

2016-2017 Calendar

Santa Clara Unified Council of PTAs



Month	Date/Time	Activity / Place	Please remember to bring....
August	29 7:00pm	SCU Council General Association Meeting / District Office BR	<input type="checkbox"/> Evidence of 2015/16 Tax Filing (2 copies) <input checked="" type="checkbox"/> 990EZ, 990N or 990 <input checked="" type="checkbox"/> 199 or 199N <input checked="" type="checkbox"/> RRF-1 <input type="checkbox"/> 2015/16 Annual Financial Rpt (2 copies) <input type="checkbox"/> 2015/16 End of Year Audit (2 copies) <input type="checkbox"/> 2016/17 Budget (2 copies) <input type="checkbox"/> 2016/17 Program & Calendar <input type="checkbox"/> \$5.25 Per Capita Membership <input type="checkbox"/> Updates to Officer Roster (or on PTAEZ)
September	10	6 th District Fall Training	All officers and chairs. Find information & register on website: www.capta6.org
	TBD	Finance for all PTA Officers Training / District Office Board Room (BR) / Training by 6 th District	President, Treasurer, Secretary, Auditor & any other interested officers should attend.
October	3 7:00pm	SCU Council Board Meeting / District Office BR	<input type="checkbox"/> Any of the above reports not turned in yet! <input type="checkbox"/> Draft minutes from your fall GA meeting (showing program & budget approval) <input type="checkbox"/> \$5.25 Per Capita Membership <input type="checkbox"/> Insurance Payment Workers Comp Form
	11 7:00pm	School Board Candidate Forum/ Theater	
	23 - 31	Red Ribbon Week	
November	7 7:00pm	SCU Council Board Meeting / District Office BR Reflections Entries Due to Council	<input type="checkbox"/> \$5.25 Per Capita Membership <input type="checkbox"/> Reflections Entries
	14 7:00pm	Sixth District PTA Legislative Round Table / Location TBD	Find information on website: www.capta6.org
	21 6:30pm	Council Reflections Reception / District Office BR	
	TBD	Auditor Training / District Office Board Room (BR) / Training by 6 th District	Auditor, Treasurer & President should attend
December	5 6:30pm	SCU Council General Association Meeting, Scholarship Dinner with Auction	<input type="checkbox"/> \$5.25 Per Capita Membership <input type="checkbox"/> Donation basket for silent auction
January	9 7:00pm	SCU Council Board Meeting / District Office BR	<input type="checkbox"/> \$5.25 Per Capita Membership
February	6 7:00pm	SCU Council Board Meeting / District Office BR	<input type="checkbox"/> \$5.25 Per Capita Membership <input type="checkbox"/> Community Concern Donation <input type="checkbox"/> 2016/17 Mid-Year Audit
	17	PTA Founder's Day	
March	6 7:00pm	SCU Council Board Meeting / District Office BR	<input type="checkbox"/> \$5.25 Per Capita Membership <input type="checkbox"/> Historian Report
	13-14	Legislative Conference Sacramento	
	18	Council Scholarship Applications Due	
	20 6:30pm	SCU Council General Association Meeting, Spring Banquet, Awards, Elections	<input type="checkbox"/> \$5.25 Per Capita Membership

April	3 7:00pm	SCU Council Board Meeting / District Office BR	<input type="checkbox"/> \$5.25 Per Capita Membership <input type="checkbox"/> 2017/2018 Officer Roster (or on PTAEZ)
	27- 30	California State PTA Convention / San Jose	
May	1 7:00pm	SCU Council Board Meeting , 2017-18 SCU Council Officer Installation/ District Office BR	<input type="checkbox"/> \$5.25 Per Capita Membership <input type="checkbox"/> 2017/2018 Officer Roster (or on PTAEZ) <input type="checkbox"/> Invite Incoming President to join us ☺
	20	6th District Spring Training	
June	12 7:00pm	2016/17 Officer Spring Training / District Office BR / Training by Council	Bring your Questions!

What to turn in to which Council PTA Officer?

Any time you turn in money (checks payable to SCU Council PTA), include a **Unit Remittance Form** (keep a copy for your records).

Treasurer	Auditor	Historian	1 st VP/Programs	2 nd VP/ Membership
★ Annual Financial Report (September) ★ Annual Budget (September) ★ Evidence of Tax Filings (990, 199, RRF-1 – September) ★ Insurance Payment (by October 6) ★ Workers Comp Form (by October 5) ★ Draft of GA minutes with Program and Calendar approval	★ Year End Audit (September) ★ Mid-Year Audit (February)	★ Newsletters ★ Annual Report (March)	★ Holiday & Spring Dinner Reservations	★ \$5.25 Membership Per Capita (Monthly) ★ Envelope Orders (February)
	Parliamentarian	President	3 rd VP / Comm. Outreach	4 th VP / Reflections & Honorary Service
	★ Bylaws Update ★ Secretary signed signature page when GA adopts bylaws	★ Officer Roster Updates ★ Calendar	★ Red Ribbon Week Info ★ Charity Donation	★ Reflections entries (November) ★ Council Honorary Service Nominations (February)

2016-2017 Unit Council Committee Assignments

Nominating Committee <i>(elected in December; work in January & complete by February EB mtg.)</i>	Honorary Service Committee <i>(meetings to review nominations in February)</i>
Bowers	Briarwood
Bracher	Buchser
Braly	Central Park
Haman	Cabrillo
Millikin	Hughes
Peterson	Laurelwood
Ponderosa	Mayne
Scott Lane	Montague
SCHS	Pomeroy
Sutter	Westwood
Three Council Officer Representatives	Wilcox

Santa Clara Unified Council Special Events ~ Mark your calendars now!

<p>December 5, 2016</p> <p>Holiday Dinner & Scholarship Fundraising Silent Auction</p> <p>Each year Santa Clara Unified Council PTA sponsors a silent auction in which each unit provides a gift basket to be auctioned. The proceeds of the auction go towards a scholarship fund for deserving graduating SCUSD High School seniors.</p>	<p>March 20, 2017</p> <p>Spring Banquet and Awards Ceremony</p> <p>This event is our evening to recognize the efforts of all the units and to honor individuals for their service to the community.</p>
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SCU District Office ~ 1889 Lawrence Road, Santa Clara, 95051

<http://www.scucouncilpta.org/>

Rev June 30, 2016