



# Annual Summer Leadership Conference **TRAINING WORKSHOPS**



Incoming 2017-2018 PTA leaders across Riverside County are invited and highly encouraged to attend this training co-hosted by Riverside Council PTA and 23rd District PTA.

You will get real, take home strategies to help your PTA or parent group run effectively, increase membership, advocate for children, and promote parent engagement at your school.

## **NOT AFFILIATED WITH A PTA AT YOUR SCHOOL?**

### **No Problem! Boosters and other parent groups are welcome!**

We still invite and encourage you to join us. You'll have a chance to attend officer trainings, as well as workshops on universal topics that you can take back to your school as you continue to improve your own parent organization.

**When: SATURDAY AUGUST 12, 2017 | 8:30am-1:30pm**

Check-In & Registration:	8:30am
Welcome, District Assn. Meeting & Speaker:	9-9:30am
Training Session 1:	9:40-10:40am
Brunch & General Financial Training / Conflict Management:	10:50-12:20
Training Session 2:	12:30-1:30pm

**Where: ARLINGTON HIGH SCHOOL**  
2951 Jackson St. Riverside, CA 92503

**Cost: INCLUDES WORKSHOPS & LUNCH**

with Pre-Registration (June 14-July 28): **\$10** After July 28 & at the Door: **\$15**

Walk in registration will be allowed at the door, however handouts and lunch are not guaranteed.

To pre-register, please send workshop selections & payment by July 28th to:

**Diana Anderson 8539 Farmhouse Lane Riverside, CA 92508**

Make check payable to Riverside Council PTA

Questions? Contact Diana Anderson online: [digeocolnat@yahoo.com](mailto:digeocolnat@yahoo.com) or Linda Lunn by phone: **253-677 9331**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Unit / Council / Parent Group: \_\_\_\_\_

Council: \_\_\_\_\_ District: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please Indicate your workshop choice below for each session.

CHECK HERE TO REQUEST SPANISH TRANSLATION FOR YOUR WORKSHOP

**TRAINING SESSION 1** (9:40-10:40am)

**TRAINING SESSION 2** (12:30-1:30pm)

- PRESIDENT** (Adriana Curiel / Linda Lunn)  
 Valuable information and resources to help you lead your unit and team successfully
- SECRETARY** (Liz Young / Tanya Zamora)  
 Learn the role and the responsibilities of a secretary - motions and record keeping
- TREASURER** (Hope Gratrix)  
 Valuable information that will equip you to have a complete set of financial records
- PROGRAMS/FUNDRAISING** (Gina Cheadle)  
 Learn about running programs for your school, fun & educational parent engagement, etc. and how to fundraise for those programs
- MEMBERSHIP** (Anita Gardner / Sandy Ramirez)  
 Understanding your role and helping to promote your PTA and increase membership
- PARLIAMENTARIAN/BYLAWS** (Diana Anderson)  
 Learn how to implement standard parliamentary procedures within your unit or group
- AUDITOR** (Mary D'Antuono)  
 Learn how to conduct an audit. Checklist and step by step procedures will be presented.

- GET TO KNOW YOUR SCHOOL DISTRICT** (RUSD District Personnel)  
 Gain knowledge of the requirements of working with the school district for all your school events
- REFLECTIONS** (Tigger Porter / Jennifer Evdokimoff)  
 Discussing the theme, requirements and ideas for making your Reflections program a success
- PTAEZ** (PTAEZ Staff)  
 Learn details of using the PTAEZ system
- PARENT ENGAGEMENT/SCHOOL SMARTS** (Mimi Badura / Ellen Larson / Tammie Blackmore)  
 Learn how to effectively involve and include parents through the different resources offered
- HISTORIAN / COMMUNICATIONS**  
 (Adriana Curiel / Jennafer Griswold)
- INTRO TO ADVOCACY** (Cherie Potter / Kathleen Camarillo)  
 No experience necessary! Learn how to speak up for the health and wellbeing of all children.
- BURNING QUESTIONS TABLE TALK**  
 (23rd District Officers & Chairs):  
 Have questions that didn't get answered? Bring your burning questions to our open table discussion forums

**SCHEDULE OF EVENTS**

**CHECK-IN  
 REGISTRATION**

Introductions / Keynote Speaker  
 (8:30-9:30am)

**TRAINING  
 SESSION 1**

(9:40-10:40am)

**BRUNCH  
 GENERAL FINANCE MEETING**

(Linda Lunn)  
 (10:50-12:20pm)

**TRAINING  
 SESSION 2**

(12:30-1:30pm)

A **VENDOR FAIR** will be open during and after the event (closed during General Financial meeting)