

2018-2019 Calendar

Santa Clara Unified Council of PTAs



Month	Date/Time	Activity / Place	Please remember to bring....
August	27 7:00pm	SCU Council General Association Meeting / District Office BR	<ul style="list-style-type: none"> ✚ Evidence of 2017/18 Tax Filing (2 copies) ✓ 990EZ, 990N or 990 ✓ 199 or 199N ✓ RRF-1 ✚ 2017/18 Annual Financial Rpt (2 copies) ✚ 2017/18 End of Year Audit (2 copies) ✚ 2018/19 Budget (2 copies) ✚ 2018/19 Program & Calendar ✚ \$5.25 Per Capita Membership ✚ Updates to Officer Roster (or on PTAEZ)
September	8	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	1 7:00pm	SCU Council Board Meeting / District Office BR	<ul style="list-style-type: none"> ✚ Any of the above reports not turned in yet! ✚ Draft minutes from your fall GA meeting (<i>showing program & budget approval</i>) ✚ \$5.25 Per Capita Membership ✚ Insurance Payment ✚ Workers Comp Form
	TBD 7:00pm	School Board Candidate Forum/ Theater	
	23-31	Red Ribbon Week	
November	5 7:00pm	SCU Council Board Meeting / District Office BR Reflections Entries Due to Council	<ul style="list-style-type: none"> ✚ \$5.25 Per Capita Membership ✚ Reflections Entries
	TBD 7:00pm	Sixth District PTA Legislative Round Table / Location TBD	Find information on website: www.capta6.org
	19 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	3 6:30pm	SCU Council General Association Meeting, Scholarship Dinner with Auction	<ul style="list-style-type: none"> ✚ \$5.25 Per Capita Membership ✚ Donation basket for silent auction
January	14 7:00pm	SCU Council Board Meeting / District Office BR	✚ \$5.25 Per Capita Membership
February	4 7:00pm	SCU Council Board Meeting / District Office BR	<ul style="list-style-type: none"> ✚ \$5.25 Per Capita Membership ✚ Community Concern Donation ✚ 2017/18 Mid-Year Audit
	17	PTA Founder's Day	
March	4	SCU Council Board Meeting / District Office BR	<ul style="list-style-type: none"> ✚ \$5.25 Per Capita Membership ✚ Historian Report

	TBD	Legislative Conference Sacramento	
	18 6:30pm	SCU Council General Association Meeting, Spring Banquet, Awards, Elections	👤 \$5.25 Per Capita Membership
April	1 7:00pm	SCU Council Board Meeting / District Office BR	👤 \$5.25 Per Capita Membership 👤 2018/2019 Officer Roster (or on PTAEZ)
	23	Council Scholarship Applications Due	
	27- 29	California State PTA Convention / Ontario	
May	6 7:00pm	SCU Council Board Meeting , 2019-20 SCU Council Officer Installation/ District Office BR	👤 \$5.25 Per Capita Membership 👤 2019/2020 Officer Roster (or on PTAEZ) 👤 Invite Incoming President to join us 😊
	16-18	Convention in Monterey	
	TBD	6 th District Spring Training	
June	10 7:00pm	2019/20 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
<ul style="list-style-type: none"> ★ 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 	<ul style="list-style-type: none"> ★ Year End Audit (September) ★ Mid-Year Audit (February) 	<ul style="list-style-type: none"> ★ Newsletters ★ Annual Report (March) 	<ul style="list-style-type: none"> ★ Holiday & Spring Dinner Reservations 	<ul style="list-style-type: none"> ★ \$5.25 Membership Per Capita (Monthly) ★ Envelope Orders (February)
	Parliamentarian	President	3rd VP / Comm. Outreach	4th VP / Reflections & Honorary Service
	<ul style="list-style-type: none"> ★ Bylaws Update ★ Secretary signed signature page when GA adopts bylaws 	<ul style="list-style-type: none"> ★ Officer Roster Updates ★ Calendar 	<ul style="list-style-type: none"> ★ Red Ribbon Week Info ★ Charity Donation 	<ul style="list-style-type: none"> ★ Reflections entries (November) ★ Council Honorary Service Nominations (February)

2018-2019 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, Bracher, Braly, Haman, MECHS, Millikin, Peterson, Ponderosa, Scott Lane, SCHS, Sutter, Three Council Officer Representatives	Briarwood, Buchser, Central Park, Cabrillo, Hughes, Laurelwood, Mayne, Montague, Pomeroy, Westwood, Wilcox

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

December 3, 2018 Holiday Dinner & Scholarship Fundraising Silent Auction 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.	March 18, 2019 Spring Banquet and Awards Ceremony This event is our evening to recognize the efforts of all the units and to honor individuals for their service to the community.
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SCU District Office ~ 1889 Lawrence Road, Santa Clara, 95051

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