



PTA Matters!

Volume 27 Issue 2

Illinois PTA District 28
October 2011

<http://www.illinoisptadistrict28.org>

A Message from Debbi...

Autumn is here, school is back in session, and your PTA is hard at work planning activities and running your membership drives. I hope you have taken the time to review the information on the Local Unit Packet CDs from the Illinois PTA. Feel free to make additional copies of the disks to share with your board. If you have not received the Illinois PTA Local Unit Packet and National PTA membership cards from me and your National PTA Back-To-School Kit directly from the National PTA, please contact me.

In this issue, you'll find information from the District Assistants on items your PTA needs to keep in mind at this time of the year.

PTAs throughout the State have had many questions and concerns regarding communicating via e-mail and using multi-media outlets. With that in mind, I thought I'd take this opportunity to touch base on a few of them.

Communication between board members is a key component to having a strong board.

Email is a great way to communicate, but it does have its limitations. A few guidelines to keep in mind when sending emails are: ALWAYS be respectful of others opinions; NEVER put anything in writing that you would not be willing to say to a person face-to-face; REMEMBER that the people reading your email cannot hear your voice and therefore may interpret what you are saying differently than you mean it. Because of this, there will be times when a phone call or an in-person meeting will be the best course of action to take with whatever matter is at hand.

Many PTAs have started using multi-media outlets such as Facebook, Twitter, YouTube, and other media forms to communicate with their parents and community. The Illinois PTA Board of Directors and State office have received many questions concerning these types of communication. As a result, the Illinois PTA Membership and Marketing Director, Jennifer DeFranco, has put some guidelines and instructions together to help you when using these media forms. The information can be found at <http://www.illinoispta.org/information.html>. Remember, when using any form of media, EVERYTHING with your PTA's name on it reflects back not only on your PTA, but on ALL OFFICERS as the "face" of your PTA. Therefore, you ALWAYS want to: Make sure all WORDS are spelled correctly; check GRAMMAR - it is very important; always remember what you put out should look PROFESSIONAL. For more tips and help with the technical end of setting a Facebook page up, please contact Jennifer at jtdefranco@sbcglobal.net.

The District 28 Annual Meeting and Election of the 2012-2014 District Director, and Awards Event is scheduled for **Tuesday, October 18th at Home School PTA in Stickney**. We will have Detective Melone of the Cicero Police Department present a program based on internet safety and cyber-bullying. All parents, teachers, and administrators are welcome. Please look for the flyer with all the details coming your way very soon.

Have you asked me to become a member of your PTA? I'll join your PTA if you ask me!

Thank you for all you do on behalf of children! You ROCK!

Debbi Scollard, District 28 Director

dscollardpta@sbcglobal.net

(708) 484-1472

National PTA Grants

- **Family Engagement-Take Your Family to School Week Grants. Take Your Family to School Week is February 12-18, 2012. Applications available in September, 2011.**
http://www.pta.org/take_your_family_to_school_awards.asp
- **Phoebe Apperson Hearst Family-School Partnership Awards Check Web site for information.**
http://www.pta.org/phoebe_apperson_hearst_partnership_award.asp

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

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

The Treasurer's Corner IRS Reminder



Don't forget all not-for-profit organizations, with an income under \$50,000.00, **MUST** file a 990-N e-postcard no later than November 15, 2011 for fiscal year July 1, 2010—June 30, 2011. Visit www.illinoispta.org/treasurer.html to find out which form you need to file.

PTA Budget and Fundraising

By now the PTA budget for fiscal year 2011-2012 should have been prepared and approved by the general membership at the first PTA general meeting following the start of the school year.

During budget development, the PTA also should have planned fundraising activities to support the events and expenditures for the year. There should be no fundraising without a designated purpose for the funds. Once the necessary funds have been raised to meet your budget, any additional scheduled fundraisers should be canceled. Fundraising should be for PTA purposes, not to fulfill school board responsibilities. PTA funds should be used for PTA work.

Acceptable uses of PTA funds:

- General PTA needs or operating expenses
- Leadership Training (state, region, or district PTA workshops, courses, meetings, etc.)
- State Convention
- Family-centered activities
- Sponsoring the PTA Reflections Program in your school
- Sponsoring Parent Education programs
- Providing support for special programs or presentations in reading, math, creative writing, the arts, etc.

One final reminder, children should NOT be used in fund-raising projects in any manner that would cause them to solicit funds or sell items, including candy and food items, door-to-door or to persons unknown to them.

Pat Denofrio, District 28 Treasurer, (708) 516-8315

Please remember to send your Audit Report and a copy of last year's tax forms to the State PTA office. Sending them in with your first dues payment would be a good practice.

We Are Off and Running

It starts like everything else — you need a plan, you need to set goals. Make them achievable and manageable for your unit. Your membership chairmen can set up a team. Here are a few suggestions that might help you and your PTA develop you plan and hit your goal.



- Set your goal and start running toward that goal. Look at your membership from last year and determine whether you want to gain 10,15, or 20, or better yet, 25 more members over last year.
- Approach families that have moved on to Junior High School that do not have PTAs. They are still in your communities. (Keeping good records of your membership is a good practice.)
- Membership is a year-long process. Remember those new families that move in to your school after the school year has begun. Put together a packet that can be handed to them welcoming them to your school and PTA.
- Have a table at your events, and be sure someone is greeting parents as they come in the door, asking them to be members of your PTA.
- Don't forget your teachers and support staff including bus drivers, lunchroom staff, your school board members, and district staff. Make a packet for them and give them a magnet, pencil, pen or even a candy bar or fruit to encourage them to join.
- Reach out, outside the school, grandparents, caregivers, neighbors. Give your board a challenge for each board member to bring in one member. Give them a PayDay candy bar or some other token for bringing one in.

At this point you may have reached your goal. If you did well — that's great. If not, don't worry. You have all year to work towards your goal. ***Don't give up; keep your eyes on the goal and keep running towards it!***

Great resources:

Illinois Web site: <http://www.illinoispta.org>

National Web site: <http://www.pta.org>

Good luck!!! Don't give up...

Kathy Meitzler

District Membership Assistant

Boutique Sale

The District 28 Boutique will be having a clearance sale at the District's Annual Meeting. Volunteer/Recognition pins will be priced at 25¢ each; PTA Officer pins will be \$1.00 each.

Diversity Means...

Diversity Means... is the theme for the National PTA 2011-2012 Reflections Program. This theme can be represented in many different ways. Your child can shoot a video, create a dance, write a short story, take a beautiful picture, or record a musical composition. There are six categories that students can submit their work in: Dance Choreography, Film Production, Literature, Musical Composition, Photography and Visual Arts. National PTA does not limit the number of entries a student may submit.

All entries must be the original work of one student. Each contributor **is required** to submit an artist statement that depicts what encouraged him or her to create the work and how it relates to the theme this year. **Beginning in 2011-2012, students must title their works**, and the title must be included on the Student Entry Form. An adult may assist the student with filling out the form so that it is legible; see *Required Information on the Student Entry Form*. The District deadline is Monday, December 5th. All entries can be dropped off or mailed to my home. With this in mind, set your deadline early enough for judging to occur at your local unit.

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

1. Be sure the paperwork is completed correctly and thoroughly.
2. Fill in the PTA information in the student entry form before making copies to hand out to the children.
3. Make sure both the student and the parent signed 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 disqualify entries for various reasons. Common problems include:
 - three-dimension artwork such as beads, noodles, etc.
 - framed artwork
 - Dance Choreography or Film Production in a file format not allowed
 - oversized entries in Photography or Visual Arts
 - Missing musical notation for the Music entries
7. Finally, some entries were disqualified because the PTA was not in "Good Standing," which means they have not submitted dues by October 1st, their bylaws are not up to date, or their insurance payment or waiver is overdue.

(Continued on next page)

"This year, the National PTA would like for dance choreography and film production entries be saved to CD or DVD in .flv format, which is the only format that will upload to the PTA Reflections online gallery.



The National PTA will provide a link to the module as soon as it is completed and will share it with all the local PTAs, as well as families who may be interested in this resource. I would also like to stress that the National PTA Board will still accept these submissions in other file formats this year if a file cannot be converted. National PTA will support all children who want to participate in the Reflections Program and will stand ready to assist those who need special consideration. As a special incentive, the states that are able to submit 100% of their Dance and Film files in the .flv format will be entered to win prizes, including a 60 inch flat screen TV." I would suggest that everyone visit <http://www.illinoispta.org/reflections.html> in order to be aware of any new information.

Once you have gathered your entries in each category, they should be judged individually on creativity and merit. The top eight (8) entries in each category should be sent me for District judging. **The address is District 28 c/o Gail Galioto-Fang, 2944 N 76th Ave., Elmwood Park, Illinois 60707.** The District will then select the best entries from all of the local units and send them on to state for judging.

This is such a wonderful program for all of the students and I wish all of them the best of luck. If anyone has any questions, please contact me at aff.gail@acnrep.com. Now get those creative hats on... and start reflecting!

November 1, 2011 is the deadline for the Illinois PTA to receive entries for the National PTA Reflections Theme Search for 2012-2013

Gail Galioto-Fang, District Assistant

What Does the PTA Secretary Do?

The PTA secretary is responsible for keeping an accurate record of the proceedings of board and association meetings. These records are the history of the PTA. Promptness, accuracy, and knowledge of PTA policies are keys to this job. The secretary should be committed to helping the president conduct a businesslike meeting. The secretary is responsible for:

- Recording minutes of PTA meetings, with special attention given to motions (recorded exactly as stated) and action taken
- Keeping secure, official, permanent PTA records, including all originals of approved minutes
- Maintaining a copy of current bylaws and standing rules
- Maintaining a complete membership list

The secretary should have these items on hand at all meetings:

- Minutes of the previous meeting
- Copies of the previous treasurer's report
- List of unfinished business to be discussed
- Agenda
- Current bylaws and standing rules
- Current membership list
- List of committee chairs
- Materials for note/minute taking

The secretary also may be given the responsibility of maintaining all PTA correspondence, including incoming and outgoing communications with members and notifications for all meetings. It is also common for a local unit to designate these responsibilities to a separate corresponding secretary.

Adapted from the National PTA, 2011-2012 PTA President's Quick-Reference Guide, page 12

PTA Scholarship Opportunity for High School Seniors

The Illinois PTA Lillian E. Glover Scholarship is available to public high school seniors entering the field of education or an education-related field at a university/college of their choice. This year, five - \$2500 and five - \$1500 scholarships will be awarded across the State of Illinois. Applications are already available online at the Illinois PTA web site, <http://www.illinoispta.org> (Click on Programs, then Scholarship, then 2011-2012 Scholarship Application). The applications should be available in the guidance offices of all public high schools by mid-November.

Eligibility Criteria for this Scholarship are as follows:

- ✓ High School seniors graduating from an Illinois public high school
- ✓ Upper 33% of their class
- ✓ Enrolling in a college or university in an education or education-related degree program, which may include: Teachers as well as Librarians, Instructional Media Specialists, School Nurses, School require certification from a State Board of Education)
- ✓ Completed application postmarked on or before February 17, 2012 and returned to the Illinois PTA Scholarship Director (as listed on the application)

Applications must be **COMPLETELY FILLED OUT** not to exceed space provided, typed or legibly printed in black ink and must include a transcript of high school credits and grades (including the first semester of the senior year) and a stamped, self-addressed business envelope.

(Continued on next page)

Please Note: Failure to follow all of these instructions may be cause for rejecting the application.

The field service area scholarship selection committee makes the final selection, based on the following: Student Statement, Scholastic Ability, Leadership Qualities, School Activities, and Out-of-School Activities.

Let your parents know about this scholarship – even if your PTA is an elementary school unit. Some of your parents may have high school seniors or know someone who does. Share the information with members of your community so that more high school students become aware of this scholarship. Students applying for the scholarship DO NOT have to attend a high school with a PTA.

Remember the deadline for the application is February 17, 2012!

Barbara Miralgio, District Scholarship Assistant

Energy Drinks

It is amazing that the purchase of energy drinks with high levels of caffeine is readily available to people of any age. Representative Luis Arroyo, 3rd District of Chicago, has repeatedly introduced some form of a bill forbidding the sale of energy drinks to a person under the age of 18. It was again referred to the rules committee in April 2011.

Some energy drinks can contain 70 to 80 mg. of caffeine. This is three times more than in a cola drink. Energy shots can be five times more. In addition, there might be additives including guarana, kola nut, yerba mate, cocoa, and sugar. Manufacturers don't have to list the caffeine content of these added ingredients and may make the actual caffeine content much greater. There is no FDA limit of caffeine in energy drinks. In fact, the FDA does not have requirements for testing, warning labels, or restrictions against sales or consumption by minors of energy drinks.

Energy drinks are consumed by 30 to 50 percent of adolescents and young adults. Adverse effects can affect those with conditions like seizures, diabetes, cardiac abnormalities, mood or behavioral disorders, or those on certain medications. In 2007 there were a reported 5,448 caffeine overdoses in the United States. Forty-six percent were 19 years old or under.

Consequences of excessive caffeine would be seizures, mania, stroke, sudden death, liver damage, kidney failure, respiratory disorders, agitation, psychotic conditions, tachycardia, hypertension, heart failure, and confusion. Warning signs include: vomiting, nausea, abdominal pain, jitteriness, racing heart, and agitation.

In many cases, energy drinks with caffeine are used to improve attention. It can actually increase blood

pressure and cause sleep disturbances. Withdrawal from the caffeine will reduce attention and increase reaction time. It will cause headaches.

Energy drink marketing is very often aimed at our youth. You will see it at sporting events, Facebook media and video games.

The next time you go in to a store or gas station, pay attention to the accessibility of energy drinks. Observe the caffeine content of various brands.

Source: The American Pediatric Association

Audrey McAdams, Juvenile Protection and Safety

Legislation Chairman: Call to Action!

You have just taken on a very important role in your local PTA! This is a chairman that no local PTA unit should be without. To many people, "Legislation" sounds very intimidating. It is your responsibility to soften it up a little for your local unit members. If you simply follow the lead of the Illinois PTA at: <http://www.illinoispta.org/legislation.html> you will have plenty of time & talking points to communicate with your membership and elected officials. Here you will find "Legislation Guide;" Bills Lists; and the "Monitor," a biweekly report of what is happening in Springfield as well as a plethora of other information to help you be most effective.

Keep in mind that all you really have to do is inform, motivate, communicate, and advocate. Inform your membership. Motivate your membership into action by writing a letter that can simply be snail mailed, e-mailed or faxed. Communicate regularly with your membership, Illinois PTA, and your legislators — state and federal. Advocate — by doing all of the above, you are being an advocate for all children and families as well as encouraging others to do the same.

Be sure that you sign up for the Illinois Legislative Network through the Illinois PTA website. If you would like ideas on outreach contact me at: amsuter@rocketmail.com or (708) 516-4837.

Best regards,
Ann Marie Suter, Legislation Assistant

**Please include Scholarship
as a line item in your
budget!**



Illinois PTA District 28

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

<http://www.illinoisptadistrict28.org>

Council – South Berwyn

Eugene McMahon
 2501 Wesley Ave.
 Berwyn, IL 60402
 Home: 708-788-5263
 ellechero67@att.net

Cultural Arts

Gail Galioto-Fang
 2944 N. 76th Ave.
 Elmwood Park, IL 60707
 Home: 708-583-9582
 aff.gail@acnrep.com

Juvenile Protection and Safety

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

Legislation

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

Membership

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

Newsletter/Webmaster

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

Resource/General Arrangements

Vacant

Secretary/Scholarship

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

Treasurer

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

Leadership Development Committee

Debbi Scollard
 Barb Miralgio
 Kathy Meitzler
 Mary Ann Daugherty
 Ann Marie Suter

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

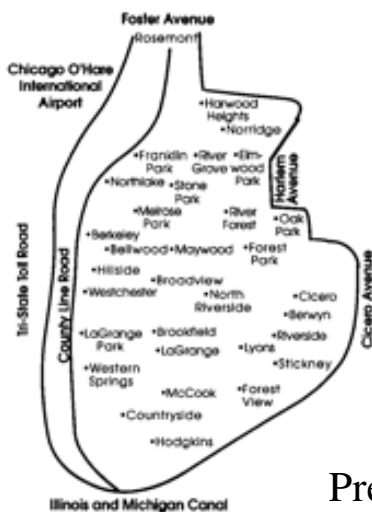
— Illinois PTA/District Events/Workshops 2011 - 2012 —

<i>Packet Orientation</i>	<i>Saturday, August 6, 2011</i>	<i>Berwyn Recreation Department 6501 - 31st Street, Berwyn, IL 60402</i>
Annual Meeting and District 28 Awards	October 18, 2011	Home School PTA, Stickney
Deadline for District Reflections Entries	December 5, 2011	District 28 c/o Gail Galioto-Fang, 2944 N 76th Ave., Elmwood Park 60607
Reflections Recognition	February 16, 2012	Blythe Park PTA, Riverside
Illinois PTA Convention	March 9 - 11, 2012	Schaumburg IL
National PTA Convention	June 21 - 24, 2012	San Jose CA

Keep your PTA on Track

- ☛ Plan to attend the **Annual Meeting on October 18th** at Home School PTA in Stickney IL
- ☛ 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>.
- ☛ Call the District Director to set up a date for PTA Courses. Leaders are available day or evening! Build Leadership in your PTA.
- ☛ Send in your PTA Registration forms to the state PTA office. The forms can be accessed at <http://www.illinoispta.org>.

Debbi Scollard, District Director
1514 Euclid Avenue
Berwyn IL 60402



Presidents: Please share this newsletter with your PTA Members.