



# TORRANCE COUNCIL OF PTAS 2024 SPRING TRAINING

Monday, May 13th – @ Bert Lynn Middle School

5038 Halison St, Torrance, CA 90503

Check-in in front of the cafeteria 10 minutes before start of your 1st workshop



## FINANCIAL TEAM

@6:00 PM

This workshop is essential for unit financial officers who are just starting out in a financial position, or for those who would like a review of the basics of taking care of your unit's finances. Information on items that will need to be turned in to council as well as to government entities will be shared. The focus will be on incoming officers, but everyone is welcome. There will be a Q&A session too, so bring your questions! A separate workshop for more advanced financial officers will be held at a later date. **\*\*All financial officers are required to attend at least one workshop a year.\*\*** {Workshop to run approx. 90 minutes}

## MEMBERSHIP

@6:00 PM

Members are the lifeblood of your unit. How do you get all stakeholders to join PTA? This workshop will give you tools to run a successful membership campaign. Important turn-in dates for the coming year will be shared.

## RUNNING EVENTS

@6:00 PM

### AND OTHER LEGAL ASPECTS OF PTA


This workshop will give you information about the essentials of planning, as well as all the necessary aspects to consider to run a PTA event: from securing all of the proper TUSD and PTA paperwork to reviewing vendor insurance, contracts, and raffles. Make sure it all gets done... and done right! Great workshop for unit presidents! Then stay for the Presidents' Roundtable immediately following this workshop.

## PRESIDENT'S ROUNDTABLE

@7:15 PM

Join us for a casual conversation to share ideas, get advice, and start planning for the year ahead! See what other units are doing and get to know your fellow unit presidents! A must for new and seasoned unit presidents!

@ HYBRID: ZOOM & In-Person

**REFLECTIONS**  @6:00 PM  
This workshop includes updates/suggestions for a successful program. If you haven't been a Reflections Chair for a few years, strongly recommended!

FOR ZOOM REGISTRY PLEASE SIGN UP VIA: [REFLECTIONS ZOOM](#)

~~**EMPOWERING INCLUSION – INCLUDING OUR SPECIAL EDUCATION COMMUNITY**~~ @7:15 PM

~~Discover how to enrich your PTA's inclusivity by actively involving parents and caregivers of students with special needs in decision-making roles and PTA events. You'll walk away with the tools and insights to create a truly inclusive environment where every voice is heard and valued.~~

~~FOR ZOOM REGISTRY PLEASE SIGN UP VIA: [DEI ZOOM LINK](#)~~

**RECORDING SECRETARY** @7:15 PM

This workshop will give you the tools to take complete minutes at your unit's board and association meetings. You will also learn what is required to make your minutes a legal standing record for your unit.

FOR ZOOM REGISTRY PLEASE SIGN UP VIA: [REC SEC ZOOM LINK](#)

**Registration Link for ALL Workshops:**  
[bit.ly/TCPTA\\_Spring24\\_Workshops](https://bit.ly/TCPTA_Spring24_Workshops)



Questions?  
TRAINING@TORRANCECOUNCILOFPTAS.ORG

