



November 2011
Volume 21, Issue 2

Handprints

Serving the local units of Bellevue • Issaquah • Lake Washington • Mercer Island • Snoqualmie Valley • Riverview

Region 2 Director Heather Gillette
Editor Dawn Peschek

Region 2 Service Delivery Team 2011-2012

Region 2 Director - Heather Gillette
425.427.1407 PTAreg2@wastatepta.org

WSPTA Chair Positions:

Region Legislative Chair
Cathy Renner rennermom2@centurytel.net

Region Membership Chair
Caroline Brown familybrown4@comcast.net

Region Outreach Chair
Ahn Lee Horn ahnlee@hornofthemoon.com

Region Programs & Awards Chair
Dawn Peschek dawndiamond@comcast.net

Service Specialists:

Conference
Kimberly Montague mkmontague@hotmail.com

New Unit
Cheryl Lewis mmicron@msn.com

Council Representatives:

Bellevue Council
Kelly Silver bellevuekelly@mac.com
Molly Schladetzky hemmenm@comcast.net

Issaquah Council
Caroline Brown familybrown4@comcast.net
Janine Kotan jmkotan@comcast.net

Lake Washington Council
Sarah Stone sarah@munsil.com
Shelley Flores shelley.flores@comcast.net

Mercer Island Council
Jennifer McLellan mclellanmj@aol.com
Toby Suhm toby_suhm@msn.com

Snoqualmie Valley Council
Liz Piekarczyk lizajanepie@gmail.com

Riverview Council
Jenn Fisher jenn.n.fisher@gmail.com
Kim Lisk kimlisk@comcast.net

*A message from your
Region 2 Director,
Heather Gillette*



Most of you have attended one of the many WSPTA trainings offered here in Region 2 since this August.

As a matter of fact, we have had record-breaking attendance at every single training option we have offered. This is amazing! My entire team is more than happy to jump through the hoops I've had to send them through to accommodate all of the great leaders in our Region who have rearranged their schedules to make training a priority. We truly appreciate the flexibility and patience you all have demonstrated – e.g. those attending the October 18th PTA and the Law whose popularity was so huge that our registration numbers forced us to scramble to find a second venue to hold everyone and then we still had more people attend each venue than expected!

In this newsletter you'll find more information about training from our next conference opportunity, notification of your unit's status with regards to completing the WSPTA bylaw requirement, and much more. We'll also cover some of the questions we heard at the PTA and the Law sessions.

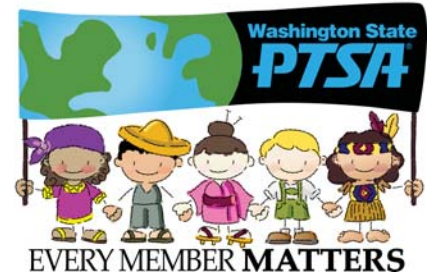
Thank you again for taking the time to attend our trainings and remember to keep asking questions as they arise.

IN THIS ISSUE

Membership Tips	Page 2	How New Bylaws Affect You	Page 4
Nominating Committees	Page 2	Reflections & Awards News	Page 5
SAVE THE DATE!	Page 2	PTA & The Law FAQ	Page 6
Outreach	Page 3	Filing Dates & Deadlines	Page 7
Listserv or Not to Listserv	Page 3	Upcoming Events Calendar	Page 7

10 TIPS FOR GETTING NEW MEMBERS TO JOIN YOUR PTA

- Are people aware that your school has a PTA that they want to join? Shout from the rooftops all the good work that you do.
- Does your community know what PTA does in their school?
- If you walked into school would parents and teachers know that they can join PTA and the benefits they receive?
- If you are new to school and the area do you have a welcome pack and a form to join ready for all new families outside of the traditional back to school?
- How easy is it for people to join ~ and do they know the benefits?
- Make the personal call and welcome people to your PTA ~ask ~ask and ask again ~ make them want to be a part of their PTA.
- Have that speech ready about why you joined and make it personal.
- Have reasons why join PTA is it community, money, social, volunteering? Everyone has a hook just find it!
- Be approachable and helpful to other parents it's not a secret society it's for everyone with a pulse and a student.



NOMINATING COMMITTEES AND STANDING RULES . . . TIME ALREADY???

Believe it or not, it is that time of year to start thinking about making nominations for your nominating committee so that you can get them elected at an upcoming general membership meeting. According to WSPTA bylaws, the deadline for electing officers is April 30th. A nominating committee must post their slate of officers at least 15 days prior to the election. You need to allow plenty of time

for the committee (at least 30-45 days) to find their slate. That means you want your committee elected no later than the beginning of March. Most of our Region Nominating Committee trainings will take place in January and February (dates and locations to come) which is another consideration to getting that committee elected earlier.

Another thing to look at now, before your nominating committee gets underway, is your standing rules. Your standing rules list which positions are elected and which ones are appointed. Is this mix still the right mix for your PTA? The WSPTA bylaws only require that the President, Vice President, Secretary and Treasurer be elected. It is ultimately up to each local unit to decide what works for your community, but if you are struggling with elected officers meeting all of the obligations that go along with being elected you may want to either restructure the make-up of your Board of Directors or start working harder on mentoring and recruiting future leaders.

SAVE THE DATE!!!

REGION 2 MID-YEAR LEADERSHIP CONFERENCE

The Overlake School • 20301 NE 108th Street, Redmond, WA 98053

Saturday, February 11, 2012 • 8:30am-12:30pm



everychild.onevoice.®

NOMINATIONS FOR YOUR NEW REGION 2 DIRECTOR DUE BY NOVEMBER 30TH!

The deadline of November 30th is fast approaching for nominations for a new Director of Region 2. Nominating committee members are : Audrey Bennett, Alicia Veevaert, Kim Lisk, Liz Piekarczyk, Jane Dulski. Please email Audrey Bennett, Committe chair at audrey_ann@comcast.net if you have questions or would like more information. To download a nomination form please go to http://www.wastatepta.org/regions/region_2/Newsletters/1112/Reg_2_Nom_Form.pdf

Outreach Corner

How do we define Outreach? At the Back to School Conference in August, Outreach Roundtable attendees broke it down into three parts: 1) External: Reaching out to the community by providing a service; 2) Internal: Reaching out to specific populations within a school; and 3) Overall: Bringing groups together to create a new community. So, who needs Outreach in your school? A good place to begin is with the student demographics summary for your school on the OSPI (Office of the Superintendent of Public Instruction) website k12.wa.us. This will give you an idea of what populations may be under-represented in your PTA/PTSA.

If starting an Outreach program in your local unit seems overwhelming, start small. Make sure to welcome parents and families who are new to your school. Especially those parents who seek you out and offer their help. A personal introduction and enthusiastic welcome can serve the dual purpose of welcoming the new family while reinforcing your positive influence in your school.

Don't be afraid to try new things. One of the biggest obstacles to Outreach is the fear that we will do or say the wrong thing and offend someone. The consequence of this fear is that nothing is attempted. A combination of good planning and research can help make your efforts successful. There are two upcoming Outreach events to save the dates for:

Region 2 Outreach Fair at the Mid-Year Conference on Saturday, February 11th at the Overlake School in Redmond from 8:00am-1:00pm.

Emerging Minority Leaders Conference on Saturday, March 17th at the Puget Sound ESD in Renton from 9:00am-2:00pm. (*This conference counts towards the WSPTA bylaw training requirement*).

Please let me know if you have specific vendors you would like to see at the Region 2 Outreach Fair. You can reach me at ahnlee@hornofthemoon.com or (206) 369-2812. Thank you and keep up the great work!

- Ahn Lee Horn, Region 2 Outreach Chair

LISTSERV OR NOT TO LISTSERV...THAT IS THE QUESTION

The Washington State PTA is the largest child advocacy organization in the State. To keep connected to the advocacy topics, subscribing to the listservs is a great way. Some listservs are informational, some ask you to take action and others are used as communication tools.

Grassroots Connection Listserv (weekly when the Legislature is in session): This is an electronic update of legislative matters, including hearing schedule and bill updates.

Action Alert Listserv (periodic): These emails alert you to fast-breaking happenings in Olympia and request you to contact your legislator on specific issues that relate to the WSPTA legislative platform.

Legislation Listserv (real time): Two way communication between members on topics impacting Children and Youth. This listserv can be very busy at times.

Legislation listserv Digest (daily) The digested version of the Leg listserv delivered with all posts once daily. Participation is a valuable tool for all members in your PTA. Be sure to share this information in your newsletters. To subscribe go to the Advocacy page on the WSPTA website and under Legislative Basics click the Online listserv signup form or go to the link below:
www.wastatepta.org/advocacy/leg_basics/Get_Connected_Legislative_Listserv.doc

How does the WSPTA Training Bylaw affect you and your local unit?

Bylaw Change to Increase Participation of WSPTA Leadership Training

During the 2011 Washington State PTA Convention, a new bylaw regarding training was approved by delegates. The bylaw requires that all executive committee members (those who are elected) of a local unit or council receive yearly approved PTA training in order to remain in good standing. Delegates realized how training creates a healthy and successful PTA.

The key ingredient to a successful PTA with highly capable leadership is training. Without training, your PTA is an association of volunteers without clear guidance and direction. It's like trying to find your way to a destination without a map. Your leaders need to be trained in order for your PTA to continue to succeed and improve. Struggling PTAs and PTAs with significant problems are usually asked by their Council and Region leaders, "Have you been to training recently?" The answer is usually no. There's a clear connection between a healthy PTA and the training it provides to its leaders and members.

Bylaw Change Frequently Asked Questions:

- **What training must the elected officers attend?** All elected officers must attend at least one training which could include, but is not limited to; WSPTA Region Conference, PTA & the Law, WSPTA Convention, WSPTA Leadership Conference, or WSPTA Legislative Assembly.
- **Who must attend PTA & the Law?** One member of the local unit's executive committee (One elected officer of the local unit) must attend PTA & the Law.
- **Who will provide the training?** Training will be conducted by the Region Service Delivery Team or WSPTA. Council conducted trainings do not comply with the bylaw unless pre-approved by the Region Director.
- **During what time frame must training occur?** Training(s) must be attended during the fiscal year, July 1 – June 30, including Convention from previous year. However, training received at the WSPTA Convention is counted toward the training requirement for the PTA year following the Convention.
 - The executive committee of the local unit will be contacted by the Region Director or Service Delivery Team member if they have not attended a WSPTA-approved training before the last conference in the region. *Note: look for a letter in November letting you know what our records show for your local unit's training attendance.*
- **How does a unit regain good standing if its officers have not attended the required training?** The unit would contact the Region Director to obtain "on-site" training. A unit in "good standing" is defined in the WSPTA Uniform Bylaws Article 5 Section 2(a) for local units and Article 6 Section 2 (a) for councils. If a unit is not in good standing the unit will be removed from the WSPTA mailing list, and all WSPTA services to the unit will be discontinued. Also, units in this status will not be able to purchase insurance from AIM at the discounted PTA rates.
- **What do PTAs need to do?** Reflect this Bylaw change in your PTA's standing rules. For examples of this see the brochure about the bylaw change in the WSPTA Leadership Packet. Make sure you check the Region websites: www.wastatepta.org/regions/ AND new this year every region has a Facebook page (e.g. Washington State PTA Region 2). If your local unit is not able to attend your Region training, check regions that are close in proximity.

If you have questions please contact your Region Director, Heather Gillette. Contact information for your Region Director is available on the Washington State PTA website www.wastatepta.org or by calling the WSPTA office (253)565-2153.

*Excerpted from WSPTA Key Communicator, Volume 8, Issue 1, October 2011
By Kerrilyn Robinson, WSPTA Leadership Director*

Leadership:

The art of getting someone else to do something you want done because he wants to do it.

-- Dwight D. Eisenhower



REFLECTIONS NEWS

PTA REFLECTIONS

Many of our local units may now be wrapping up their Reflections Programs. Here is some information about what Participation Forms are necessary for Local Unit/Council Chairs to provide when submitting their entries.

Local units must complete two forms. The first is the Local PTA/PTSA Participation form. **It is crucial that this form be completed and emailed.** There are two pages on the form. Contact information goes on page one and page two is information such as how many students are in your school, how many entered each category, etc. Email this form directly to National PTA at Reflections@pta.org and cc: our Washington State Reflections chair at Reflections@wastatepta.org.

The second form is the "LU Sending to Council" form which must be turned in with the local unit entries to Council. There are two pages on this form - page one is to list PTA contact information, etc., and page two to list all of your finalists' information who are moving up to the Council level.

Councils turn in one form with their finalists entries to State which is titled "Councils sending to WSPTA".

No one needs to fill out the Master Entrants form that National has posted. This is for State Level use only.

For more information contact your Council Reflections Chair or Dawn Peschek, Region 2 Program Chair at RPC2@wastatepta.org.

Region 2 Council Reflections Due Dates & Reception Dates:

Issaquah Council:

Entries due to district November 16th
Reception: January 10, 2012, 6:00-7:30pm
Pacific Cascade Middle School Commons

Mercer Island Council:

Entries due to district December 9th, 2011
Reception: February 7th, 2012

Snoqualmie Valley Council:

Entries due to district January 9th, 2012
Reception: January 23, 2012
Snoqualmie Valley School District Office Board Room

Bellevue:

Entries due to District on December 7th, 2011
Literature Winners Reading: January 4, 2012 6:30pm
UW Bookstore in Bellevue
Reception: January 8th, 2012 1:00-3:00pm
Crossroads Mall

Lake Washington Council:

Entries due to District on November 15th
Reception: Friday, January 6th, 2012 6:00-8:00pm

Riverview Council:

Entries due to district December 12th
Council Gala Reception: January 10th, 2012 7:00pm
Stillwater Library

AWARDS NEWS



Just a reminder that WSPTA Awards are due (postmarked) on March 1, 2012. It is never too early to start gathering information for your application(s) for these awards.

WSPTA awards include: Standards of Excellence, PTAs Taking Significant Action, Outstanding Communications, Outstanding Newsletter, Honor Unit, Outstanding Local Unit.

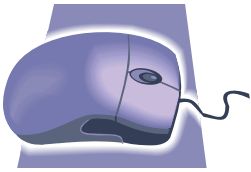
Helpful Hints of items to start collecting for Standards of Excellence:

- Award time frame - evidence shown must be between July 1 - Feb 23 (some exceptions are noted)
- Only include the page showing the pertinent information (i.e. don't include all 4 pages of your meeting minutes if the evidence is only located on 1 page)
- Clearly highlight the evidence on the page and label the top right corner of the page
- Use a two-pocket portfolio with fasteners ONLY (no 3 ring binders)

Here are items to start collecting now:

- Minutes of General Membership Meeting where goals were voted on and approved
- Minutes from General Membership Meeting where budget was approved (must be Fall 2011)
- Minutes from General Membership Meeting where standing rules were voted on and approved (must occur after July 1, 2011)
- Minutes from General Membership meeting where officers were elected from Spring 2011 (information about how your minutes should look for this process are included in the Nominating Committee handbook and on the WSPTA website - leadership resources, elections)
- Copy of registration(s) for WSPTA Convention from Spring 2011
- Copy of Financial Review Checklist & Report; Attach minutes showing report being discussed at a General Membership Meeting
- Copy of Volunteer Appreciation flyer or article in newsletter
- List of board meeting dates
- Copy of budget with line item for State Convention highlighted

Application forms for the Standards of Excellence and all WSPTA awards can be found at <http://www.wastatepta.org/resources/index.html>, Leadership Resources (username: Diversity and password: Means).



PLEASE TAKE OUR CONFERENCE SURVEY!

We would like your feedback on improving our Conferences, locally, here in Region 2. Let us know what is important to you and your local unit. Whether you attended a conference once, many times or haven't quite made it to one yet, your input is valuable. Please take our Conference Survey:

<http://www.zoomerang.com/Survey/WEB22DSRP5RM8U/>

PTA & THE LAW FAQ

Registered Agent

Question: Is it possible to have a second address designated because when a company checks (e.g. for matching funds) and sees that the address of the registered agent is different from the school they question whether it is legitimate?

Answer: No, it is not possible to have a second address listed. The WSPTA still highly recommends that PTAs designate the WSPTA as their registered agent. It is fairly easy to talk to a company with this type of question and explain the circumstance with them such that the matching funds can be distributed.

Popcorn Sales

Question: Is Friday popcorn sales really a regular place of business such that we have to charge sales tax?

Answer: Yes, it is a regular place of business and subject to the Department of Revenue's rules. The WSPTA office is working with the Dept of Revenue to get more clarity around this. In the meantime there are things you can do to try and make this easier for your PTA. Here are some solutions we have heard other PTAs have come up with after talking with the Dept of Revenue: You can sell a one-time pass at the beginning of the year and then never charge for popcorn again during that regular time of business. You can choose not to charge for popcorn at all but ask for donations such that anyone gets popcorn whether or not they donate and the donation amount is up to them. If you want to charge per bag there is a formula to figure out what to charge so that the tax would bring the cost to \$0.25 or whatever amount you choose to charge. See the Fundraising and Sales Tax FAQ on the WSPTA website under Leadership Resources, PTA and the Law. Please note suggestions have not all been vetted but were suggested by others, we suggest you do further research as to the legality of any option you choose.

Online Banking

Question: Is online banking allowed?

Answer: The WSPTA bylaws state that a PTA is not permitted to use a debit card, credit card, ATM card or online banking to disburse PTA funds. A PTA can use online banking to accept funds allowing members to purchase things with their personal credit cards through the PTA website. However, before a PTA decides to do this they should be very clear on all money handling procedures for their PTA and it would be a good idea to review the WSPTA resource document "Online Banking: Accepting Funds" on the WSPTA website under Leadership Resources, PTA and the Law.

Independent Contractors

Question: We want to offer an afterschool class for students what do we have to do?

Answer: You need to find an instructor that you will hire as an Independent Contractor. This person will have a contract with you for the services that they will be performing, they will provide proof of their insurance as they are not covered under PTA insurance, the PTA will need to file IRS Form 1099 if they pay this individual more than \$600 in a calendar year (see page 19 of the PTA and the Law booklet).

Gambling License

Question: What if our "gambling" activity will bring in more than \$5000?

Answer: This link takes you to a form that lists the different costs of licenses: <http://www.wsgc.wa.gov/forms/apps/5-055-fs.pdf>. In general here is the Gambling Commission website: <http://www.wsgc.wa.gov/>. It is full of great facts and easy to navigate FAQs.

Food Handler Permit

Question: Do we need one and if so how do we get one?

Answer: It is probably a good idea for some volunteers in your PTA to be prepared with a permit in case it is needed throughout the year. Here is a website for more info: <http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodWorker.aspx>. There is an online course that costs \$10 and takes about 1 hour to complete. Upon completion you can print your valid food worker card from your own printer.

Filing Dates and Deadlines



Secretary of State, Nonprofit Corporation Renewal: **Due by** - Varies and depends on the month your PTA was incorporated, due by last day of that month

Secretary of State, Charities Division, Charitable Solicitation Renewal: **Due by** - May 31, may file early. Financial data covers previous year (e.g. May 31, 2012 due date is for July 1, 2010 – June 30, 2011 fiscal year data). **Key Notes** - Board must review data, gross

receipts includes all membership fees collected.

IRS, 990 Form (includes EZ or N): **Due by** - Nov 15, may file early, (financial data is for July 1, 2010 – June 30, 2011) **Key Notes** - Board must review data, gross receipts does not include membership fees that are passed on to WSPTA and National PTA.

Dept. of Revenue Combined Excise Tax Return: **Due By** - File yearly (due by Jan 31), quarterly or monthly depending on amount of sales. **Key Notes** - You will need a Resellers Permit and possibly a Business License. Information and forms that can be filed online available at www.dor.wa.gov or call 1-800-647-7706. Fundraising and Sales Tax FAQ online at WSPTA website under Leadership Resources, PTA and the Law.

Insurance payment through AIM: **Due by** - November 10

WSPTA Dates (these dates remain the same each year)

Membership Service Due: Region 2 this means due to your Council: October 25, January 25, May 25.

Reflections: Due to each respective council (varying dates). Due to WSPTA from Councils by January 18, 2012.

WSPTA Local Unit Awards: Due March 1, 2012 more information to come on the variety of awards available for local units and councils.

WSPTA Individual Awards: No due date. Local units may honor deserving volunteers at any time throughout the year with a Golden Acorn, Outstanding Advocate, Outstanding Educator or Outstanding Student Advocate Awards.

WSPTA SCHOLARSHIP PROGRAM

Each year, the Washington State PTA awards a limited number of scholarships to graduates from Washington State public high schools beginning their freshman year of post-secondary education in the United States.

Scholarships of two thousand dollars (\$2,000) are given to recipients entering four-year post-secondary institutions. One thousand (\$1,000) dollar scholarship will be awarded for community colleges, voc-tech schools or other accredited institutions. Washington State PTA scholarships are awarded on the basis of: 1) financial need; 2) academic performance; 3) leadership & community service

Applications are available on the WSPTA website at www.wastatepta.org/programs/scholarship/application.html. If you have questions about the application, contact WSPTA office at 1-800-562-3804 or email: wapta@wastatepta.org. Applications are due (postmarked by) March 1, 2011.



R E G I O N 2 C A L E N D A R

January 18, 2012	Reflections entries due to WSPTA, this is a “postmarked by” date. Please plan accordingly.
Saturday, Feb 12, 2012	Region 2 Mid-Winter Leadership Conference
Monday, February 20, 2012	Focus Day in Olympia, Urban Onion and the Capitol
March 1, 2012	WSPTA Awards Applications Due (postmarked by) date.
Saturday, March 17	Emerging Minority Leaders Conference, Renton, WA
May 4-6, 2012	WSPTA Convention, Doubletree, SeaTac, WA