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Area 3 Newsletter

Fall 2011

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Welcome

Your Area 3 Board. We are here for YOU!
Belma Juarez - Area 3 President

2011-2012 Local PTA and Council Presidents,

Welcome to another school year! Area 3 Board 2011-2012 currently consists of myself as Area 3 President, Belma Juarez, Amarillo, TX, 1st Vice, Sarah Berry, from Frenship, TX, Secretary, April Lecroy, from Frenship, TX, Carolyn Veteto, Amarillo, TX as Field Service Representative, Arts in Education, Ann Girad, Canyon, TX and Communications, Connie Lopez, Amarillo, TX.

Area 3 Board covers a wide area so that is why we look forward to working with our three Independent PTAs with Leader Orientation Training and provide specific workshops so let's All Team Up this year! Area 3 Newsletter is forwarded to all Council Presidents and our Independents without Councils with our Cotton Center, Dalhart, and Amherst.

Newsletters per year are sent through via e-mails one in the Summer, Fall, and Winter and if you have any information about your PTAs please feel free to forward any information to our wonderful area 3 communications chairman Connie @ cjlopez5@sbcglobal.net I will be forwarding information and e-mails throughout the year so please forward to your local board members.

Thank you for teaming up this year. The Area 3 board members and I are looking forward to meeting you and working with you this school year.

MESSAGE FROM THE PRESIDENT



September is Family Engagement Month, as proclaimed by Texas Governor Rick Perry. Supporting the PTA mission "to make every child's potential a reality by engaging and empowering families and communities to advocate for all children," Texas PTA has compiled a wealth of ideas on the website to engage the families in your PTA. Visit our [Family Engagement](#) page to explore all of the possibilities, and be sure to let us know how you implement these and other ideas to celebrate the family! I hope you have already read the latest issue of *The Voice* and enjoyed the new "Talk of Texas" feature. We would like to spotlight your PTA in the next issue, so send information about your successful activities to membership@txpta.org.

Texas PTA is always looking to the future, but, at this time of year, we are asking for your help in bringing both new and proven leaders to our attention. Our Nominating Committee is soliciting recommendations of individuals for consideration for next term's officers. Would you or someone you know be the perfect candidate to serve on the Texas PTA Board of Directors? Complete the form - found [here](#) - today! The deadline is October 1.

We hope, as you settle into the rhythm of the new school year, that you not forget why you have chosen to be a leader of your PTA. Usually, the first reasons begin with your own child and grow from there. You begin to see the results of your efforts on the faces of your child's friends and teachers. They begin to see how your hours of work affect a larger population, and, hopefully, they offer to help.

Unfortunately, we find that people turn away from volunteering because they see the time you spend on the campus and know they cannot allot that kind of time. They think that the only way to be involved is to devote hours

and hours to the PTA, its activities and events. Make certain that you divide the opportunities into manageable portions of time. Think in terms of hours - one hour per week or per month - rather than extended hours at a time. Give them the opportunity to see an immediate impact, rather than waiting for the effect of weeks of planning and implementation. The ways to be involved are endless, and the rewards are priceless - the squeeze of the hand of a five-year-old who is afraid to walk into the classroom late, the gleam in the eyes of a twelve-year-old after completing a difficult computation, the tired smile of a teacher who doesn't have to collate the next week's assignments, the pride on a parent's face after watching his child succeed after helping her understand her homework.

Thank you for choosing PTA. Thank you for choosing to lead. Thank you for making a difference.

Sincerely,
Sharon Goldblatt
Texas PTA

LEADER ORIENTATION TRAINING (LOT) AND OFFICER AND CHAIR TRAINING

Leader Orientation Training (LOT)

As per your local bylaws (new template) ARTICLE X: Executive Board, Section 5.

"The duties of each executive board member shall be to:

- a. *be a graduate of the Texas PTA Leader Orientation or complete the course by October 15 after their election or appointment."*

Check your bylaws and standing rules to see which officer, and other positions make up your executive board. The cost of this training is \$6 and is reimbursable by your PTA. This

is a one-time training and lasts two hours.

Officer and Chair Training

There will also be Officer and Chair trainings available this Fall. These trainings may include, but are not limited to President's, Treasurer's, Secretary's, Membership, By-laws and Reflections. Strong PTAs are developed through teamwork and TRAINING. Please take this opportunity to strengthen your PTA.

Training Opportunities by date

Area 3 will hold Training on the following dates:

- **SEPTEMBER 15: LUBBOCK COUNCIL**
5:00pm - Registration
5:30pm to 6:30pm - Officer/Chairman Workshops (President, Treasurer, Secretary, Membership, By-Laws/Parliamentary Procedure)
Dinner: (provided only for those attending the LOT Training)
6:45pm to 8:45pm - LOT Training
Location: Lubbock ISD Central Office East,
1628 19th Street, Jay Gordon Room
Contact: Lyn Russell - (806) 317.6862
lyn.russell@ttuhsc.edu
- **SEPTEMBER 29: CANYON COUNCIL**
6:00pm to 8:30pm - LOT Training
Location: Parent Involvement Community Center, Canyon, TX
Contact: Deanna Porter
porterdk@sbcglobal.net
- **SEPTEMBER 29: FRIENDSHIP COUNCIL**
6:00pm - LOT Training
Location: Casey Administration Building
Wolfforth, TX, off Brownfield Hwy
Contact: Sarah Berry
berry4fam@gmail.com
- **OCTOBER 4: AMARILLO COUNCIL**
5:30pm to 7:30pm -- LOT Training, Room 312

5:30pm to 6:30pm -
Treasurer/Fundraising
Workshop, Room 302
5:30pm to 6:30pm - Presidents
Workshop
Room 334
6:30pm to 7:30pm - Bylaw Basics
Workshop
Room 302
6:30pm to 7:30pm - Secretary
Workshop Room 334
Location: AISD Education Support Center
7200 I-40 West
Contact: Sharon Burris
sburris@amaonline.com

Please RSVP for the trainings. If you would like to attend training outside of your Council, please contact the person listed for that particular training to verify that there is still space available.

If you are in a Council, but see no training dates listed for your Council, don't despair - contact your Council President to find out what is planned.

If you are NOT in a Council, you are welcome and encouraged to attend the trainings listed, subject to space availability. If you are not able to get into any of these trainings, please contact your Area 3 President to make alternative arrangements

MEMBERSHIP DUES INCREASE. HELP!

The new bylaws template which can be found on the TXPTA website, on the Bylaws page has the following wording regarding membership dues:

"ARTICLE VI: Members and Dues, Sections 6 and 7

Section 6. Each member of this Local PTA shall pay annual dues that equal the total of the national dues as determined by National PTA, state dues as determined by

Texas PTA, and the local portion of _____.

Section 7. This Local PTA shall remit the national and state portions of the dues paid by each member of this Local PTA to the Texas PTA with such reports as required by Texas PTA."

Additional formation from the TXPTA membership page:

"New Membership Rates Effective July 1, 2011

Regular Members: Remit \$4.50 per member to Texas PTA.

Life Members: Remit \$2.25 per member to Texas PTA to cover the national dues portion.

Over the past ten years, National PTA has wrestled with continuing to leverage our collective power while still providing the services that are needed at the local level. The past ten years have been marked by increasing costs and further demand on all of National PTA's services and resources. National PTA has established various cost cutting measures to attempt to keep pace with these rising costs. However, considering the rising costs and increased need for services and resources, the National PTA Board of Directors recommended the first dues increase in ten years.

At the 2011 National PTA Convention, delegates vigorously discussed the issues facing our association. After much debate, the delegates voted to raise National PTA's portion of the member fees from \$1.75 to \$2.25. With this change, the combined Texas PTA and National PTA per member dues amount increased from \$4.00 to \$4.50 effective July 1, 2011. So to be a member of both a national and state association, it's 37.5 cents a month! Although we all know that this is a difficult time to implement a fee increase, PTA remains an incredible value."

There is also some sample wording on the same webpage you can use to announce the National PTA dues increase to members, and sample wording to follow up with members who have remitted old dues amounts.

If your PTA is **not** collecting:
\$2.25 (National Dues) + \$2.25 (State dues) + \$_____ (local portion as specified in your existing bylaws),

or for Life Members:

\$2.25 (National Dues) + \$_____ (local portion as specified in your existing bylaws), then you are **not in compliance** with your bylaws and as a matter of urgency, need to amend your bylaws. The procedures to do so are covered in the next section.

NEW BYLAWS TEMPLATE— WHAT DOES THAT MEAN FOR OUR LOCAL PTA BYLAWS?

The Texas PTA Board of Directors approved amendments to the Local PTA, Local PTSA and Council PTA bylaws templates and adopted a new Bylaws Policy in February 2011. These templates and the policy, along with detailed instructions on how to update bylaws, may be viewed on the Texas PTA website at www.txpta.org

As a member service to our PTAs, Texas PTA will be storing the most current information for each PTA in a database, so that maintaining and updating your bylaws with the current template will be easier for you.

The list below provides an overview of the amendments made to the templates. All amendments go into effect immediately, and approval from your membership is not required.

Local PTAs, Local PTSAs, Council PTAs Throughout the bylaws:

"Organization" was changed to "association" when referring to PTA as an entity.

"Chairman/chairmen/chairmanship/chairmanships" were changed to "chair/chairs/chair position/chair positions" to make these titles gender neutral. Other slight changes were incorporated where appropriate to make references gender neutral.

Footnotes were removed and either incorporated into the bylaws, eliminated, or incorporated into the Bylaws Policy.

The stars indicating mandatory wording were removed, as the Bylaws Policy now

requires adherence to the entire template. This new policy will allow for database storage of Local and Council PTA-specific information in order to quickly provide bylaws to your PTA on the current template. If your PTA's previously-approved bylaws contained wording that is not included in the 2011 template, this wording will need to be moved, verbatim, to your PTA's standing rules. This action requires ratification by your PTA's membership at the next regular meeting of the association. Provide notice to your PTA membership prior to the meeting at which the vote will occur. Below is a sample notice for your PTA's use:

Sample Notice to Ratify: "In order to comply with the new Texas PTA Policy on Local and Council PTA Bylaws, the following items have been removed from the PTA's bylaws by Texas PTA. These items have been added to the standing rules. A vote to ratify this action shall occur at the regular association meeting to be held on (date) at (time)."

List specific items removed from the bylaws and added to the standing rules.

Amending local bylaws has never been easier

Below is a summary of what needs to be done to amend bylaws. Please refer to How to Update or Amend Local PTA Bylaws and Standing Rules on the Texas PTA website for more detailed information

- Form a Bylaws Committee following the Information about forming a special committee found in the Local PTA's bylaws
- Make sure you have a copy of the Local PTA's existing bylaws.
- Review existing bylaws and compare them to the Local PTA bylaws template or the Local PTSA bylaws template available online at www.txpta.org/members/bylaws.html
- Using the Bylaws Request Form, request a current copy of your

Local PTA's bylaws on the new template from Texas PTA.

- Consider amendments.
- The bylaws may be amended at any meeting of the association, provided a quorum is present, by two-thirds (2/3) vote of the members present and voting. Notice of each proposed amendment shall be provided to the membership through regular publicity channels thirty (30) days prior to the meeting at which the amendment is voted upon or at the previous regular meeting.

Upon Approval of the Membership

Send the required documents to Texas PTA as outlined in How to Update or Amend Local PTA Bylaws and Standing Rules.

The bylaws and/or amendments are *not official* and should not be implemented until your PTA receives a stamped, approved copy signed by the Texas PTA President. Adoption of or amendments to the standing rules are effective upon membership approval.

IRS Revocation - What Does a PTA Need to Do?

By Lisa Holbrook, Texas PTA Treasurer and Alex Peterson, Texas PTA Director of Finance

Recently, the IRS issued letters revoking the tax-exempt status of numerous organizations, including many local PTAs, for failure to file information returns for three consecutive years. In particular, the revocations resulted from a failure to file required annual electronic notices, known as the Form 990-N e-Postcard, for taxable years 2007, 2008, and 2009. Many smaller organizations were not required to file annual information returns prior to 2007. Every exempt organization must now file a return annually.

Texas PTA has established a special committee, the IRS Revocation Committee, to address this issue and assist local and council PTAs with the reinstatement process. In addition to

a reinstatement fee of \$100, the IRS will require the following:

1. Cover letter from Local or Council PTA to IRS;
2. Copy of checklist for IRS Form 1023;
3. IRS Form 1023, signed by the PTA president;
4. Attachment(s) to IRS Form 1023 (PTA name and EIN number must be printed at the top of each page);
5. Copy of the Articles of Incorporation (if incorporated);
6. Copy of the most recently approved bylaws;
7. Bylaws Certification, signed by two officers;
8. Copy of the Local/Council PTA Ethics/Conflict of Interest Policy (signed by all executive board members); and
9. Schedule E and/or H (if applicable).

The IRS Revocation Committee will publish samples of all the nine items listed above for the Local or Council PTA to use as a guideline when preparing the needed documentation. These materials will be published on the Texas PTA website next week. In addition, Texas PTA will schedule several webinars in the months of October, November and December to assist PTAs with this process. Texas PTA staff and volunteers will contact those PTAs that have received notification from the IRS.

Your Local or Council PTA is only eligible to participate in this reinstatement program if its annual gross receipts were less than \$25,000 in each fiscal year of 2007-2008, 2008-2009 and 2009-2010. There is a separate process for PTAs with gross receipts exceeding this amount.

The Form 1023 does require that every PTA applying for reinstatement provide four years of financial data. This

data will be from fiscal years 2007-2008, 2008-2009, 2009-2010 and 2010-2011. In order to expedite this process, Texas PTA recommends that all Local and Council PTAs who received notice of revocation to gather this information as quickly as possible. This information is part of the PTA's annual report, which is prepared each year in conjunction with the fiscal year end and the financial reconciliation. If a PTA cannot access this information, then it will need to create annual reports for the fiscal years stated above based on other financial records, such as the checkbook and previous bank statements.

Texas PTA's goal is to have all affected PTAs' paperwork processed and remitted to the IRS by December 31, 2011.

After communicating with the Texas Comptroller's office in Austin, Texas PTA has determined that PTAs should continue business as usual as it relates to using the Sales and Use Tax Exemption Certificate or the Resale Exemption Certificate when making purchases for the PTA. In addition, PTAs are free to continue to utilize their two tax-free days per calendar year. However, for those PTAs that are no longer considered tax-exempt by the IRS a donor (a company or individual) will not realize the benefit of their contribution being tax deductible until the PTA's status has been restored.

If you have any questions please contact, Alex Peterson, Texas PTA Director of Finance, at revocationhelp@txpta.org or Lisa Holbrook, Texas PTA Treasurer, treasurer@txpta.org. Please use the words "IRS Revocation" in the subject line of the e-mail.

MEMBERSHIP DEADLINES, AWARDS, AND CHALLENGES



The 2011-2012 membership theme is "Team Up!" Local PTAs are encouraged to use Texas PTA's annual membership theme, although it is not required. Texas PTA creates high-quality graphics, resources and materials utilizing the theme for Local PTAs to use, many of which are provided at no cost. Additional resources using this theme can be purchased for a nominal charge. For information and free artwork downloads, visit the Texas PTA Membership Theme page.

PTA Membership Awards

Membership Awards

Texas PTA recognizes outstanding membership recruiting efforts. Many awards are automatically calculated based on the PTA's membership totals as recorded on October 15 and March 15.

FALL AWARDS

Early Bird Achievement

Presented to each local PTA that submits membership dues and a membership list for 75 percent of its previous March 15 membership total to the Texas PTA office postmarked by September 30. Membership reporting begins April 1 of the current year. *No form to submit.*

Applause Award

Presented to each PTA chartered in 2010 who submits a membership roster and dues payment for 25% or more of student enrollment by September 30. *Award form must be submitted.*

Presented to each PTA whose student enrollment decreased by 25% or greater

between the last school year and the current one and who submits a membership roster and dues payment for 25% or more of the current student enrollment by September 30. *Award form must be submitted.*

10% Increase Achievement

Presented to each local PTA that submits membership dues and roster for 10% more members than their previous year's membership total to the Texas PTA office postmarked by October 15th. Previous year's membership total is recorded in the Texas PTA office. *No form to submit.*

Early Childhood Achievement

Presented to each early childhood PTA that maintains or increases membership from the previous year's membership total and submits dues and a membership list to the Texas PTA office postmarked by October 15th. Previous year's membership total is recorded in the Texas PTA office. *No form to submit.*

500 Club Achievement

Presented to each local PTA that submits membership dues and a membership list for 500 or more members to the Texas PTA office postmarked by October 15th. *No form to submit.*

1000 Club Achievement

Presented to each local PTA that submits membership dues and a membership list for 1000 or more members to the Texas PTA office postmarked by October 15th. *No form to submit.*

The Membership nomination form is used to apply for any awards not calculated automatically by the Texas PTA Office.

Membership Chair Challenge

The Texas PTA Membership Chair Challenge issues a challenge to all Local PTAs to help increase membership. Certificates of participation and accomplishment are awarded and top contenders receive a prize. Follow the link above for more details—there are 7 challenges for the year:

Team Up - ends 8/31/11
The Scrimmage - ends 9/30/11
Get in the Game - ends 10/31/11
The Play-Offs - ends 12/30/11
Get the Fans Involved - ends 1/31/12
12 For 12 - From 1/1/12 - 3/15/12
Every Child, One Voice - ends 3/15/12

Membership Deadlines

September 30

(Postmarked by)

Early bird dues deadline
for reporting members to
Texas PTA

October 15

(Postmarked by)

Report at least 20
members to Texas PTA to
retain "active PTA"
status

March 15

TEXAS PTA WEB SITE

www.txpta.org



As the official Web site for the Texas PTA this can be a great source of information for you and your Area PTA.

All the major forms for awards and officer submissions are available. Many are in a PDF format, which requires the use of Adobe Acrobat to view. Instructions are available on the Web site for downloading the free program.

Submit changes to your Officers online

If you have not already submitted your Local Officer Form for 2011-2012, please do so immediately so that you don't miss out on important information from Texas PTA.

If you have had changes in your officers, please resubmit an updated Local Officer Form.

Local Officer Submission - Online
Preferred submission method for Local Officer Information. This method allows you to send a copy of your local officer information to your Council or Area. Please have their email address ready.

As the Website is constantly changing, make it your homepage or bookmark it so that you can check it often.

**3RD ANNUAL
TEA/PTA/ISD**



**Walk[®]
Across
Texas!**

Challenge

Are you up for the challenge?

Sept. 19th–Nov. 13th

- An 8-week friendly competition
- Teams of eight people or school classes
- Do any physical activity, including walking, jogging, bicycling, dancing, or aerobic classes
- Friendly competition to see who can log the most miles

For a team, or walk by yourself.

Walk Across Texas is a free program to help people start moving more and establish physical activity as a lifetime habit. Doing Walk Across Texas with people you know is a great way to help you keep going when you feel like quitting. To walk across the state in eight weeks, everyone on a team must walk almost 13 miles each week.

Walk Across Texas is not a walk-a-thon or an event to raise money. While teams do compete to walk across the state first and/or to accumulate the most miles during the eight weeks, the main point is to get moving and keep moving after Walk Across Texas ends.

After Walk Across Texas ends, you can continue walking by yourself to see how long it takes you to walk across the entire state of Texas

<http://walkacrosstexas.tamu.edu>

For more information con-tact your local county Exten-sion Agent or state office for assistance:

Alice Kirk akirk@ag.tamu.edu

Carol Rice crice@ag.tamu.edu



September is
Family Engagement
Month!

Are You Ready?

Texas Governor Rick Perry signed a proclamation declaring September, 2011 as PTA Family Engagement Month in Texas!

Celebrate Family Engagement Month by publicizing your PTA's activities and programs, recruiting potential members for your PTA and encouraging families to be involved in education through PTA. Texas PTA has set up a web page at <http://www.txpta.org/programs/family-engagement-month/> with a resource section for you to get started. You can find:

- Community Partnership Ideas flier
- Newsletter Article, Parents Can You Spell Love? (written by Kyle Ward, Executive Director, to be published in the August edition of *The Voice*)
- Newsletter Article - Tips for Writing
- Partners in Education Article (ATPE News, Fall 2008)
- Sample Press Release for an Event
- Sample Press Release for Recognizing the Month-No Event

Let your PTA members know the importance of family engagement by hosting an event or promoting family engagement activities!

Membership Chair Challenge - Host a Family Engagement Event!

Traditionally the Texas PTA Membership Chair offers one challenge each year as an additional opportunity to reward

PTAs for their membership recruiting efforts. Several challenges are being issued during the 2011-2012 membership year, including our fall challenge - "Host a family engagement event where members are recruited or recognized." See the Texas PTA Membership Awards page for criteria and deadline details, and start developing your 'play book' now for a successful year with these other challenges:

- TEAM UP! - Form a membership team or committee
- The Scrimmage! - Recruit members
- The Play Offs! - Recruit members
- Get the Fans Involved! - Submit a strategy to recruit community members
- 12 for 12! - Recruit at least 12 new members for 2012
- Every Child, On Voice! - Recruit one member for every student enrolled

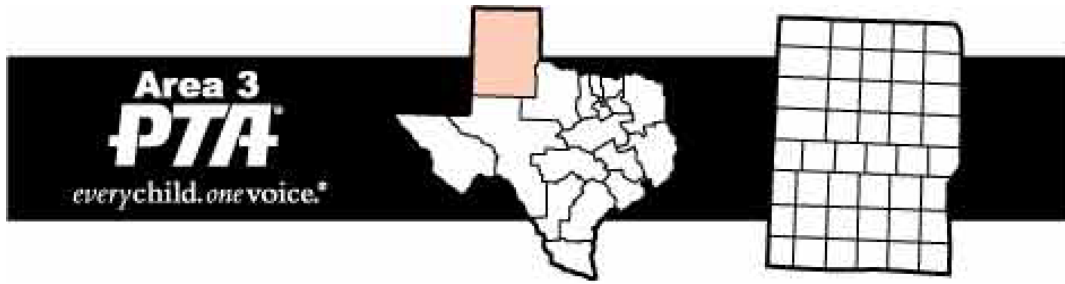
AREA 3 DATES
2011-2012

Area Meeting
(Conference Call)

*Sat. October 5, 2010
@ 8:00 p.m. Area 3
Nominating Committee*

Election Meeting

*Sat. April 2, 2012
@12:30am Election
Meeting @506 8th St.
Parent Involvement
Community Center*



Area 3 Counties:

Armstrong, Bailey, Briscoe, Carson, Castro, Childress, Collingsworth, Cochran, Cottle, Crosby, Dallam, Deaf Smith, Dickens, Donley, Floyd, Garza, Gray, Hale, Hall, Hansford, Hartley, Hemphill, Hutchinson, Hockley, Kent, King, Lamb, Lipscomb, Lubbock, Lynn, Moore, Motley, Ochiltree, Oldham, Parmer, Potter, Randall, Roberts, Sherman, Stonewall, Swisher, Terry, Wheeler, and Yoakum.

Area 3 Board of Directors

Position	Name	Email	Phone
President	Belma Juarez	belma@suddenlink.net	C# 806.231.5003 W# 806.374.7350
Vice President	Sarah Berry	berry4fam@gmail.com	C# 806.474.6061
Secretary	April Lecroy	lecroyapril@yahoo.com	C# 806.241.9690
Field Service Rep	Carolyn Veteto	cveteto@suddenlink.net	C# 806.223.3828 H# 806.322.1578
Amarillo Council President	Sharon Burriss	sburriss@amaonline.net	H# 806.359.8513
Canyon Council President	Deanna Porter	porterdk@sbcglobal.net	C# 806.676.7940 H# 806.655.2578
Frienship Council President	Sarah Berry	berry4fam@gmail.com	C# 806.474.6061
Lubbock Council President	Lyn Russell	lyn.russell@ttuhsc.edu	H# 806.793.3683
Plainview Council President	Jack Wirth	wirth@suddenlink.net	H# 806.292.4207
Arts in Education	Ann Girard	friendlyducks@aol.com	H# 806.622.8994
Communications	Connie Lopez	cjlopez5@sbcglobal.net	H# 806.352.0384