



PTA Matters!

Volume 26, Issue 4

Illinois PTA District 28
May 2011

<http://www.illinoisptadistrict28.org>

A Message from Debbi —

Dear PTA Leaders,

It's that time of year again. Nominating Committees are hard at work searching for next year's officers or have found nominees to fill your opened positions. You're planning your Election meeting or maybe you've just held your elections. Don't forget to complete and return the Local Unit or Council Registration Form to the State Office. This will ensure your PTA continues to receive any information sent out by the State office. All records connected to this year are purged during June, so even if your officers don't change, make sure you return your completed form. If officers or chairmen change during the year, complete and send another form to the State office marked "Revised." The form can also be found on the Illinois PTA home page at <http://www.illinoispta.org>.

With many new people taking office in your PTA, training courses are an important tool to help them work smarter – not harder! Others may have been involved for several years with your PTA and feel they could benefit from taking courses to “refresh” their PTA knowledge. **I hope that many of you will be able to take advantage of the training courses District 28 has scheduled during the month of May. See details about them inside this newsletter.** Remember, if you can't make one these trainings, call or e-mail me. I can arrange for training to come to you.

The articles inside this issue were designed to help you with things you should keep in mind as you wrap your year up, as well as things to keep in mind as you start planning for next year. If something hasn't been addressed that you'd like to know about, please let us know. Remember, there's no such thing as a silly question. If you have a question, chances are, someone else has that exact same question. So, just ask! The district assistances and I will be happy to answer your concerns. And if we aren't sure of the answer, we'll find the answer for you. We're here to help you.

Over the summer months, audit the Treasurer's records. This should be done each and every year, even if your Treasurer doesn't change. The audit committee should consist of at least 3 people and no one authorized to sign checks can be on it. Once the Treasurer's records have been audited, prepare your budget for presentation to your membership at your first general meeting in the fall. Plan what programs and activities you want to present next year, so you know what you need to fundraise to meet those goals.

I'd like to extend another thank you to Lincoln PTA in Brookfield for hosting the District 28 Annual Meeting and Scott School PTA for hosting the District 28 Reflections Program this year. Thanks so much to you and your schools for allowing our events to be held in them. If you'd like your PTA to host a District event, please contact me.

Packet Orientation will be held at the beginning of August. Keep an eye on your e-mail and the District website: www.illinoisptadistrict28.org, for further details about the date, time, and place.

I hope all of you have a wonderful, safe, fun-filled summer with your families. Take some time off, enjoy your children, and rejuvenate so you're ready to hit the ground running with the new PTA year.

Thank you to all of you for all you do on behalf of children!

Debbi Scollard, District Director (708) 484-1472 dscollardpta@sbcglobal.net

Current Bylaws

If the date of your most current bylaws is 2006 or earlier, then your bylaws are not up-to-date. Please review them as soon as possible. Contact the District Director for a copy of the most current, standard local unit bylaws

Adams.....	90
Ames.....	08
Berwyn Council.....	10
Blythe.....	08
Edison.....	10
Emerson, Berwyn.....	10
Emerson, Maywood.....	06
Forest Hills.....	10
Franklin Park.....	10
Freedom Middle.....	10
Garfield, Forest Park.....	08
Garfield, Maywood.....	91
Grant.....	No bylaws
Havlicek.....	07
Heritage Middle.....	10
Hiawatha.....	10
Hollywood.....	07
Home.....	06
Irving, Berwyn.....	10
Irving, Maywood.....	06
Komarek.....	09
Komensky.....	97
Leigh.....	11
Lexington.....	09
Lincoln Middle.....	06
Lincoln, Brookfield.....	10
Lincoln, Cicero.....	95
Lincoln, Maywood.....	09
Lincoln, Bellwood.....	10
Mannheim Middle.....	07
Thurgood Marshall.....	No bylaws
McKinley, Bellwood.....	08
Melrose Park.....	No bylaws
John Mills.....	08
Northlake Middle.....	03
Pershing.....	08
Piper.....	05
Pleasantdale.....	09
Prairie Oak.....	06
Rhodes.....	10
Riley.....	06
River Grove.....	08
Roosevelt Middle, Bellwood.....	11
Roy.....	08
Scott.....	08
Stevenson.....	09
Sunnyside/McArthur.....	08
Union Ridge.....	03
Washington, Maywood.....	No bylaws
Westdale.....	05
Whittier.....	06

The Treasurer's Corner Year-end Audit and Developing Next Year's Budget



PTA's fiscal year runs from July 1st-June 30th and the end of the fiscal year can be a very busy time for the PTA Treasurer. The last of the current fiscal year's bills must be paid, receipts deposited, the ledger closed and records filed. An audit **must** be performed of all the treasurer's records to verify their accuracy. **No one who is an authorized check signer can be a part of the audit committee.** The audit committee will perform tasks such as verifying bank account reconciliations, expense and deposit vouchers (check numbers, who written to, and amounts, monies received dates and amounts, whether the checks and deposits were handled in a timely fashion), and that the dollars were accounted for appropriately in the PTA Treasurer Reports.

As a new school year begins, so does the PTA's plan for the year. A budget is a financial plan for a specific time period. The budget is made up of revenues or sources of funding and expenses or uses of funding and usually covers the time period of the PTA's fiscal year.

Examples of PTA revenues are the local PTA portion of membership dues, fund raising activities, interest earned on savings, and possibly program revenue. The dollars that a PTA spends are the expenses. These can include postage, office supplies, program expenses, and fund raising costs.

The incoming Board should use the current year's financial information to help prepare the budget for the next PTA year. The Board should take into consideration any cultural arts programs, parent education, family fun nights, teacher & volunteer appreciation events, etc., that they wish to accomplish during the coming year when preparing the Budget. **The Illinois PTA Convention, State Conferences and District 28 functions are all legitimate PTA expenditures and should be part of your Budget.**

Remember that your Budget for the next fiscal year **MUST** be approved by the general membership at the first general meeting held in the beginning of the school year. The treasurer's section on the Web site of the Illinois PTA (<http://www.illinoispta.org>) contains helpful information for preparing your budget.

The "Dollars and Sense" information, contained in the Local Unit Packet Treasurer's folder your PTA received last August at Local Packet Pick-Up, contains procedures for developing your budget, as well as how to conduct an audit.

(Continued on next page.)

If you need assistance performing an audit, developing a budget, or if you cannot find your Treasurer's folder from the Local Unit Packet, please give me a call. I'll be glad to assist you any way I can.

Source: Source: PTA Matters Vol. 24, Issue 5, PTA Matters Vol. 25, Issue 1.

Pat Denofrio, Treasurer

A Great Job!

Congratulation to all of District 28 membership winners at the state level. All of you did a great job of promoting PTA though your membership. Keep up the great work and we will even have more awards next year.



The Power of 11 Award: GGW PTA, Heritage PTSA, Komarek PTA, Melrose Park PTA, Pershing PTA, Piper PTA, Union Ridge PTA.

Bronze Level winners: Ames PTA, Blythe Park PTA, Edison PTSA, Forest Hills PTA, Franklin Park PTA, Freedom PTSA, Home School PTA, Lexington PTA, Lincoln PTA-Brookfield, Mannheim PTA, Mills PTA, Northlake PTA, Pleasantdale PTA, Rhodes PTA, River Grove PTA, Roy PTA, and Scott PTA.

Silver Award: Hollywood PTA and Komarek PTA

Gold Award: Hiawatha PTA

The Platinum Award: Congratulations to GGW PTA and Melrose Park PTA.

State awards presented at the Convention

Juvenile Protection & Safety Award

Honorable Mention

Komarek School PTA, District 28

Legislation Award Winner

Edison PTA, District 28

Web site Award - Honorable Mention

Illinois PTA District 28

Reflections National Finalist

Literature: *Theodore Hernandez,*



PTAs focusing on the Mission

Congratulations to the following PTAs:

- A Candidates Form was held on March 21st at Heritage Middle School. The Berwyn Council of PTAs and the South Berwyn Education Association sponsored the Forum. The flyer was sent out to parents and included a Spanish translation.
- The District 88 PTAs and the Bellwood Education Association at Roosevelt Middle School in Bellwood presented "Meet the Candidates" • The question was, "Who will make a difference in your school?" Again, this flyer was translated into Spanish to include all parents.
- Komarek PTA extended an invitation to meet the Komarek District 94 school board candidates. The event was held on March 23 at Komarek School. The PTA moderated a question/answer period.

WELCOME NEW UNITS

LINCOLN ELEMENTARY PTA—
BELLWOOD

IRVING PTA — MAYWOOD

ROOSEVELT MIDDLE SCHOOL
PTA — BELLWOOD

GARFIELD PTA — MAYWOOD

Sharing ideas with units

PTA General Meeting:

While Sunnyside/Mac Arthur PTA held its General PTA Meeting, the volunteers and chairman assisted the children with making decorations for our Winter Wonderland Dance. The parents can receive a free back massage from a Local Chiropractor. This year the children will be making polar bears. This will allow the entire family to enjoy a night at the PTA General Meeting and get involve with PTA. PTA encourages upcoming chairman and volunteers to attend as well. Healthy foods or snacks are provided.

State PTA Officers Elected

President: Bruce Bohren

President Elect: Peggy Staehlin

Vice President of Field Operations: Kathy Meitzler
(Our very own Kathy)

Vice President of Programs: Rhonda Jenkins

Secretary: Darcy Killigrew

Treasurer: Nan Tharp

Membership

Thank you for doing your best and working so hard. Remember: you need to send in your membership cards and any final dues to the State PTA office by June 25, 2011. There is a form (Membership Card Transmittal) that you should use when returning unused membership cards to the State office. This form is on the CD you received at Packet Orientation, along with the Membership Card Request Form to request more cards and the Dues Remittance Form to use when submitting dues to the State office. They are also available on the Web site:

<http://www.illinoispta.org/membership.html>. You will receive a letter from the State if you do not return your unused CARDS and dues in by the June 25, 2011.

Over the summer starting thinking about how you can promote PTA through membership for next year. There are many ways to get help along the way with the nuts and bolts of PTA membership. Your president received a Membership Marketing Guide to help promote membership in your PTA with recruiting methods, facts about PTA, and how to market membership. If you go to the Web site: www.illinoispta.org/membership.html, you will find the Guide online along with other materials such as: *Why Be a PTA* and *Why Join a PTA*. There is also information about the Cardinal PTSA membership. These are helpful tools to get you started on next year's drive. So on your mark, get set, and go for a winning membership drive and earn those awards like so many did this year.

Maybe a theme would interest parents in joining. Set up a table at registration; let the parents know what the PTA has done for their students and the programs you presented, but most importantly you need to **ASK<ASK<ASK**.

Kathy Meitzler, Membership

Including Men in Your PTA

Have you ever walked into a room and discovered that you are completely different from everyone else there? When you stand out like that, it can be an uncomfortable feeling. Yet that is exactly what many men experience when they walk into their first PTA meeting.

Many PTAs wish they had more men involved, and one of the best ways to make a PTA welcoming to men is to have a man on your PTA executive board or among your PTA's officers. When a kindergarten dad walks into that first PTA meeting in the fall, seeing another man in a position of responsibility tells him that men are welcome and their input is valued.

As your nominating committee searches for new officers for next year or as your new officers look to fill committee chairmanships, consider asking some of the men who have been involved in your PTA this year (even if only occasionally) if they would be interested in serving. Taking that step now can pay off big this fall.

Source: Illinois PTA Bulletin: April/May 2011

2010-2011 Reflections State Judging Results Announced

We are pleased to announce that an entry from Rhodes School in River Grove has advanced from Illinois judging to National PTA! **Congratulations to Theodore Hernandez** who submitted a Literature piece, *Let's Make the World a Better Place*, in the Intermediate Division! We are still awaiting word as to how Theodore's entry fared in the National PTA judging.

We are also pleased to announce that Sofia Armadillo from Emerson School in Berwyn received an Honorable Mention for her Visual Arts entry, *Changing the World by Opening our Hearts*, in the Intermediate Division.

Congratulations to these students for their wonderful accomplishments!

Barbara Miralgio, District Assistant

Reflections 2011 - 2012

As you begin planning for the 2011-2012 school year, don't forget to include the National PTA Reflections Program in your PTA! This program encourages the development of the creative talents of our young people.

Students may submit work in any of six categories: Dance Choreography, Film Production, Literature, Music, Photography, and Visual Arts. Multiple entries are accepted. The theme for 2011-2012 is: **"Diversity means..."**

All entries must relate to the theme for that year. Each participant is **required** to submit an artist statement that describes what inspired him or her to create the work and how it relates to the theme. The artist statement is mandatory for all entries in all grade divisions.

The children's entries are first submitted to each local unit PTA, which then selects their best (to a limit in each category that will be announced in August) and submits those entries to Illinois PTA District 28. The district selects the best entries from all local units in the district and advances them to the state for judging. Finally, the state's best in each category/age division advance to National PTA for judging. We recommend that each local unit recognize, at a PTA or school event, all children who took the time to enter the program with special recognition for those children whose entries advanced to district judging. At the district level, we have held a celebration in February for the children whose entries advanced from district to state judging.

Some words of advice for the Reflections/Cultural Arts chairperson:

1. Be sure the paperwork is completed correctly and thoroughly.

(Continued on next page)



2. Fill in the PTA information in the student entry form before handing out to the children.
3. Make sure both the student and the parent sign the form.
4. In the case of Dance Choreography, Film Production and Musical Composition, the names of all performers/participants must be listed on the student entry form.
5. Complete a Parent/Guardian Consent form for all children who participate in the taping, photographing, or audio recording of a PTA Reflections entry – not just the artist who developed the piece.
6. Make sure each entry complies with the rules for their category. Each year we have had to reject entries for various reasons. Common problems include:
 - a. Three-dimension artwork such as beads, noodles, etc.;
 - b. Framed artwork;
 - c. Dance Choreography or Film Production in a file format not allowed;
 - d. Oversized entries in Photography or Visual Arts;
 - e. Missing musical notation for the Music entries.

As chairman, you are in a much better position to help the children correct these mistakes BEFORE they reach the district judging.
7. Finally, some entries were disqualified because the PTA was not in “Good Standing,” which means they have not submitted dues or their bylaws are not up-to-date or their insurance waiver is overdue.

Celebrate the talents of the children in your school and sponsor Reflections!

Barbara Miralgio, District Assistant

So, you're the new PTA treasurer...

The PTA Treasurer has many duties and responsibilities. Outlined below are guidelines all PTA treasurers should follow. Illinois PTA offers a training workshop entitled PTA Money Matters. It is highly recommended that all PTA Treasurers plan to attend a PTA Money Matters workshop. Workshops will be offered in May 2011 or can be arranged by contacting Illinois PTA District 28 Director Debbi Scollard.

First Steps

Your initial tasks as treasurer include:

- Making sure that the books have been audited before accepting them.
- Verify the completeness of files and records received from the retiring treasurer. Ask about missing records at once.

- Becoming familiar with the duties outlined and any references to finances and budget in the PTA bylaws.
- Securing the signatures of new officers authorized to sign checks, and filing the signature cards with the bank, if not taken care of by the outgoing treasurer.
- Checking on bonding and liability procedures.
- Studying resources for the Treasurer at <http://www.illinoispta.org> and relevant areas of www.irs.gov.

Build a Finance Committee

Potential members may include local, council, or district, PTA members and leaders with expertise in the financial area. Also seek PTA members with the experience to write grants, assist with sponsorships, help raise funds, and serve as consultants to the committee.

The finance committee works to make sure the organization is in good financial health, that its assets are protected, and that its resources are used appropriately.

Duties of the Treasurer

- Keep up-to-date on nonprofit financial issues by reading relevant materials and pursuing appropriate training.
- Chair the finance committee (if required in the bylaws).
- Assist in developing the budget. (See *Year-End Audit and Developing Next Year's Budget* article in this newsletter)
- Manage the funds of the unit. Keep an accurate and detailed account, in the treasurer's permanent book, of all monies received and paid out.
- Submit a report at regular meetings of the association. The report should include the total balance on hand at the beginning of the month covered by the report, the separate amounts received and credited to the general fund, the state and national portions of dues, the special funds (if the association carries any special funds such as a scholarship or endowment), other receipts, itemized disbursements, the balance on hand in each fund, and the total balance on hand at the end of the month. Be prepared to answer all questions promptly, and have the records available at the meeting.
- Receive all monies for all accounts—local, state, and national per capita dues, Founders Day gifts, etc. Receipts should always be issued for amounts of cash received.
- Deposit all monies in a bank approved by the executive committee/ board of your local PTA.



Source: PTA Money Matters

Pat Denofrio, District 28 Treasurer

Get Into Gear

Do you lack the time, energy or knowledge to take the initiative to react to issues of Juvenile Protection and Safety? In today's world, knowledge is at your fingertips when it comes to information—Google your topic of concern.

Stay in tune with what your child and their friends are up to. In the world of text messaging and computers, it is harder to know what kids are doing. Parents must be better and smarter in today's world. Go to www.illinoisattorneygeneral.gov. At this web site you can find a link to How Aware R U? This will give you an opportunity to take an Internet Safety Quiz for Parents.

The following **four articles** can be a resource on other topics that can make you a pro-active parent and PTA member.

Audrey McAdams, Juvenile Protection and Safety

Concussions

Prepare yourself and your child for an active summer and fall season of sports. Include protection of their very precious brain on your agenda.

After the death of former Bear Dave Duerson, the long-term effects of concussions brought attention to the forefront. Very often brain damage started when kids were just beginning their sport activities. Recent legislation addresses two House bills (HB200 and HB1197) that mandate protocol for high school athletes to follow and the Illinois High School Association to adopt.

As a parent you need to educate yourself about warning signs, prevention and equipment to avoid and how to deal with a concussion. The Center of Disease Control and Prevention (www.cdc.gov) has hundreds of links available on the subject. The American Pediatric Association (www.aap.org) has a generous amount of articles to educate you on concussions. The Midwest Center for Concussion Care is a resource unique to our area. According to their web site they were founded due to the lack of integrative care available to individuals who have suffered a cerebral concussion or mild traumatic brain injury. Their patients include the Chicago Bears, Chicago Blackhawks, Chicago Fire and Northwestern University as well as youth and high school athletes.

“Just Ask” Day

There is never a good time to remind parents about the importance of the first day of summer, June 21, and the efforts of PAX/The Center to Prevent Youth Violence. This organization has held this annual event to remind parents to *ASK* on this day if there are guns where their children play. *JUST ASK* the people where your child plays if they have a loaded unlocked gun. According to their web site, in America, nearly 1.7 million children

live in a home with a loaded, unlocked gun, and a staggering 40 percent of homes with children have a gun. Every year, thousands of children are killed or seriously injured as a result.

Information on *ASK* (Asking Saves Kids) can be obtained at ask@paxusa.org or 212-269-5108. They have another great resource on their “Arm Yourself with Knowledge” FaceBook Page.

Head Lice Information

Every parent feels immediate panic when they hear about an outbreak of head lice. Arm yourself with knowledge to understand how to deal with the situation.

The National Pediculosis Association sponsors National Head Lice Prevention each September to raise awareness of head lice as children return back to school. Visit their web site at www.headlice.org. You will find educational material on prevention and safe remedies in dealing with an infestation. There are also many links to provide you with current developments in resistance and side effects of therapies.

The Illinois Department of Health, www.idph.stte.il.us/public/hb/hblice.htm can provide you with easy to understand lessons on how head lice spreads, the life of a louse and treatment options.

Take Action Against Radon

On January 1, 2010, Public Act 096-0417 went into effect. This law recommends that schools participate in radon screening every five years. Radon is a colorless, odorless, radioactive gas that is produced from the radioactive decay of naturally occurring uranium in the soil. Radon is the second-leading cause of lung cancer in the United States. There are almost 1,200 radon-related lung cancer deaths each year in Illinois

The U.S. Environmental Protection Agency (USEPA) provided a \$38,000 grant to the Illinois Emergency Management Agency (IEMA) to help 50 Illinois school districts screen for radon gas. The American Lung Association of Illinois (ALAIL) is partnering with IEMA in guidance and training of school personnel.

This Public Act also recommends that new schools be built using radon resistant techniques. This law also suggests that after the radon testing, the school district shall report the test results to the State Board of Education and to notify parents and faculty.

To reduce the costs to schools districts for radon testing, district employees can complete an online training course approved by IEMA. The USEPA and IEPA (Illinois EPTA) recommend taking remediation steps if the test results indicate levels of 4.0 picocuries per liter (pCi/L) or above.

Obtain information about radon at IEMA's radon Web site at www.radon.illinois.gov Look for information on the grant at the IEMA's press release Web site. Read about Public Act 096-0417 at the General Assembly's Web site, www.ilga.gov

Leadership Training and the PTA University Degree Program

The Illinois PTA offers a variety of courses to assist PTA leaders with the information they need to be successful. PTA members can start with the *Road to Success* course, which shares information about the PTA mission and structure, officer duties and parliamentary procedure. Next, the *President's Course* helps current and future PTA leaders learn their leadership style to make the president's job the easiest in the PTA. Finally, the *Money Matters* course discusses handling of PTA funds as well as accountability to PTA members and the government.

With new officers being elected in PTAs across our area, there are several opportunities to complete these courses in May. **On successive Wednesday mornings (beginning May 11th) at 9:15 AM, the three classes will be offered at the Elmwood Park Library. On Thursdays (beginning May 12th) at 6:30 PM, the classes are offered at the Berwyn Library.** Please refer to the flyer included with this newsletter for more pre-registration information. We do need to know how many people are coming so that we can be prepared with enough course materials.

Also on Saturday, May 7, all of these courses plus workshops on the Value of PTA, Male Engagement, Advocacy, Bullying, and Healthy Schools are being offered at a Leadership Conference at Calumet School. Two of the workshops are offered in Spanish: *Road to Success (Camino Al Exito)* and the *Value of PTA (Valor de PTA)*. For more information and registration, please go to the Illinois PTA Web site, www.illinoispta.org. This conference AND lunch are FREE to all participants, courtesy of the Illinois Parent Information Resource Center. Registration deadline is May 3rd!

If these dates don't fit your schedule, then contact your District Director, Debbi Scollard, or Leadership Assistant, Barb Miralgio, to schedule a course at your own school, library, or home. We'll be glad to come out and train your group of officers.

All of these events fulfill requirements towards the PTA University Degree Program. Earn your B.A. in PTA by attending the courses as well as the Leadership Conference!

Barb Miralgio, Leadership Assistant

Secretary 101

Congratulations on being elected to this very important position. You are the recorder and keeper of the records of your local PTA and/or a key communicator between the executive board and general membership.

With that being said, my strongest advice to you is to take a deep breath and dig in! Corresponding Secretaries, if there is something that needs to be communicated to

your membership, please be sure to send out all correspondence in a timely manner. Use technology to its fullest potential and send e-mail reminders or texts (with permission.) Remember our membership is our backbone and we can all use an extra reminder now and then so we can be sure to participate to our fullest potential.

Recording Secretaries, my best advice to you is not to hesitate when typing up your meeting minutes. Do it while details that you may not have jotted down are fresh in your minds. You do not want to be trying to decipher your notes (or in my case my handwriting) the day or two before the board meeting. Keep minutes concise with pertinent information only (you do not need to record every word.) Important things to include are: Day, Date, Time, Location, Call to Order, Attendants, Approval of Minutes, Treasurers report, Correspondence, President's Report, Committees, New Business, Unfinished Business, and Adjournment. The easiest way to record minutes would be to simply follow the meeting agenda.

If you have questions or would like a sample meeting minutes contact me at: amsuter@rocketmail.com.

Ann Marie Suter, Secretary

Support the Illinois PTA Scholarship Program

Include Scholarship in your PTA Budget!

Each year, the Illinois PTA awards \$20,000 in scholarships to public high school seniors who will study in the field of education. Your PTA can help fund these important scholarships with a donation to the Illinois PTA Scholarship Fund or by purchasing volunteer recognition awards.

The Illinois PTA offers a number of different awards to recognize those volunteers or community members who have made a difference in the lives of the children in your school. Donations are made to the Scholarship Fund in the name of your recipient. These recognitions include Life Member, Book of Recognition, Achievement Award, Distinguished Service Scroll, Educator of the Year, T.H.A.N.K.S, and Certificate of Recognition. Refer to the Illinois PTA Web site under Volunteer Recognition for information on each award.

Make sure when you prepare your PTA budget for the next fiscal year that you include line items for Volunteer Recognition and for the Scholarship Fund donation.

Support the "T" in PTA by educating future teachers!

Barb Miralgio, Leadership Assistant

Legislation Chairman: How to be the Best!

- Arrange to take the PTA Road to Success course.. Attend conferences and workshops that will benefit both you and your PTA. Understanding how PTA functions will help you better comprehend your duties.
- Ask your president for the Legislation/Resolution information mailed to him/her with the pre-convention information.
- Go to the Illinois PTA Convention with the intention of attending as many workshops and courses relating to legislation and advocacy for children as you can. Attend the General Sessions and take part in directing the Illinois PTA on legislative actions. Give a report at your next PTA meeting on what you learned.
- Check the Illinois PTA Web site for information about the finalized resolutions passed at convention and any resolves of action taken on legislation bills.
- Your PTA should have a line item for legislation in their budget. Monies from this budget can include expenses for paper, envelopes and stamps. According to IRS regulations concerning 501(c)(3) not for profit organizations, you cannot spend more than 5% of your total budget for legislative activities.
- Introduce yourself to your school's principal, the school district superintendent and the members of your school board. Learn about school and district policies and practices that affect children. Set up a partnership with your administrators and school board to keep in contact through emails about legislation and referendums that would benefit your school district.
- Approach interactions with school administration and staff with a positive attitude and an open mind. Disseminate information through the PTA teacher representative to the entire teaching staff.
- Hold a voter's registration at your PTA functions. Contact your village/town/city hall to request a registrar for your event.
- Provide your members with information on how to make contact with their legislators concerning legislation affecting public schools and other child-related issues. Provide them with a current list of their legislators, including email and mailing addresses, and telephone numbers.
- Invite legislators to your school. Your legislators enjoy interacting with children of all ages.
- Hold a candidates forum at your school during election years. Hold a Town Hall Meeting on educational/legislation issues.
- Your PTA newsletter/Web site should include a legislation section containing rewritten and/or

reprinted information from articles from the Illinois and National PTA Web sites, along with other related sources. Credit for the source of the article must be given.

- You will receive legislation packets from your local PTA President and the Illinois PTA office throughout the year. Take the time to read them.
- Keep a record of your legislative activities throughout the year such as letters written, telephone, personal and email contacts with your legislators, and any activities within your local PTA.
- Read the Legislation Chairman's Guide that can be found at www.illinoispta.org under "Take Action."
- Complete the Illinois PTA Legislation Network Application at www.illinoispta.org under "Take Action." This will allow you to receive both state and federal legislative information tailored specifically for Illinois PTA members.
- Visit the Illinois District 28 Web site, www.illinoisptadistrict28.org and click on the legislation information link, to obtain Tips, Web Sites, and Resources for Legislation Chairmen.
- Log onto www.illinoispta.org and read the current Monitor and latest Bill List. Archived items can be found at <http://www.illinoispta.org/legislation.html>
- Join the National PTA Member-to-Member Network by subscribing at <http://capwiz.com/npta2/mlm/signup>. You will receive National PTA reports and legislative ACTION ALERTS.
- Apply for the District 28 Advocacy Award and the Illinois PTA Legislation Partnership Award.
- Most important – remember – YOU'RE NOT ALONE! Advocating for children is not hard. You most likely do things every day to advocate for children without realizing it.
- The District and State boards are here to help you. All you have to do is ASK. Both boards will be happy to lend you assistance.
- Additional Information can be obtained by contacting: Bill Vest Jr. — District 28 Legislative Assistant Email — digerr90@comcast.net Home Telephone: (708) 452-2816

Newsletter and Web Sites

Why do a PTA Newsletter?

- It's the first line of communication
- It's inexpensive
- It's visual
- It's a membership tool —informs and educates
- Blends the self interest of reader and sponsor
- Represents personal letter—trustworthy
- Reaches beyond membership
- It's easily portable (continued on next page)

Oh, how true that is! And how times have changed. Newsletters are still a very good way to keep your members informed about the PTA in your school. And I encourage you to begin a newsletter for your members — if only one page. Keep your parents informed about:

- Legislation
- Parent Involvement and Education
- Safety and Juvenile Protection
- Membership
- Exceptional Child and Early Childhood
- Cultural Arts/Reflections
- Health and the Environment
- School Education and Finance
- Scholarship
- fund raising

You'll notice that fund raising is last. PTA is about what we do — not necessarily how many funds we raise. Fund raising allows us to do PTA work and do things for kids. Our focus needs to be on the topics above fund raising! **Remember, Knowledge is Power!**

However, times have changed, postal rates have increased, and somehow the kids will still forget to take it out of their book bags!

So, think about doing that newsletter and sending it to your members via email or on a Web site that you've created. Does the words "Web site" scare you? Yes, it takes some time to set it up and it can increase your budget somewhat. Listed below are several sites that can help you set up a Web site and it's free. They have templates to guide you through the process.

Feel free to contact me if you have questions about newsletters or Web sites.

<http://www.weebly.com>

<http://www.intuit.com/>

<http://www.kompozer.net/>

<http://wordpress.org>

Remember also that you may use articles from the Illinois PTA Bulletin, PTA Matters, and the Web sites in your newsletter and/or Web Site.

www.illinoisptadistrict28.org

www.illinoispta.org

www.pta.org

Mary Ann Daugherty, Webmaster/Editor
847-455-0427 mdaugherty15@comcast.net

National PTA Elections

The Nominating and Leadership Development Committee met January 28-30, 2011 to consider individuals for President-Elect, Secretary-Treasurer, eight (8) member representatives to the National PTA Board of Directors, each for a two-year term; and two (2) members to the Nominating and Leadership Development Committee, each for a three-year term.

The committee reports the following nominees for

election at the 2011 national convention:

President-Elect

Otha Thornton - Georgia

Secretary-Treasurer

Laura Bay - Washington

Member Representative (8) Board of Directors

Scott Allen – Washington

Nancy Cox - Florida

Kim Hunt – Massachusetts

Melani Luedtke-Taylor - Nebraska

Katherine (Kathy) Nevans – Missouri

Esther Parker - Maryland

Debra Strauss - Illinois

Sophia Waugh - California

Member (2) Nominating and Leadership

Development Committee

Tina Hartman – Indiana

Helane Robson – North Dakota

We urge you to give the above names wide publicity in your states so that members may be informed about the nominees. The nominees' bios will be made available on the PTA Web site by March 10 for members to review.

Source: National PTA

Summer is Coming!

The *Sun Wise* school program helps children learn about the harmful effects of the UV rays and teaches them ways to protect themselves from overexposure to the sun while having fun outside. Each school that signs up to be a *Sun Wise* school and orders a UV meter will receive a free tool kit which includes activities and a UV sensitive frisbee. The UV meter allows the children to measure how much UV radiation reaches your town. The information can be entered on the *Sun Wise* Web site and compared to other areas.

Take some time to visit the *Sun Wise* Web site http://www.epa.gov/sunwise/kids/kids_actionsteps.html with your children. View the *Sun Wise* action steps showing how different animals protect themselves from the sun and what we need to do as well. Play the *Sun Wise* trivia game, which will help children learn ways to protect themselves, such as wearing hats, sunscreen, and sunglasses.

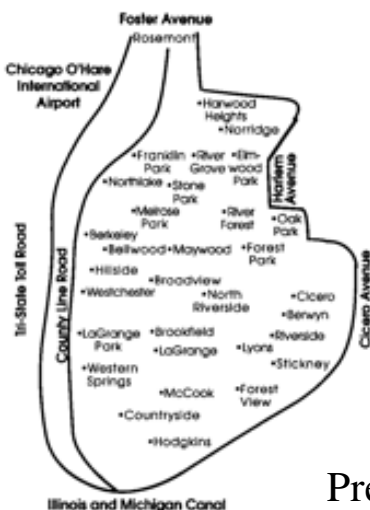
The National Council on Skin Cancer Prevention has designated the Friday before Memorial Day as *Don't Fry Day*. The Council's goal is to encourage sun safety awareness by reminding everyone to protect their skin while enjoying the outdoors on *Don't Fry Day* and every day. As a federal advisory member of the Council, EPA will raise awareness about *Don't Fry Day* and the importance of sun protection around this date. Perhaps your local unit may want to promote this day as well using materials from the *Sun Wise* Web site.

Source: Illinois PTA Bulletin – April/May 2011

Keep your PTA on Track

- ☛ Make plans to attend one of the "PTA Spring Training" courses in May at the Elmwood Park Public Library and the Berwyn Public Library.
- ☛ Send in your PTA Registration forms to the state PTA office. The forms can be accessed at <http://www.illinoispta.org>.
- ☛ Review and update your bylaws! Send to the Director for approval before you take them to your membership for adoption.
- ☛ Check out the District 28 Web site for the latest information. <http://www.illinoisptadistrict28.org>.
- ☛ Membership is a year-round activity!
- ☛ Call the District Director to set up a date for PTA Courses. Leaders are available day or evening! Build Leadership in your PTA.

Debbi Scollard, District Director
1514 Euclid Avenue
Berwyn IL 60402



Presidents: Please share this newsletter with your PTA Members.



Illinois PTA District 28



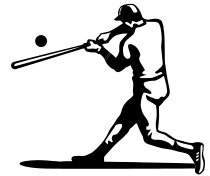
invites

all PTA officers and members

to



SPRING TRAINING



Step up to the plate to hit a home run for your PTA!

Two Locations!

Elmwood Park Public Library
1 Conti Parkway
Elmwood Park, IL 60707
(daytime classes)

Berwyn Public Library
2701 South Harlem Avenue
Berwyn, IL 60402
(evening classes)

Road to Success Course

This course covers all of the basic information needed to ensure a successful PTA experience. Subject matter includes the history, purpose and structure of PTA, duties of officers, governing documents and parliamentary procedure. (approximately 2 hours long)

Wednesday, May 11
9:15 AM

Thursday, May 12
6:30 PM

President's Course

The president is the easiest job in the PTA and after you take this course, you'll believe it! Duties of the president will be discussed plus leadership tips and styles to help you succeed in this office. (approximately 1½ hours long)

Wednesday, May 18
9:15 AM

Thursday, May 19
6:30 PM

Money Matters Course

This course will take you through the basics of PTA finances including: how to prepare a budget, conducting an audit, fundraising, using vouchers, the treasurer's report, accountability to members and the government plus pitfalls and ethical dilemmas that a PTA may experience. (approximately 1 hour long)

Wednesday, May 25
9:15 AM

Thursday, May 26
6:30 PM

Pre-register for the starting line-up by contacting Barbara Miralgio via e-mail at bmiralgio@sbcglobal.net or phone at 847-455-6150 for any or all of these courses.

Illinois PTA District 28

<http://www.illinoisptadistrict28.org>

Debbi Scollard, District Director
1514 Euclid Avenue, Berwyn, IL 60402
(708) 484-1472 dscollardpta@sbcglobal.net

Council – South Berwyn

Eugene McMahan
Berwyn, IL 60402
ellechero67@att.net

Legislation

Bill Vest
7868 West Cressett Drive
Elmwood Park, IL 60707
(708) 452-2816
digerr90@comcast.net

Secretary

Ann Marie Suter
3518 Kenilworth Ave.
Berwyn, IL 60402
(708) 484-4837
amsuter@rocketmail.com

Cultural Arts

Vacant

Membership

Kathy Meitzler
1422 Manchester
Westchester, IL 60154
(708) 345-1310
meit1422@comcast.net

Scholarship/Leadership Development

Barb Miralgio
10146 Nevada Ave.
Franklin Park, IL 6131
(847) 455-6150
bmiralgio@sbcglobal.net

Historian

Vacant

Newsletter/Webmaster

Mary Ann Daugherty
2913 Louis
Franklin Park, IL 60131
(847) 455-0427
mdaugherty15@comcast.net

Treasurer

Pat Denofrio
1347 S. Elmwood
Berwyn, IL 60402
(708) 516-8315
patd@accs-net.com

Juvenile Protection and Safety/ Legislation Consultant

Audrey McAdams
4034 S. Scoville
Stickney, IL 60402
(708) 484-0534
agm60402@yahoo.com

Resource/General Arrangements Vacant

**Please contact the District
Director at (708) 484-1472 to
arrange for Leadership
Courses.**

— Illinois PTA/District Events/Workshops 2010 - 2011 —

*Packet Orientation and
Training Courses*

Saturday, August 7, 2010

*St. Mary of Celle Parish/Catholic
Charities Family Center Berwyn*

Annual Meeting

November 8, 2010

Lincoln PTA, Brookfield

*Deadline for District
Reflections Entries*

Friday, December 6, 2010

*Deliver to: 1422 Manchester,
Westchester IL 60154 (708) 345-1310*

Night with the Wolves

Saturday, January 15, 2011

<http://www.illinoisptadistrict28.org>

Reflections Recognition

February 28, 2011

Scott PTA, Melrose Park

Illinois PTA Convention

March 11 - 13, 2011

Schaumburg

National PTA Convention

June 9 - 11, 2011

Orlando FL

Packet Orientation (2011)

Early August

TBA