

Harford County Council of PTA's Newsletter

P.O. Box 435, Bel Air, MD 21014 | Visit us on the web at www.hccpta.org; | Email us: hccpta@hccpta.org

Vol. No 5

September / October 2012

President's Corner... Sandra Monaco-Burton, President



Welcome to the new school year! I hope your Back to School events have been very successful and your membership and volunteer recruiting campaigns are well underway. HCCPTA has exciting news of our own: on August 30, Havre de Grace High formed its PTSA and became the 49th member of our family!

If you haven't already sent your 2011-2012 financial records out for review, please do so as soon as possible. As you know an annual audit is one of the requirements for continuing affiliation and a copy of the report needs to be filed with MDPTA by the end of October. (A complete list of the standards can be found on page 6 of this newsletter.)

Over the summer we have been busy talking with officers and volunteers and I wanted to pass on a couple of tips that may help you with communication in your PTA. First of all, have copies of your bylaws available to your members (especially in the fall) and if you have a website consider posting them there as well. Everyone should be familiar with the bylaws and encouraged to help ensure they are followed. Second, when it comes to open officer positions, please review your bylaws and make sure you are notifying your general membership of the openings in the manner defined. In the event your PTA/PTSA needs to hold a special election and you have questions or need assistance, please contact us. Third, if you do not already do so, schedule **regular sit down meetings** with your school's administration, take notes and email a summary of the discussion to all involved volunteers and staff. This will prevent any misunderstandings or different interpretations of any agreements or changes that need to be made.

As I am sure you noticed, the new membership cards look quite different and individuals need to activate their cards. If you have questions, both National PTA (www.pta.org) and Maryland PTA (www.mdpta.org) have resources and webinars available on their websites. For dues payments, look for the monthly invoice mailed by Maryland PTA (which covers your National and Maryland PTA dues). HCCPTA has emailed payment coupons to all treasurers for county membership dues. If you need additional membership cards, use the designated space on the Maryland PTA invoice to order more. (Please note that you need to have paid for 75% of the cards you have in your possession before MDPTA will mail you more.)

HCCPTA has purchased both a PTA and PTSA tablecloth from National PTA that you can borrow to attract attention to your membership table at school events. Please contact us to arrange for pick up.

The summer convention brought another change to Maryland PTA and we now have a new training module that the treasurer and one other officer of each local unit must complete. HCCPTA will be offering this module during both of our upcoming Fall trainings on Thursday, September 20 and Saturday, October 20. You will be able to indicate on the registration forms if you will be attending the full schedule of topics or just the new required module.

We have two additional trainings scheduled for the school year and they will be held on January 17 and May 23. Please take advantage of these opportunities to network, share experiences, ask questions and keep up-to-date on all HCPS and PTA news. *If at any point during the year you feel you need individual assistance, HCCPTA volunteers can come to your location; please do not hesitate to ask for help.*

In addition, please share two more date with your communities: on October 25 we will hold the annual Legislative Night and on March 7 we will celebrate with our Founder's Day Dinner and Awards Ceremony. The Legislative Night is an opportunity for individuals to discuss issues with our elected and appointed officials. And Founder's Day lets us honor the achievements of volunteers and local units throughout the county. So please make every effort to be sure your PTA is represented at both.

Like many of you, HCCPTA is planning its full roster of activities with less volunteer support. We still need to fill several VP and committee positions, so please consider lending your talents to HCCPTA.

We are in the process of updating our website (www.hccpta.org). Take a look and let us know what information and resources you would like to see there. And don't forget to like us on Facebook and encourage your members to do so as well.

Starting with the next issue we will include articles from our locals, so start recording your successes now to share with the rest of us. On behalf of HCCPTA I thank you for your service to the children of Harford County and we are looking forward to an energetic and productive 2012-2013.

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Mark Your Calendars

BOD Meetings

Patterson Mill Media Center
7:00 – 9:00 PM

Sept 4	Feb 5
Oct 2	Mar 5
Nov 7	April 9
Dec 4	May 7
Jan 8	June 4

Council Meetings/Training

Thursday, Sept 20, 2012

Back to School Training & Council Meeting

Patterson Mill Media Center
6:00 – 9:15 PM

Saturday, October 20, 2012

PTA Financial Workshop

Patterson Mill Media Center
8:00 a.m. – 4:00 PM

Thursday, October 25, 2012

Legislative Forum & Council Meeting

Bel Air HS Cafeteria
7:00 – 9:00 PM

Thursday, January 17, 2013

Mid-Year Mini Trainig & Council Meeting

Patterson Mill Media Center
6:00 – 9:00 PM

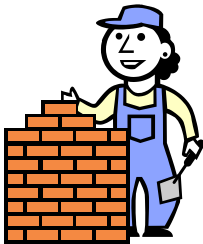
Visit us at

www.hccpta.org

Click "CALENDARS"
for more 2013 details !

Thursday, September 20, 2012 ~ Patterson Mill Middle High ~ Media Center

Build PTA Success Through
Leadership and Teamwork



- 5:55 pm Registration & Networking Dinner
- 6:05 pm General Membership Meeting
- 6:20 pm Workshop Session (Pick one)

- President - What Presidents need to succeed; Planning for the year; What to expect.
- Treasurer – Dos and Don'ts of PTA finances; Budgets, Reports, and Taxes.
- Secretary - Record keeping, minutes, motions, and members.
- Membership - Programs and ideas; Dues, membership lists, and reporting requirements.

- 7:15 pm ** New MDPTA required Financial training module **
- 9:15 Adjournment

Registration:

September 20, 2012: PTA Leadership Training. (Please RSVP by September 14.)

PTA: _____ Phone: _____

Name: _____ Position: _____

Email address: _____

Workshops (check one for each session):

SESSION I	SESSION II
<input type="checkbox"/> President	<input type="checkbox"/> MDPTA required module
<input type="checkbox"/> Treasurer	<i>We will cover the new required material set forth by the new MDPTA bylaws. (The treasurer and one other officer must complete training to satisfy the requirement.)</i>
<input type="checkbox"/> Secretary	
<input type="checkbox"/> Membership	

Training/Dinner Cost: \$5.00 members (\$15.00 non-members)
(There is no cost to attend the General Membership Meeting only.)

In order for our board to plan for the correct amount of handouts and food,
please fill out the registration form and mail to HCCPTA by September 14, 2012. If you
have any questions or concerns, please contact Sandra Monaco-Burton at monaco_sandra@yahoo.com.

If making a payment with one (1) check for multiple registrations,
please attach separate forms for each registrant.

For additional information, contact: Sandra Monaco-Burton at: monaco_sandra@yahoo.com

Send registration to: HCCPTA, PO Box 435, Bel Air, MD 21014



Treasurer's Corner

By Bruce Butz

Maryland PTA Treasurer and Harford County PTA Treasurer



Welcome back to a new school year. By this time, you all should hopefully be working with approved budgets, signature cards should be completed for new officers, and fund raisers should be in place.

IRS

Your fiscal year has ended. It is not necessary to wait until November 15 to file the required paperwork. You can do it now. Remember that you must send a copy of whichever form you file to Maryland PTA by December 15. IRS imposes a \$20/day penalty for filing late. Check Cash Encounters for the appropriate documents to file.

Financial Review

According to Maryland PTA Bylaws, you are required to submit a copy of the audit report/financial review and the final financial statement to Maryland PTA. These are due in the Maryland PTA office by October 31st.

Charitable Solicitation Updates

While you are working on the 990, why not also complete the Annual Update of Registration for Charitable Organizations and the accompanying Certification Form. Every PTA is required to register and then complete an Annual Update. Some PTAs will be required to pay a fee, but all are required to provide a copy of a 990-EZ or a COF 85. The necessary forms can be found on the Secretary of State's website www.sos.state.md.us.

Treasurer's Training

A new Maryland PTA bylaw amendment was recently passed by the Convention delegates requiring all treasurers and one other officer to attend MDPTA sponsored training by December 31st! Check the Maryland PTA Website's Calendar as new training dates are constantly added. Harford County will be providing this mandatory training to our locals on Thursday, September 20, 2012 and again during the first session of the all-day Financial Training on Saturday, October 20, 2012.

Reminders

Personal Property Return

Some local units still have not submitted a copy of their Personal Property Report to Maryland PTA as part of the requirements for the Standards of Affiliation. This was due April 15. Please provide a copy to Maryland PTA ASAP. For those PTAs who are delinquent and have forfeited their incorporation status, it will be necessary to complete the revival of your charter along with the accompanying \$100 fee and complete all missing Personal Property Reports.

Insurance

All PTAs should have paid their insurance. This should have been paid prior to July 1 to avoid the \$25 penalty. Make sure that the information sheets provided by the insurer (red, yellow, & green lights) are carefully read, understood and followed. It cannot necessarily be "business as usual."

Membership

Payments for membership should be made to Maryland PTA (\$3.75/member). Please do not pay for any memberships which you do not sell as refunds are not issued. Payment should also be made to HCCPTA (\$0.50/member) Payment slips are located on the HCCPTA Website, www.hccpta.org.

Notifications

Assistance

Help is always just a phone call or email away. However, for all of your financial needs, "Help" is also in National PTA's Money Matters, www.pta.org; Maryland PTA's Cash Encounters, www.mdpta.org or a full -ay of financial training.

Financial Trainings

Check the Maryland PTA website www.mdpta.org for the all-day financial workshops for treasurers or anyone else, discussing such issues as Budgets, 990s, audits, funding, sales tax, and basic Treasurer Responsibilities.



"Like" Us on Facebook

@ Harford County Council of PTAs, Inc.

STAY CONNECTED !

*Good Luck and have a
Great School Year!*

2012 Financial Workshop III

Harford County Council PTA

****Meets Maryland PTA's mandatory
Maryland State and IRS tax form training
requirement.**

Free Food!*
Prizes!
Games!



**NO
Charge
for HCCPTA
Members***

*A \$15 meal charge will be assessed to HCCPTA members if cancellation is made within 24 hours of workshop date or failure to appear.

A \$15 charge will be assessed to all non HCCPTA members

**Presented by the
Harford County Council PTA
Treasurer and
Maryland PTA Treasurer, Bruce
Butz**

Saturday,

October 20, 2012

8:00 am to 4:00 pm

Registration Required

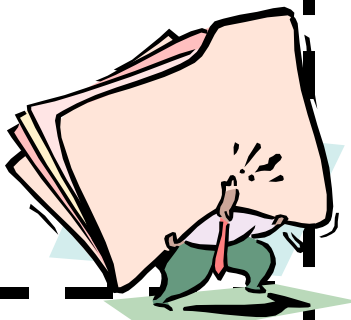
Continental Breakfast, Lunch, &
Snack included

**Patterson Mill
Middle/High School**

Media Center, 85 Patterson Mill Rd.
Bel Air, MD 21015

Review State Filing Requirements
Review IRS Filing Requirements
Develop a Budget
Prepare for an Audit
Provide for Funding
Supply Sales Tax Info
Protect your PTA
Discuss Basics
Network
Encounter

"Cash Encounters" Name(s):



Respond by October 15 to **Reserve your spot & Guarantee that you will have a lunch.**

Visit the website www.hccpta.org, call Bruce Butz at 410-838-5547 (leave a message), email Bruce Butz at bob@iximd.com, or mail the slip below to P.O. Box 435, Bel Air, MD 21014.

Register early. Bring a copy of "Cash Encounters" and the most recent copy of the Forms & Instructions and Sample Reports booklets.

Name(s): _____ Number attending: _____

Address: _____

Contact Phone: _____ email: _____

PTA Name: _____ County: _____

HCCPTA Financial Workshop – Registration Deadline October 15, 2012

Mail to: HPPCTA, P.O. Box 435, Bel Air, MD 21014

PTA Membership "Making a Difference"

by Emily Gudel, VP Membership

As a PTA leader, you believe in the PTA and would like to see membership increase. But what can you do? First, recognize that there are many people in your community who are important human resources. Know who these individuals are. They may be parents, teachers, teenage mothers and fathers, couples without children, grandparents, senior citizens, community leaders, business people, school board members, or students.

- Everybody can be a PTA member!
- Membership is open all year round
- Inform your members on the benefits that they receive as a PTA Member
- Inform your membership of the accomplishments of your PTA.



How can you recruit new members? Anyone may join a local PTA. They do not need to have children in the school. When PTAs grow their membership base, they are helping to grow future parent leaders.

The next time you see another parent from your school community that you do not see at your school's PTA meetings, take time to personally invite them to attend and become a member of your PTA. Your PTA membership and leadership should reflect the diversity in your school community.

Another key way to increase membership in your local unit is to make sure that PTA members know what their membership dues are used for. Don't just assume that everyone knows. Be sure to post flyers, notices on website and newsletters with all the great activities and programs that the PTA supports in your school.

Maryland PTA reports membership to National PTA by March 31 each year for National PTA convention planning. Memberships are expected to be sold year round with dues collected and reported monthly to Maryland PTA by each PTA unit. Maryland PTA remits \$2.25 to National PTA and retains \$1.50 in Maryland. It is important that you do not throw away any unused cards. Those unused cards must be sent back to Maryland PTA or your PTA will be charged for the full number of cards mailed to your PTA. Remember that each member of a PTA gets a membership card.

All membership is calculated from July 1, 2012 through March 31, 2013. Growth will be determined based on membership reported by March 31, 2013 as computed by Maryland PTA. Remember to use the User ID and Password on the back of your PTA membership card.

Visit National PTA's website (<http://www.pta.org/5198.htm>) includes Membership Card Resources to help members understand the new card and its benefits!

Legislative Forum

by Emily Gudel, VP of Membership



HCCPTA is seeking a Vice President of Legislative. If you are interested in learning more about this open position on our board, please email Sandra Monaco-Burton at president@hccpta.org.

You are Cordially Invited to Harford County Council of PTA's Annual Legislative Night

October 25, 2012 ; 7:00 to 9:00 pm; Bel Air High School Cafeteria

This meeting is designed to bring together Parents, Educators and Elected Officials in an atmosphere of open and respectful exchange of information.

Please RSVP by October 4, 2012 to our Vice President of Membership Emily C. Gudel at 410.692.5079 or vpveg@hccpta.org

Is Your PTA in Compliance? Maryland PTA Bylaws

PTAs must be in compliance with the **Standards Of Affiliation** by March 31st. If your PTA has not completed any standard listed below, please send in the required information by the deadline date. If you are unsure of your status, please contact HCCPTA at hccpta@hccpta.org or email the Maryland PTA office at office@mdpta.org or call 410-760-6221 or 1-800-707-7972.

A local PTA in order to meet the standards of affiliation shall:

- ✓ Adhere to the purposes and basic policies of the National and Maryland PTA;
- ✓ Remit the national and state dues to the Maryland PTA office by dates designated;
- ✓ Have bylaws approved every three (3) years according to the procedures of Maryland PTA;
- ✓ Have a minimum of twenty-five (25) members;
- ✓ Shall submit the names and contact information including phone number, address and email address of all elected officers to the Maryland PTA office within two (2) weeks of election;
- ✓ Remit bonding, liability and directors and officers insurance premiums by the date designated;
- ✓ Have an EIN (Employer Identification Number) from the Internal Revenue Service (IRS) on file with the Maryland PTA;
- ✓ Maintain its status as a corporation, have as required by MD Non-Profit law, at a minimum a president, secretary and treasurer;
- ✓ Files the appropriate tax forms, by the required dates, with the IRS and submits a copy to the Maryland PTA office within 30 (thirty) days of filing.
- ✓ Each local PTA shall submit a copy of its annual financial review, to Maryland PTA within one hundred twenty (120) days following the end of the local's fiscal year.
- ✓ Files all appropriate state forms with the appropriate state authorities by the required date and submit a copy to the Maryland PTA office within 30 days of filing;
- ✓ Sends at a minimum 2 board members, one of which is the treasurer, to be trained by the Council, Maryland PTA or National PTA within 180 days of taking office. Training must include financial training regarding the required Maryland and IRS tax forms.



For more information visit Maryland PTA website at http://www.mdpta.org/bridge_localbylaws.html

HCCPTA Goes on the Road !

By Cindy Mumby, Local PTA Liaison



Your Harford County Council of PTA understands that it is often difficult for local PTA leaders to come to our meetings, so we are reaching out to you with plans to visit all 49 of the PTAs/PTSAs in the county this year. The idea is to offer our support for your efforts and to share information about the resources HCCPTA has available to PTA officers and members. Think of it as **HCCPTA on wheels!**

My name is *Cindy Mumby* and I serve as the HCCPTA board's Local Liaison. My children have graduated from HCPS, but having been a local PTA officer for nearly 15 years, I hope to bring my experience and the resources of HCCPTA together to help you navigate the challenges and celebrate the rewards of volunteering with PTA, the nation's largest child advocacy organization.

I will be reaching out to you in the next several weeks to see if there is a regularly scheduled PTA meeting that I might attend with a very brief presentation, but please don't hesitate to contact me first and let me know how we might be of service.

My email address is: liaison@hccpta.org.



PTA REFLECTIONS
40 Years of Achievement in the Arts

Reflections Update

By Carol Ellis & Bob Reschly, Reflections Chairs

The Reflections Program is a National PTA arts recognition and achievement program for students, based on the belief that all children deserve a quality arts education. When children express themselves through words, pictures, music, and other art forms, they grow intellectually and build their self-confidence. Creating art is a valuable learning process that challenges students to use their critical thinking skills, as well as their talents, to create art that supports a specific theme.

The theme for 2012-13 is *"The Magic of the Moment..."*

The Reflections programs allows students of all ages to compete in the cultural arts areas of Dance Choreography, Film/Video, Literature, Music Composition, Photography, and Visual Arts. Entries are submitted in four age groups, primary (pre-K to 2), intermediate (3 to 5), middle school (6 to 8), and high school (9 to 12). This year a new participation category, Special Artist, has been implemented for students who meet Americans with Disabilities Art criteria. Students meeting this criterion may optionally submit entries under this grouping. Information packets for the Reflections program were included in MDPTA's leadership kit (mailed in a white box). The information packet will assist locals in ramping up the program. Later this fall, a supplementary set of instructions will be distributed to locals covering packaging and delivery instructions for winning entries to compete in Council competition.

With the information packet will be the student entry form. Unfortunately, the form was produced in two versions, a four-page version and a one-page version. ALL HARFORD COUNTY PTAS SHOULD USE THE ONE PAGE STUDENT ENTRY FORM. The one-page form and local information packet will be on the MDPTA website, www.mdpta.org shortly.

The deadline for local winning entries to be submitted to Harford County Council PTAs is DECEMBER 17, 2012.
More details on packaging and drop-off will be available soon.

Please send any questions to Carol Ellis or Bob Reschly at reflections@hccpta.org, or cae15@comcast.net and reschly@comcast.net.

PTA Vision

*What the future will look like if PTA accomplishes its mission.
Making every child's potential a reality.*

PTA Mission

*A powerful voice for all children, A relevant resource for families and communities,
and a strong advocate for the education and well-being of every child.*



Do you want to share your successes and solutions with us?

Send in a brief article to be printed in our next HCCPTA "eNewsletter".
Tell us what works, what doesn't....Let's make it easier for the next PTA volunteers!

Email us your news to HCCPTA@hccpta.org Attention: Newsletter Chairman

Next deadline is October 19, 2012



Join National PTA and the Kids' Safe and Healthful Foods Project for Virtual Back to School Night: The School Day Just Got Healthier!

School lunches will have a whole new look this year as part of the U.S. Department of Agriculture's (USDA) updated nutrition standards for school meals. As parents, it can be difficult to navigate what these changes mean and how you can support your kids *and your school in making healthy choices*. Join National PTA President *Betsy Landers*, White House Chef *Sam Kass*, the USDA, and the Kids' Safe and Healthful Foods Project for a live discussion about the exciting new meals coming to school cafeterias near you!

Submit your questions now at pta.org/healthierschoolday or tweet them live by using the [#SchoolFoodsRule](https://twitter.com/SchoolFoodsRule) and then tune in LIVE to watch!

When: Thursday, September 13, 2012 at 8PM ET

Where: Tune in live at pta.org/healthierschoolday or healthyschoolfoodsnow.org from wherever you are!

Who's Invited? This conversation will be specifically targeted toward parents, but anyone interested in learning more about the new and improved school meals is welcome to tune in!

Featuring:

Sam Kass, *White House Chef and Senior Policy Advisor for Healthy Food Initiatives*

Audrey Rowe, *Administrator for the Food and Nutrition Service, USDA*

Betsy Landers, *National PTA President*

Jessica Donze Black, *Director, Kids' Safe and Healthful Foods Project*

*Follow PTA and The Kids' Safe and Healthful Food Project on twitter at
@NationalPTA and @JDonzeBlack_Pew*

Find out more at:

pta.org/healthierschoolday · healthyschoolfoodsnow.org

www.fns.usda.gov/cnd/healthierschoolday