*Si usted necesita los folletos en español, indica aquí .*

**All checks should be made payable to Thirty-second District PTA.**

Please detach this form and mail by June 15th to:  
Chris Low, 4265 Spaulding Street, Antioch, CA 94509

Envie el registro y el dinero a **↑**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Position held/Unit/Council: \_\_\_\_\_

Session I Class Choice: \_\_\_\_\_

Session II Class Choice: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ Check No. \_\_\_\_\_

Session I Class Choices	Session II Class Choices
<ol style="list-style-type: none"> <li>Piloting the Ship: Leadership Tools for Unit Presidents Part I Presenter: Jo Loss, California State PTA President with Wanda Waltman, Thirty-second District PTA President Learn about the resources available to you as a unit leader to run a successful PTA, including tips for unit management, communication techniques, team building and more. (continued in Part II)</li> <li>Protecting Your Assets: Financial and Insurance Information Part I Presenter: Diane Foote, California State PTA Treasurer Financial information and insurance information every PTA financial officer needs to know. Topics include banking, budgets, money handling, financial reports, insurance coverage and audits. (continued in Part II)</li> <li>Got Parents? Program Development and How to Keep Your Parents Involved. Presenter: Kathy Corzine, California State PTA Leadership Services Commissioner and Nancy Vandell, Thirty-second District PTA Vice President of Education and Legislation. Learn how to develop programs that get parents involved and keep them involved.</li> <li>Bylaws for the 21st Century: E-Bylaws Presenter: Brenda Steffen, Thirty-second District PTA Parliamentarian Using the new E-bylaws program, participants will update their bylaws online in a hands-on computer workshop. Participants should request a username and password before hand at <a href="http://www.capta.org/sections/management/e-bylaws.cfm">http://www.capta.org/sections/management/e-bylaws.cfm</a>. Contact Brenda Steffen at <a href="mailto:ptasteffen@aol.com">ptasteffen@aol.com</a> for more information. There will be 20 computer stations, but you may bring your wi-fi laptop.</li> <li>Above and Beyond: Council Leadership Presenter: Carol-Ann Koch-Weser, California State PTA Vice President for Membership Learn the tools you need to be an effective council officer.</li> </ol>	<ol style="list-style-type: none"> <li>Piloting the Ship: Leadership Tools for Unit Presidents Part II Presenter: Jo Loss, California State PTA President with Wanda Waltman, Thirty-second District PTA President Learn about the resources available to you as a unit leader to run a successful PTA, including tips for unit management, communication techniques, team building and more. (continued from Part I)</li> <li>Protecting Your Assets: Financial and Insurance Information Part II Presenter: Diane Foote, California State PTA Treasurer Financial information and insurance information every PTA financial officer needs to know. Topics include banking, budgets, money handling, financial reports, insurance coverage and audits. (continued from Part I)</li> <li>You're Not Done Yet! Middle and High School-Staying Connected Presenter: Kathy Corzine, California State PTA Leadership Services Commissioner Learn why it is important to stay involved as your children enter middle and high school. Find out how you can stay connected and support your children during these critical years.</li> <li>Minute by Minute: The Write Stuff Presenter: Brenda Steffen, Thirty-second District PTA Parliamentarian The minutes are an essential part of the PTA's legal records. Learn how to take minutes that are correct, concise, and complete; how to approve, correct and file the master copy of the minutes</li> <li>Making the Numbers Count: Membership Presenter: Carol-Ann Koch-Weser, California State PTA Vice President for Membership Learn how to make your members feel at home in your PTA. Recruit and retain your PTA members by building a PTA that offers something for everyone.</li> </ol> <p align="center"><i>(Schedule for all classes subject to change without notice)</i></p>