

Glendale Council PTA 2010-2011 Adopted Calendar

JUNE 2010

- 1** GUSD Board of Education Meeting
18 Daily High School Graduation
Send 2 copies of the following to Council:
 ◇ Annual Financial Report
 ◇ Year-End Audit Report
 ◇ Unit Financial Summary Report
 ◇ Project Funds Carry Over Report
 ◇ Proposed Budget
 ◇ Filed Tax Return (Form 990 or 990 EZ) OR e-postcard (990 N)
 NOTE: Deadline to file is 4 ½ months after fiscal year end
 ◇ Unit Officers Roster – 1 copy only
 ◇ Unit Chairpersons Listing – 1 copy only
22 GUSD Board of Education Meeting
“NOTE” PAY SUMMER BILLS AS PREVIOUSLY APPROVED

JULY 2010

- 27** GUSD Board of Education Meeting
“NOTE” PAY SUMMER BILLS AS PREVIOUSLY APPROVED

AUGUST 2010

- 24** GUSD Board of Education Meeting
28 & 29 Healthy Kids’ “Guess Who’s Coming to Dinner”
30 First Day of School
31 **DEADLINE TO SUBMIT**.....
 ◇ Unit Financial Summary Report – 2 copies
 ◇ Year-End Audit Report – 2 copies
 ◇ Annual Financial Report – 2 copies
 ◇ Proposed Budget – 2 copies
 ◇ Project Funds Carry Over Report – 2 copies
 ◇ Adopted Unit PTA Calendar – 1 copy
 ◇ Tax Return (Form 990, 990 EZ, or 990N) - 2 copies
“NOTE” PAY SUMMER BILLS AS PREVIOUSLY APPROVED

SEPTEMBER 2010

- 8** Council Executive Committee (Officers) Meeting
14 GUSD Board of Education Meeting
23 Council Association (Presidents) Meeting at 9 a.m., / Administrators’ Lunch follows , all at Carlson Fellowship Hall - *Workshop: “Advocacy”*
23 **ITEMS DUE**.....
 ◇ **EARLY BIRD MEMBERSHIP DEADLINE (Submit at least 15 memberships)**
 ◇ Pay for Council Operating Contribution
 ◇ Pay for Student Welfare Contribution
 ◇ Pay Daily High School Contribution
 ◇ Pay for Membership Envelopes
 ◇ Pay for Administrator’s Lunch
25 & 26 Healthy Kids’ “Guess Who’s Coming to Dinner”

OCTOBER 2010

- 1** Unit Presidents’ Open House at Elizabeth Manasserian’s Home
5 GUSD Board of Education Meeting
7 GEF State of the Schools Breakfast at Pacific Edison
13 Council Executive Committee (Officers) Meeting
 ◇ **CHAIRMAN’S CLUB MEMBERSHIP DEADLINE (Submit at least 50 memberships)**
19 GUSD Board of Education Meeting
25-29 Red Ribbon Week
27 GUSD College & Career Fair at the Glendale Civic
28 Council Board (Presidents) Meeting 9 a.m. @ LCPC – *Workshop: “Nominating Comm./ Elections”*
28 **ITEMS DUE**.....
 ◇ **1st REQUIRED MEMBERSHIP REMITTANCE (Units must turn in memberships by this date)**
 ◇ Pay for Postal Permit, if used
 ◇ Pay Liability & Workers Comp. Insurance Prem.
 ◇ Send Workers Comp. Annual Payroll Report (estimate for remainder of the year) - 2 copies
 ◇ Unit Presidents Quarterly Report – 2 copies

NOVEMBER 2010

- 1-5** PTA Fall Food Drive
3 GUSD Board of Education Meeting (Wed.)
9 **Reflections Entries Due to Council**
10 Council Executive Committee (Officers) Meeting
16 GUSD Board of Education Meeting
30 Superintendent’s Community Advisory Committee Mtg., 6:30 p.m. in board room

DECEMBER 2010

- 2** Council Association (Presidents) Meeting 9 a.m. @ PDC – *Workshop: “Treasurer’s Responsibilities”*
6-11 PTA Toy / Book Drive
14 GUSD Board of Education Meeting
23-31 Winter Break
“NOTE” ◇ If fiscal year ends May 31, submit books for Mid- year audit (June 1 – Nov. 30)

***** - GLENDALE COUNCIL PTA OFFICE –
 223 N. Jackson Street, # 101 - (TUES 8-noon)

- MEETING LOCATIONS---
- PDC** 319 N. Central at Myrtle, Glendale 91203
LCPC 2902 Montrose Avenue, La Crescenta 91214
BOE 223 N. Jackson Street at Wilson, Glendale 91206

JANUARY 2011

- 1-7 Winter Break continues...
- 11 **ITEMS DUE**.....
 - ◇ **2nd REQUIRED MEMBERSHIP REMITTANCE**
 - ◇ *Creative Membership Award application*
- 12 **Council Executive Committee (Officers) Meeting**
- 18 GUSD Board of Education Meeting
- 24 **Reflections Artwork goes on Display at Central Office thru 3/11/11**
- 27 **Council Board (Presidents) Meeting 9 a.m. @ LCPC - Workshop: "Election Guidelines "**
- 27 **ITEMS DUE**.....
 - ◇ *Unit Presidents Quarterly Report – 2 copies*
 - ◇ *Pay for Council Founders Day Dinner*
 - ◇ *Mid Year Audit Report (units with fiscal year ending May 31) – 2 copies*
- "NOTE" ◇ *If fiscal year ends June 30, submit books for mid-year audit (July 1 – Dec. 31)*
- "NOTE" ◇ *Determine number of delegates to send to Convention*

FEBRUARY 2011

- 1 **CA State PTA Scholarship application deadline (graduating high school seniors only)**
- 1 GUSD Board of Education Meeting
- 1 **Reflections Reception at Board of Ed. Meeting**
- 2 **Online registration of delegate(s) to State PTA Convention and reservation of hotel room(s)**
- 9 **Council Executive Committee (Officers) Meeting**
- 15 GUSD Board of Education Meeting
- 15 **Reflections Reception at Board of Ed. Meeting**
- 24 ◇ **FINAL MEMBERSHIP REMITTANCE FOR '10-'11**
- 24 **Council Association (Presidents) Meeting 9 a.m. @ PDC – Workshop: "Recap / Report of Legislative Conference "**
- 24 **ITEMS DUE**.....
 - ◇ *Mid- Year Audit Report (units with fiscal year ending June 30) – 2 copies*
 - ◇ *Forward all Founders Day Donations*
- 24 **Founders Day Dinner, 6:30 p.m. location CVHS**

---MEETING LOCATIONS---	
PDC	319 N. Central at Myrtle, Glendale 91203
LCPC	2902 Montrose Avenue, La Crescenta 91214
BOE	223 N. Jackson Street, Glendale 91206

MARCH 2011

- 1 GUSD Board of Education Meeting
- 3 **Candidate's Forum (election 4/5/11)**
- 9 **Council Executive Committee (Officers) Meeting**
- 15 GUSD Board of Education Meeting
- 16 Superintendent's Community Advisory Committee Mtg., 6:30 p.m.
- 21-25 **PTA Spring Food Drive**
- 24 **Council Association (Presidents) / Annual Meeting & Election 9 a.m. – Bring Unit Delegates @ PDC - Workshop: "open"**
- 24 **ITEMS DUE**.....
 - ◇ *Unit Honorary Service Award Recipients*
 - ◇ *Unit Presidents' Annual Report – 2 copies*
 - ◇ *Pay any monies due to Council*

APRIL 2011

- 4-11 Spring Break
- 13 **Council Executive Committee (Officers) Meeting**
- 18 GUSD Board of Education Meeting
- 21 **Council Board (Presidents) Meeting 9 a.m. @ PDC – Workshop: "open"**
- 21 **ITEMS DUE**.....
 - ◇ *Pay any monies due to Council*
 - ◇ *Unit Presidents' Quarterly Report – 2 copies*
 - ◇ *Council Officer Workshop RSVPs*
 - ◇ *2011-2012 Unit President Contact Info.*
- 28- 5/1 **CA State PTA Convention in Long Beach**

MAY 2011

- 3 GUSD Board of Education Meeting
- 11 **Council Executive Committee (Officers) Meeting**
- 11 Glendale Healthy Kids Taste of Glendale
- 13 **Council Officers Workshops at LCPC**
- 17 GUSD Board of Education Meeting
- 26 **Council Board (Presidents) In & Out / Installation Meeting 9 a.m., Potluck Luncheon, all at LCPC**
- 26 **ITEMS DUE**.....
 - ◇ *2011-2012 Unit Officers Roster*
- "NOTE" ◇ Request any bills pertaining to the unit's current fiscal year be submitted for payment

JUNE 2011

- 1 Superintendent's Community Advisory Committee Mtg., 6:30 p.m.
- 7 GUSD Board of Education Meeting
- 16 Last Day of School
- 16 Daily High School Graduation
- 21 GUSD Board of Education Meeting
- "NOTE" ◇ *Submit books for year-end audit*