

Planning for Successful PTA Programs

When planning the year's activities, PTAs should use the **3-to-1 Rule**: There should be at least three **non-fundraising programs** aimed at helping parents, children or advocating for school improvements, for every fundraiser. It should involve as many members as possible and be fun. It should not be a burden to the school staff or parent volunteers, compete with or detract from school lunch and nutrition programs, or conflict with other PTA, school, or community events. Children should never be used to sell door-to-door or exploited to raise funds. It cannot involve commercial or advertising obligations.



By establishing committees on education, parent involvement, diversity and inclusion, community concerns, and health, PTAs are well equipped

to address issues of concern to their community. Issues like parent involvement, school safety, and drug use are best handled at the local level by the parents/guardians, students, and teachers who face these challenges every day.

PTA activities and programs, including the Reflections Program, Founders Day, graduation, and community and wellness fairs, are an excellent introduction to the work of the PTA to improve homes, schools, and communities. PTAs can use these opportunities to increase their exposure and support beyond the base of traditional membership.

Remember to take time to:

Survey – Identify the priorities of your school community. Survey students, parents, teachers, and administrators on what programs are needed and what type of programs would interest and engage them.

Brainstorm – Get together to brainstorm ideas on programs and activities that work best for your community, based on feedback from your survey.

Timeline – Work backward from the day of your event to create a planning timeline. Plan so your program is included on the school calendar. Check for any scheduling conflicts with other school activities, community events or holidays and notify parents, school staff and the community with Save the Date reminders.

Guidelines – Talk to your site administrator about your PTA's program plans and check to ensure that the program/event is allowed. Review the PTA [Insurance Loss & Prevention Guide](#) for red/yellow/green activities before submitting a facilities-use agreement for the event.

Budget – Use event planning worksheet to consider all costs of your program or activity including speakers, food and supplies before setting the budget.

Sponsors – Contact local businesses to talk about their support or sponsorship for your program with funding or in-kind donations.

Volunteers – Recruit lots of volunteers to help with the program or event. That way, volunteers can work in short shifts, so everyone has a chance to enjoy the event. Communicate expectations and duties of volunteers in person if possible, ahead of time and follow up if needed.

Promote – Publicize your program or activity using fliers, campus signs, PTA newsletters, tele-parent call, websites, email blasts and social media.

Evaluate – Survey your campus to get feedback on the program or event. Review and talk about what worked well and what might be tweaked to work better next time in terms of scheduling, organization, participation, and popularity of the program. Complete event planning worksheet and submit copies to secretary for permanent record.

What a chairperson should know

- Must be a current PTA member.
- Chairpersons are appointed by the president and ratified by the executive board.
- Review the procedure book from your predecessor and keep it updated during your term. Be ready to hand off when term is over.
- The chairperson shall present plans of work to the executive board for approval.
- Funds for activity must be approved and recorded in the association minutes.
- Contracts must be signed by the president and one other officer and approved by the association. The minutes should reflect this approval.
- All printed materials, such as fliers must be reviewed and signed by both the PTA president and school principal. Social media communications should be approved by PTA president.
- Review the California State PTA Toolkit for use of tax ID #.
- Prepare and submit a “committee report” at the conclusion of event, keeping a copy in the committee folder and submitting a copy to the recording secretary.

DO NOT USE CHILDREN AS DOOR TO DOOR SALESMEN.

Handling Money – What every chairperson should know

- At least two people count money together, with one being an elected officer.
- Funds should NEVER be handled by one person alone.
- Funds need in advance, for cash box need to be requested in a timely matter.
- Cash boxes need to be counted separate from the cash verification form used for the event.
- Always use a Cash Verification form, including two signatures by the two counters.
- According to PTA financial guidelines, money should never be taken off campus, except for deposit.
- Make prior arrangements with the financial secretary or treasurer to get the money deposited as quickly after the event as possible.
- Make a copy of the cash verification form for your records. A picture works.

Commingling of Funds

- Money not belonging to your PTA is NEVER deposited in the PTA bank account.
- Do not hold monies meant for another entity, such as booster clubs, individuals, etc.
- The IRS considers all funds in your PTA account to be PTA funds and are to be reported on all tax forms.

Insurance Coverage

- For questions regarding coverage or activities, check the most current issue of the Insurance & Loss Prevention Guide. Activities have red, yellow, and green asterisks that give units information on coverage on specific events.
- Secure a signed Hold Harmless agreement from each concessionaire. A concessionaire is anyone who come on your school property or with whom you have a contract with.
- Do not sign a Hold Harmless agreement on behalf of your PTA.

Community Outreach - Handling Requests for Relief Assistance

(Finance Section *California State PTA Toolkit F9* – November 2016)

PTAs are often asked to provide assistance with the coordination of relief activities when a disaster strikes or personal tragedy occurs in a community. While PTA may appear to be a logical association to provide this coordination, PTAs are prohibited from making personal gifts to a specified family or individual. A PTA may not collect and disburse funds for the benefit of specified families or individuals. A PTA's EIN may not be used for the establishment or maintenance of any financial account designated for the benefit of specified families or individuals.

The IRS may impose penalties if these rules are not observed. Unit, council and district PTAs may participate in community relief efforts by making

a monetary donation to a relief organization recognized by the IRS as a 501(c)(3) organization. Organizations such as the American Red Cross, the Salvation Army, and United Way handle donations for relief efforts under benevolent fund procedures, which means that funds are received for disbursement to a broad class of potential recipients. These organizations may not accept funds for a specific family or individual. In order for PTA funds to be donated, PTA financial procedures must be followed. The membership is the only body authorized to approve, or ratify, the donation to another 501(c)(3) organization. The approval of the donation must appear in the minutes of a meeting of the association.

PTAs may participate in disaster relief efforts by

- Encouraging members to make personal donations to a relief organization of individual choice;
- Encouraging members to volunteer to assist at a location providing services to disaster victims;
- Providing information on local blood-drive locations;
- Providing information about other relief efforts in the community;

PTAs may participate in personal tragedy relief efforts by

- Working to locate another agency or organization that may handle donated funds to benefit the affected family or individual;



Bethune Homeless Education Program

The **Mary McLeod Bethune Transitional Center for Homeless Students** began in 1991. Bethune provides local support for families living in transitional housing within the Long Beach Unified School District. Bethune is considered LBUSD's homeless education department. This component offers services for students who are currently experiencing homelessness under the McKinney-Vento Act. There are approximately 8,000 students in the school district that can be considered homeless. Bethune Transitional Center provides mental health assessment and support, health screenings and social development

If your unit has decided to help with Bethune, your next step would be to establish a Homeless Assistance/Bethune Chairman and form a Homeless Assistance Committee. Contact the district representative at your school site whose responsibility is to meet the needs of students who might be considered homeless. They will be able to tell you if your school has a need for homeless help. This person may be a counselor, nurse or secretary. All assistance to homeless students is done anonymously (only school staff may know the identities of these students).

If it has been decided that your unit will help a school other than your own, the chairman should obtain a list of schools in need by contacting the LBCPTA

PTA units may make a monetary donation to homeless assistance at their own school or Bethune Transitional Center. PTA units may also create a line item for Homeless Assistance in their budget. These must be approved by the unit association. PTA units may not make personal gifts to specified families or individuals.

Next, you should set up a method for collecting donations:

- ☐ A Collection bin at PTA meetings/events
- ☐ A Collection bin in nurse's office
- ☐ Week long drive with a box in each classroom

Donations for higher need/higher cost items:

- ☐ Bus passes
- ☐ Grocery store gift cards
- ☐ Food gift cards
- ☐ Head lice shampoo

Long Beach Council PTA will be conducting several drives throughout the school year. You may choose to conduct your drive in conjunction with the Council drive or conduct your drive on your own. Either is acceptable.

If you have further questions, please contact the LBCPTA Bethune/Homeless Assistance chairman. Contact information can be found in the LBCPTA Board of Director page of this resource.

activities and many other services that promote the success of its students. As the number of homeless students has increased over the years the program has enlarged to cover every campus in Long Beach Unified School District. However, Bethune could not succeed without the support of community organizations. The Long Beach Chamber of Commerce, the Junior League of Long Beach, Assistance League/Rick Rackers, churches, synagogues and corporate partners (Verizon and Boeing) help make a difference in the lives of these students. The Long Beach Education Foundation identifies funds to support this unique education structure.

Bethune/Homeless Assistance chairman (please see page 1 of the Red Book for contact information). If dropping off donations is an issue, consider adopting a school that is in closer proximity and still has a great need. You may also wish to partner with a neighborhood school and jointly adopt a school in need.

Once you have established communication with the site liaison, go over the list of suggested donation items. The lists of suggested items for donations will be sent to you via email by Long Beach Council PTA after the Red Book meeting. Concentrate on collecting those items that are suggested by the liaison. There may have specific information about the needs of the school. All items of clothing must be new with sales tags still attached or in original packaging.

Bethune Homeless Education Program

2221 Argonne., Long Beach, CA 90815

(562) 435-2050 Fax (562) 435-5746

Dr. Claudia Sosa-Valderrama - csosavalderrama@lbschools.net

Maribel Gonzalez - mgonzalez@lbschools.net

Suggested Donated Items

Lista de donaciones sugeridas

CLOTHING	ROPA ESCOLAR
Gift Cards to Fallas Paredes – 5450 Cherry Ave., LB, CA Factory 2-U - 3220 Anaheim St., LB, CA	Targetas de regalo para uniformes escolares Fallas Paredes – 5450 Cherry Ave., LB, CA Factory 2-U tienda 3220 Anaheim St., LB, CA
Uniform pants	Pantalones de uniforme (color caqui/kaki)
Uniform shirts (white collared),	Polo de uniforme escolar (color blanco)
Uniform colored jackets (any color for non-uniform school sites)	Chamarras del color del uniforme (cualquier color para los planteles escolares que no requieren uniforme)
Uniform colored sweatshirts (any color for non-uniform school sites)	Sudaderas del color del uniforme
P.E. uniforms	Uniformes de Educacion Fisica (PE, segun sus siglas en ingles)
Socks	Calcetines
SCHOOL SUPPLIES	MATERIALES ESCOLARES
Backpacks	Mochitas
Glue sticks	Pegamento en barras
Colored pencils	Lápices de colores
Markers	Marcadores
Erasers (durable pink)	Borradores (rosita durable)
Post-it notes	Notas adhesivas
Loose leaf college ruled paper	Hojas sueltas de papel universitario
Highlighters	
Lined spiral notebooks	Cuadernos rayado con espiral
Computer flash drive (2-4 GB)	Memoria Flash o USB 2-4 GB
Pencils	Lápices
Folders (2 pocket)	Carpetas (con 2 bolsillos)
Hard pencil supply boxes	Estuche duro de lápices
Pens (red, blue, black ink)	
Notebook dividers	Resaltadores de texto
Small pencil sharpeners	Separadores para cuadernos
TOILETRIES AND HOME ITEMS FOR STUDENTS & FAMILIES OF ALL GRADE LEVELS	ALIMENTOS PARA LA FAMILIA Y LOS ESTUDIANTES DE TODOS LOS GRADOS ESCOLARES
Shampoo	Champú
Conditioner	Accondicionador
Soap (liquid and bar)	Jabón (liquid o barra)
Lotion	Crema
Anti-bacterial wipes	Toallitas anti bacterianas
Lip balm (for dry weather)	Protector labial
Deodorant	Desodorante (para mujer y hombre)
FOOD-RELATED ITEMS FOR STUDENTS AND FAMILIES OF ALL GRADE LEVELS	TARJETAS DE REGALO PARA LOS RESTAURANTED DE COMIDA RAPIDA
Supermarket Gift Cards	Tarjetas de Regalo para el supermercado
Fast Food Gift Cards	Tarjetas de Regalo para comida rapida



www.foodfinders.org
10539 Humbolt St, Los Alamitos, CA 90720
(562) 283-1400

Food Finders is a non-profit food rescue program and our mission is to eliminate hunger and food waste, while improving nutrition in food-insecure communities.

In 1989 Founder Arlene Mercer expressed concern about the amount of perishable and prepared food being thrown away by local businesses. Inspired to end the waste, she began linking donated food from restaurants, grocers, and produce marts to nonprofit shelters, food banks, pantries and childcare facilities needing food.

Food Finders has grown from a grassroots organization to a staff of 13 with hundreds of volunteers. Since being founded, we have rescued 132 million pounds of food which we distributed to nonprofits across several Southern California counties. We continue to engage new food donors, new volunteers, and new nonprofit partners, and we invite you to get involved in a meaningful way!

Ways you can support Food Finders:

- Donate fruit, packaged food and drinks from school lunches instead of throwing it away
- Host a canned food drive at your school
- Volunteer to put together food boxes at Food Finders
- Download the Food Finders App and pick up food from local businesses and deliver to non-profit, local shelters, food banks and childcare facilities.
- Donate the following:

Canned Items

baby formula
beans
chicken
chili
fruits
jelly
juice
peanut or nut butter
soup
tuna

Packaged Items

cereal
crackers
granola bars
oatmeal
noodles
pancake mix
pasta
rice
snack bars
spaghetti

Hygiene Items

anti bacterial wipes
body soap
conditioner
deodorant
diapers
feminine hygiene products
lip balm
lotion
shampoo
toothbrush
toothpaste

LBCPTA DIVERSITY, EQUITY & INCLUSION COMMITTEE

Mission Statement

The Mission of the LBCPTA Diversity, Equity & Inclusion Committee is to promote an enriching and supporting climate with a racial, gender and social equity lens that allows all members of the LBUSD community to thrive and succeed.

Through strategic planning and programmatic development, the aim is to:

- A. Collaborate with LBCPTA units to provide a comprehensive city-wide guide to diversity and inclusivity, access and equity.
 - B. Empower students, parents, and staff to build a diverse and inclusive school communities.
-

In order to promote PTA values of diversity, equity and inclusion, the LBCPTA Diversity, Equity & Inclusion Committee will encourage LBCPTA units to:

- Openly assess beliefs and practices to insure inclusiveness and guard against discrimination;
 - Make every effort to create a PTA board and membership that is inclusive and reflective of its community;
 - Encourage PTA activities and communications at the school be planned by a committee that is representative and inclusive of the population;
 - Foster programs and practices that eliminate bias, prejudice, and misunderstandings within their communities.
-

The LBCPTA Diversity, Equity & Inclusion Committee will serve as a resource body and will work to provide LBCPTA units with the basic resources to reach the goal of inclusion of LBUSDs diverse educational community.

Please contact our DEI committee chair at dei@longbeachcouncilpta.org for questions.

Please view the LBCPTA DEI webpage at <https://www.longbeachcouncilpta.org/diversity-equity-inclusion> and download our guide to start your own DEI committee at your school.

Advocacy for BIPOC and LGBTQ+ families and students

The BIPOC Project - <https://www.thebipocproject.org/>

Black Lives Matter Long Beach - <https://www.blacklivesmatterlbc.wordpress.com/about/>

Black Lives Matter Resources and Links at CSULB-

<https://www.csulb.edu/office-of-the-provost/about/academic-affairs/announcements/black-lives-matter-articles-resources>

The Center Long Beach (LGBTQIA+ Community)- <https://www.thecenterlb.org/about-us/>

Long Beach PFLAG (LGBTQIA+ students and families) - <http://www.lbpflag.org>

Diversity & Inclusion Toolkit - [Pta.org/home/run-your-pta/Diversity-Inclusion-Toolkit](http://pta.org/home/run-your-pta/Diversity-Inclusion-Toolkit)

CULTURAL AWARENESS CALENDAR

This Cultural Awareness Calendar is a guide for families and teachers to prioritize books, classroom instruction and student work to increase learning about these cultural holidays and events and to consider these dates when planning your PTA calendar and scheduling meetings. This is a living calendar that will be updated as needed to better represent all families and communities globally.

September

HISPANIC HERITAGE MONTH (September 15- October 15)
ROSH HASHANAH (September 15-17)
YOM KIPPUR (September 24-25)

October

HISPANIC HERITAGE MONTH (Continues through October 15)
DISABILITY HISTORY AND AWARENESS MONTH
DOWN SYNDROME AWARENESS MONTH
INDIGENOUS PEOPLES DAY (October 9)

November

NATIVE AMERICAN HERITAGE MONTH
DIA DE LOS MUERTOS (November 2)
DIWALI (November 12)
VETERANS DAY (November 11)
THANKSGIVING (November 23)

December

HANUKKAH (December 7-15)
CHRISTMAS (December 25)
KWANZAA (December 26-January 1)

January

DR. MARTIN LUTHER KING, JR. DAY (January 15)
INTERNATIONAL HOLOCAUST REMEMBRANCE DAY (January 27)

February

BLACK HISTORY MONTH
CHINESE NEW YEAR (February 10)

March

WOMEN'S HISTORY MONTH
INTERNATIONAL WOMEN'S DAY (March 8)
RAMADAN (March 10 – April 9)
ST. PATRICK'S DAY (March 17)
NOWRUZ (PERSIAN NEW YEAR) (March 19)
HOLI (HINDU FESTIVAL OF COLORS) (March 25)
CESAR CHAVEZ DAY (March 31)
EASTER (March 31)

April

ARAB AMERICAN HERITAGE MONTH
AUTISM AWARENESS MONTH
RAMADAN (Continues through – April 9)
EARTH DAY (April 22)
PASSOVER (April 22 - April 30)

May

ASIAN PACIFIC AMERICAN HERITAGE MONTH
JEWISH AMERICAN HERITAGE MONTH
MENTAL HEALTH AWARENESS MONTH
MOTHER'S DAY (May 12)
MEMORIAL DAY (May 27)

June

LESBIAN GAY BISEXUAL TRANSGENDER PRIDE MONTH
JUNETEENTH (June 19)
FATHER'S DAY (June 16)

Updated Cultural Calendar holidays and events may be found in our LBCPTA DEI Guide at at <https://www.longbeachcouncilpta.org/diversity-equity-inclusion>

Things your PTA can do to increase diversity, equity and inclusivity:

- Start your own Diversity, Equity & Inclusion Committee.
- Use languages represented within your community at meetings and communications.
- Work to build representative leadership on your Board and on your committees.
- Host a cultural fair.
- Try to increase male presence and perspectives at your meetings/events.
- Host a HBCU (Historically Black Colleges and Universities) College Fair.
- Listen to ALL voices so your PTA can be an effective voice for ALL children.
- Identify military connected students and initiate contact with their families.
- Distribute information about community resources that serve cultural needs.
- Empower parents with access to workshops and conferences.
- Be responsive to language differences and cultural expectations.
- Try to be flexible with meeting times.
- Get a translator for your meetings.
- Recognize the diversity amongst indigenous people.
- Follow our Cultural Awareness Calendar and celebrate everything!
- Seek out mentors for underrepresented groups like Pacific Islanders.
- Add a Diversity, Equity & Inclusion area to your monthly newsletters.
- Include foster parents as equal partners in the education of their foster kids.
- Advocate for LGBTQ+ safety on campus.
- Attend a LBCPTA Diversity, Equity & Inclusion workshop.
- Educate parents about LGBTQ+ discrimination and bullying.
- Be an advocate for children with special needs.
- Learn about federal policies and IEP (Individualized education program) guidelines.
- Create partnerships with community support services and programs.
- Donate to LBUSD homeless youth through Bethune Transitional Center.
- Let your members know PTA.org is available in Spanish through Google translate.
- Attend 33rd District's Diversity and Inclusion Conference.
- Have a book drive to build more diverse school and classroom libraries.
- Communicate with other diversity groups.
- Check out National PTA's Every Child in Focus Campaign.
- Reach out to our committee for help.
- Encourage teachers to include cultural holidays and events in lessons.
- Welcome everyone who attends your meetings with open arms.
- Encourage ALL children to participate in **PTA REFLECTIONS**. This year's theme is *Show Your Voice!* We want ALL kids to know we want to hear what they have to say and for some, it's easier to say through art.

FOUNDERS DAY

What is it?

The Founders Day celebration originated in 1910 by Mrs. David O. Mears, a charter member of the National Congress of Mothers founded by Alice McLellan Birney and Phoebe Apperson Hearst in Washington, D.C. on February 17, 1897. The Founders Day observance has continued through change of organization names in 1925 to the National Congress of Parents and Teachers, and the uniting in 1970 with the National Congress of Colored parents and Teachers founded in 1926 by Selena Sloan Butler, to become the National PTA.

Each year in February, PTA honors the three founders as well as past and present PTA leaders. Through special programs and events PTA also attempts to increase the awareness of its members the community not only about its past achievements but its present and future activities, projects, and goals. A portion of the Founders Day freewill offering collected during an observance is returned to the districts to be used to extend PTA's work and develop leadership.

What to Do

- Draft an outline for your Founders Day event with ideas, date, venue, and budget to present to the board and association for approval. Use the event planning worksheet for your preparations.
- Consider what format – family potluck, town hall meeting, ice cream social or special luncheon.
- Blend in other program elements such as a student performance, speakers, Honorary Service Awards presentations, a freewill offering, and membership for your event.
- Widely publicize
- Build a guest list and invite past and current presidents, HSA recipients, school district and community members.
- Book a venue and check permits needed.
- Recruit volunteers to help with invitations, publicity, handouts, presentations, signs, evaluations, decorations, and hospitality.
- Assign volunteers for tasks day of event. Remember clean up needs' volunteers too.
- File a report in a procedure book with samples of invitations, publicity, and handouts for your successor.

Learn more: CAPTA.org

Celebrating Founders Day

To celebrate our legacy, success and power as a leading voice speaking for all children and raise awareness of PTA's achievements:

- Provide information on your PTA's history. Organize memorabilia, goals, and successes
- Showcase community service and officially recognize volunteers, educators, school staff and community partners with Honorary Service Awards
- Share the PTA legacy and story as the premier organization building strong family=school partnership



Hospitality

PTAs must maintain their nonprofit status as governed by the Internal Revenue Service Code section 501(c)(3). Within the language of the code, the IRS does permit expenses that are not directly related to the primary purpose of the PTA if the expenses are not of a significant

amount. “Not of a significant amount” is defined by the IRS as an amount that does not exceed 5 percent of the nonprofit association’s annual budget. Five percent is the recommended limit to be used as a guideline for PTAs for all hospitality expenses, including staff or volunteer appreciation. It is important to budget appropriately when considering all PTA expenditures, and all expenditures must be approved by the membership.

The PTA may provide hospitality for association, executive board, and committee meetings; staff appreciation; volunteer appreciation; and other events requiring refreshments, food, paper goods, certificates, or decorations. The PTA may choose to:

- Purchase nonalcoholic drinks and/or snacks
- Solicit donations from businesses or members, or
- Store supplies to make coffee and/or punch, etc.

The cost of meals or beverages provided for volunteers during the course of their work; e.g., while processing fundraiser orders or counting money after an evening program, are not considered to be hospitality. Such expenses must be budgeted and approved by the association in advance. The expenditures are accounted for as a cost of doing the program or fundraiser on which they are working; e.g., wrapping paper sales or a fall festival.

KEY ROLE – Hospitality Chairman

- Acts as official host of a PTA in creating welcoming atmosphere at meetings and events
- Works with committee and other chairman to organize and set up refreshments, food, decorations, registration, greeters and baby-sitting for PTA meetings and events
- Maintains hospitality supplies and equipment and an updated inventory for them
- Presents hospitality budget for approval at executive board meeting at start of the PTA year and monitor authorized budget
- Reports on hospitality plans at board meetings for forthcoming PTA events

GETTING STARTED

Preparation – Review the procedure book and other materials, such as minutes, supplied by previous chairman for ideas on how hospitality was done and what worked best last term.

Schedule Meeting – Meet early in the year with hospitality committee to brainstorm and make plans. Involve experienced and new volunteers on the committee to share planning, preparation and work. Coordinate efforts with room representative coordinator and program chairman.

Check Policies – Be familiar with school district policies on serving food, including home-prepared food, on campus.

If making arrangements for baby-sitters for meetings, take time to review PTA policies in the California State PTA *Toolkit* and also school district policies on baby-sitting.

California State PTA strongly urges units to refrain from serving alcoholic beverages at PTA functions. PTAs may also not engage in the purchase or sale of alcoholic beverages (See: *PTA Insurance and Loss Prevention Guide*.)

Americans With Disabilities Act

As the hospitality chairman, be aware that the Americans with Disabilities Act (ADA) requires that disabled persons must be accommodated reasonably by modifying policies, making physical changes and obtaining equipment to assist their participation in an activity.

For PTA meetings/events, this could include:

- Seating to accommodate an attendant accompanying a member or reserved seating in a location to accommodate a member's special needs
- Providing written handouts to supplement discussion
- Providing qualified readers or interpreters for individuals having a hearing or sight impairment.

WHAT TO DO

- Assign volunteers to take turns and help with hospitality, registration, room set up and clean up for meetings.
- Coordinate the purchase, preparation and set up of refreshments, food, supplies, registration sheets, nametags and any decorations for PTA events.
- Arrive early for meetings to check that the room is ready with enough tables and chairs for presiding officers, audience, presenters and activities. Check equipment, supplies and set up hospitality table.
- Consider assigning board/committee members as greeters for meetings and to introduce new members to others to make them feel welcome.
- Thank volunteers, cafeteria or maintenance staff for helping with the meeting arrangement



**National
PTA**[®]
everychild.onevoice.[®]



National PTA's **Reflections** program provides opportunities for recognition and access to the arts which boost student confidence and success in the arts and in life.

Each year, over 300,000 students in Pre-K through Grade 12 create original works of art in response to a student-selected theme. This 50+ year-old program helps them explore their own thoughts, feelings and ideas, develop artistic literacy, increase confidence and find a love for learning that will help them become more successful in school and in life.

The theme for the 2023-2024 program year is *I am hopeful because....* Students submit their completed works of art in one or all of the available arts categories: Dance Choreography, Film Production, Literature, Music Composition, Photography, Visual Arts.

Units must register for the Reflections program <https://www.pta.org/home/programs/reflections>. Resources materials are available on the website for units to take their own program to the next level. Share your program activities with leaders across the country using #PTAReflections and #ArtEdWeek on social media.

Long Beach Council PTA Due Date: November UPs Meeting

Units must be in good standing for pieces to be considered advancement to 33rd District PTA.

Questions? Contact LBCPTA Reflections Chair: Shannon @ reflections@longbeachcouncilpta.org



National PTA® Reflections



California State PTA Local PTA Unit Participation Form

OFFICIAL PTA COUNCIL NAME: _____ PTA DISTRICT #: _____ STATE: CALIFORNIA

OFFICIAL PTA/PTSA NAME: _____ NATIONAL 8-DIGIT ID NUMBER: _____

REFLECTIONS CHAIR NAME: _____ PHONE: _____ EMAIL: _____

CITY: _____ STATE: _____ ZIP: _____

TOTAL SCHOOL ENROLLMENT: _____

CHECK ALL DIVISIONS THAT YOUR PTA/PTSA REFLECTIONS PROGRAM OFFERED:

Primary (Grades PK-2) Intermediate (Grades 3-5) Middle School (Grades 6-8) High School Special Artist (All Grades)

By division, how many entries did your PTA receive in each arts category?

	Dance Choreography	Film Production	Literature	Music Composition	Photography	Visual Arts	Total
Primary							
Intermediate							
Middle School							
High School							
Special Artist							
Total							

GRAND TOTAL NUMBER OF ENTRIES RECEIVED: _____

By division, how many entries did your PTA advance to the next judging round in each arts category?

	Dance Choreography	Film Production	Literature	Music Composition	Photography	Visual Arts	Total
Primary							
Intermediate							
Middle School							
High School							
Special Artist							
Total							

GRAND TOTAL NUMBER OF ENTRIES ADVANCED: _____

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 PTA.

Additional information also may be found on the California State PTA website, www.capta.org.



ADDITIONAL RESOURCES

California Department of Education (www.cde.ca.gov/ls/he/at)
Community Alliances for Drug Free Youth (CADFY)
(www.CADFY.org)

California Friday Night Live Partnership (www.fridaynightlive.org)
U.S. Drug Enforcement Administration (DEA) (www.dea.gov and
www.justthinktwice.com)

Partnership for a Drug-Free California (www.drugfree.org)
Sundt Memorial Foundation (www.sundtmemorial.org)

The Enrique S. Camarena Educational Foundation
(www.CamarenaFoundation.org)

Time to Talk (Partnership for a drug free America website directed at parents) (www.timetotalk.org)

Program ideas for Red Ribbon Week

<http://downloads.capta.org/pms/RedRibbonWeekIdeas.pdf>

Some ways to celebrate Red Ribbon Week:

- 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.

PTA Teacher Appreciation Week

First full week of May

RECOGNIZE EDUCATORS DURING TEACHER APPRECIATION WEEK

Celebrate National PTA Teacher Appreciation Week the first full week of May and California Day of the Teacher, the second Wednesday in May.



Since 1984, National PTA has designated one week in May as a special time to honor the men and women who lend their passion and skills to educating our children.

PTA events at the national, state and local levels celebrate the outstanding contributions teachers make. Teacher Appreciation Week offers the opportunity for citizens to reaffirm their commitment to parent-teacher partnerships. The decision to teach often comes with low-to-moderate pay and around-the-clock hours. Support from families can ease the difficult work teachers do. PTA Teacher Appreciation Week is the perfect time to personally thank your students' teachers for their sacrifices and support for children throughout the year. While appreciation alone will not reduce the challenges teachers face, it will let them know their efforts are not going unnoticed.

APPRECIATION IDEAS FOR STUDENTS, FAMILIES AND PTAS

- Create and display posters, banners, and fliers in schools and in the community promoting Teacher Appreciation Week and the California Day of the Teacher
 - Discuss ways to honor teachers with students in your PTA/PTSA and work together
 - Brainstorm with your school principal about significant ways to honor the staff through the year
 - Contact area merchants, businesses and community groups to invite their participation
 - Plant a tree or flowers on the school property
 - Bring bouquets to school
 - Provide a nutritious brunch
 - Wash cars or windshields
 - Give teachers positive feedback on their teaching by sending a thank-you note
 - Create a source file for your school that includes names of parents and family members who are willing to use their expertise to assist teachers on projects and activities
 - Publish proclamations in the PTA newsletter and post them in the school
 - Request that your mayor or county board of supervisors issue a proclamation in observance of Teacher Appreciation Week or California Day of the Teacher
 - Coordinate an event for teachers sponsored by community organizations and invite press and media coverage
 - Call in to radio talk shows early and tell the host or hostess what your PTA is doing for teacher appreciation.
 - Think about beginning a year-long project to tell your teachers how important they are.
- See more ideas from CAPTA or National PTA