

17th District PTA is hosting Spotlight on PTA

A training workshop for all current and incoming PTA/PTSA Board and Committee Members

Are you wondering what the duties and responsibilities of the position you have been elected to serve as a PTA/PTSA Board or Committee Member are?

***Saturday, May 16, 2009
8:30 am to 12:45 pm
The Bayside S.T.E.M. Academy
In the Gym
2025 Kehoe Ave, San Mateo, CA 94403***

Come and meet CA PTA's President-Elect Carol Kocivar, Treasurer Diane Foote, VP Health Colleen You, and VP Membership Carol-Ann Koch-Weser as they and 17th District answer all your questions!

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| Agenda | 8:30 am | Registration, Networking, Continental Breakfast |
| | 8:50 am | Roundtable Session 1 |
| | 10:00 am | Brunch, General Meeting, Guest Speakers, Officer Installation |
| | 11:30 am | Roundtable Session 2 |
| | 12:45 pm | Close |

Please RSVP by Tuesday, May 12, 2009 to Sara Otus-Green

Mail to: 632 Pilgrim Drive, Foster City, CA 94404 or e-mail to: Reflectionslady@aol.com

Name _____ **School** _____ **Unit #** _____
E-Mail Address _____ **Telephone #** _____

Roundtable Session 1 8:50am to 10:00am Please choose one

- 1A** President and Vice President (Continues on in Session 2)
- 1B** Treasurer, Financial Secretary, Auditor (Continues on in Session 2)
- 1C** Secretary
- 1D** Historian
- 1E** Build Parent Involvement Using PTA Material
- 1F** Parliamentarian
- 1G** Websites "How to do"

Roundtable Session 2 11:30am to 12:45pm Please choose one

- 2A** President and Vice President (Continued from Session 1)
- 2B** Treasurer, Financial Secretary, Auditor (Continued from Session 1)
- 2H** Legislation and Advocacy
- 2I** Reflections Art Program
- 2J** Student Involvement
- 2K** Membership, OMDR Plus
- 2L** Fundraising (for those of who are attending other sessions, the Fundraising Handouts will be available.)

Do you need Spanish translation? _____

Directions from 101 South

Exit at Kehoe Ave
Bayside in on the left hand side

Directions from 101 North

Exit east onto East Third Avenue, Turn Right onto South Norfolk
Turn Left onto Kehoe Avenue, Bayside is on the left hand side