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WINTER WORKSHOPS

Sagamore Middle School
57 Division Street
Holtsville, NY 11742

Thursday, February 1, 2018

Registration begins at 7:00 PM
All workshops will begin at 7:30 PM

***NOMINATIONS AND ELECTIONS WORKSHOP**
***BYLAWS**
***"NO QUESTION TOO SMALL"**

***BEST TREASURER PRACTICES**
***PTA INSURANCE**

IMPORTANT REGISTRATION INFORMATION

- **These workshops will run concurrently, please make sure you choose only one.**
- Pre-registration deadline is Saturday, January 19th.
- Pre-registration is \$10.00 per person or \$25.00 per unit; you may pre-register as many attendees as you wish. Please indicate which workshop each person will attend.
- On-site registration will be \$12.00 per person; however we cannot guarantee that you will get a packet.

Mail your registration form to:

Kelly Short
28 Lawrence Avenue
Holbrook, NY 11741
(631) 258-8198 or email: registration@suffolkpta.org

For workshop information please contact:

Linda Loverde at (631) 698-5582
or email: LindaLoverdepta@gmail.com

Winter Workshops Registration

Please print clearly - PTA checks must have 2 signatures, made payable to "Suffolk Region PTA"

Name of Unit: _____ UNIT CODE: 05- _____

School District: _____

Contact Person: _____ E-mail: _____

NAME

WORKSHOP CHOICE (one per attendee)

Winter Workshops

Please choose only one workshop

1 - NOMINATIONS AND ELECTIONS WORKSHOP: One of the most important committees in your unit is the Nominating Committee. How is a Nominating Committee chosen? What is its function? What are the correct procedures for holding elections for office? What is the role of the president and the general membership in this procedure? Come and find out the answers to these and many other nominations and election questions. Bring a copy of your Bylaws.

2 - BEST TREASURER PRACTICES: Learn how to keep your financial records in order to satisfy insurance requirements, IRS Form 990EZ, and the audit process. This workshop will give you the necessary information to ensure proper record keeping. A must for all treasurers.

3- BYLAWS: What is the importance of bylaws? Bylaws are helpful and useful and keep your organization running smoothly. There is no mystery in what it takes to renew/amend your bylaws (which is required every 3 years). Bring your bylaws and your questions. You will leave comfortable and prepared to help your unit renew/amend its bylaws for approval.

4 - PTA INSURANCE: Do you understand the legal issues that affect your unit? Do you have an understanding of the NEW insurance coverage? Come and have these questions clarified and any others answered. This workshop is for all officers/chairpersons.

5 - "NO QUESTION TO SMALL": Bring all your questions to the table! All topics can be addressed to assist you and your unit.