

Glendale Council PTA 2011-2012 Calendar

JUNE 2011

- 7** GUSD Board of Education Meeting
- 16** 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 1/2 months after fiscal year end
- ◇ Unit Officers Roster – 1 copy only
- ◇ Unit Chairpersons Listing – 1 copy only
- 21** GUSD Board of Education Meeting
- “NOTE” PAY SUMMER BILLS AS PREVIOUSLY APPROVED**

JULY 2011

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

AUGUST 2011

- 16** GUSD Board of Education Meeting
- 29** **First Day of School**
- 30** **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 & State Form 199) 2 copies
- “NOTE” PAY SUMMER BILLS AS PREVIOUSLY APPROVED**

SEPTEMBER 2011

- 7** **Council Executive Committee (Officers) Meeting 9 a.m.**
- 13** GUSD Board of Education Meeting
- 22** **Council Association (Presidents) Meeting at 9 a.m./Administrators’ Lunch follows, at Carlson Fellowship Hall, Glendale Methodist Church “Safe Routes to School”**
- 22** **ITEMS DUE.....**
- ◇ **Ready-Set-Remit Membership Deadline (Submit at least 30 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
- 30** **Unit Presidents Open House at Elizabeth Manasserian’s Home**
- 614 Glenandale Terrace, Glendale 91206

OCTOBER 2011

- 1** Glendale Healthy Kids Gala
- 4** GUSD Board of Education Meeting
- 5** International Walk to School Day
- 6** GEF State of the Schools Breakfast at Pacific Edison
- 12** **Council Executive Committee (Officers) Meeting 9 a.m.**
- 18** GUSD Board of Education Meeting
- 24-28** **Red Ribbon Week**
- 26** GUSD College & Career Fair at the Glendale Civic
- 27** **Council Board (Presidents) Meeting 9 a.m. @ BOE – “Assistance League of Glendale”**
- ITEMS DUE.....**
- ◇ **1st REQUIRED MEMBERSHIP REMITTANCE (30 memberships are required by this date to keep your unit in “good standing”)**
- ◇ Pay for Postal Permit, if used
- ◇ Pay Liability & Worker’s Comp. Insurance Prem.
- ◇ Send Workers Comp. Annual Payroll Report (estimate for remainder of the year) - 2 copies
- ◇ Unit Presidents Quarterly Report – 2 copies
- 31** ◇ **PTA Fall Food Drive Begins**

NOVEMBER 2011

- 1-4** **PTA Fall Food Drive**
- 1** GUSD Board of Education Meeting
- 8** **Reflections Entries Due to Council**
- 9** **Council Executive Committee (Officers) Meeting 9 a.m.**
- 15** GUSD Board of Education Meeting

DECEMBER 2011

- 1** **Council Association (Presidents) Meeting 9 a.m. @ PDC – “City of Glendale: Glendale Mayor, Laura Friedman”**
- 5-10** **PTA Toy / Book Drive**
- 13** GUSD Board of Education Meeting
- 22-31** **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 9-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 2012

- 1-6 Winter Break continues...**
- 10 Membership Spotlight Award**
- 11 Council Executive Committee (Officers) Meeting**
- 17 GUSD Board of Education Meeting**
- 23 Reflections Artwork goes on Display at District Office thru 3/9/12**
- 26 Council Board (Presidents) Meeting 9 a.m. @ BOE – “Glendale Healthy Kids: Camille Levy”**
- 26 ITEMS DUE.....**
 - ◇ **2nd REQUIRED MEMBERSHIP REMITTANCE**
- 26 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 2012

- 1 CA State PTA Scholarship application deadline (graduating high school seniors only)**
- 7 GUSD Board of Education Meeting**
- 7 Reflections Reception at Board of Ed. Meeting**
- ? Online registration of delegate(s) to State PTA Convention and reservation of hotel room(s)**
- 8 Council Executive Committee (Officers) Meeting 9 a.m.**
- 21 GUSD Board of Education Meeting**
- 21 Reflections Reception at Board of Ed. Meeting**
- 23** ◇ **FINAL MEMBERSHIP REMITTANCE FOR 2011-2012**
- 23 Council Association (Presidents) Meeting 9 a.m. @ BOE – “Recap/Report of Legislative Conference & Comm. On State of Women: Paula Devine”**
- 23 ITEMS DUE.....**
 - ◇ Mid- Year Audit Report (units with fiscal year ending June 30) – 2 copies
 - ◇ Forward all Founders Day Donations
- 23 Founders Day Dinner, 6:30 p.m. Hoover HS**

---MEETING LOCATIONS---

- PDC** 319 N. Central at Myrtle, Glendale 91203
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- BOE** 223 N. Jackson Street, Glendale 91206

MARCH 2012

- 6 GUSD Board of Education Meeting**
- 7 Council Executive Committee (Officers) Meeting 9 a.m.**
- 19-23 PTA Spring Food Drive**
- 20 GUSD Board of Education Meeting**
- 22 Council Association (Presidents) / Annual Meeting & Election 9 a.m. – Bring Unit Delegates @ BOE – “CV Weekly & CV Chamber: Robin Goldsworthy”**
- 22 ITEMS DUE.....**
 - ◇ Unit Honorary Service Award Recipients
 - ◇ Unit Presidents’ Annual Report – 2 copies
 - ◇ Pay any monies due to Council
- 24 Kid’s Health Fair Pacific Edison Com. Cntr.**

APRIL 2012

- 3 GUSD Board of Education Meeting**
- 4 Council Executive Committee (Officers) Meeting 9 a.m.**
- 9-13 Spring Break**
- 17 GUSD Board of Education Meeting**
- 19 Council Board (Presidents) Meeting 9 a.m. @ PDC – Workshop: PTA Convention**
- 19 ITEMS DUE.....**
 - ◇ Pay any monies due to Council
 - ◇ Unit Presidents’ Quarterly Report – 2 copies
 - ◇ Council Officer Workshop RSVPs
 - ◇ 2012-2013 Unit President Contact Info.

MAY 2012

- 1 GUSD Board of Education Meeting**
- 9 Council Executive Committee (Officers) Meeting 9 a.m.**
- 9 Glendale Healthy Kids Taste of Glendale**
- 9-12 CA State PTA Convention in Anaheim**
- 15 GUSD Board of Education Meeting**
- 18 Council Officers Workshops at LCPC**
- 24 Council Board (Presidents) In & Out / Installation Meeting 9 a.m., Potluck Luncheon, all at LCPC**
- 24 ITEMS DUE.....**
 - ◇ 2011-2012 Unit Officers Roster
 - ◇ **FINAL MEMBERSHIP REMITTANCE**
- “NOTE”** ◇ **Request any bills pertaining to the unit’s current fiscal year be submitted for payment**

JUNE 2012

- 12 GUSD Board of Education Meeting**
- 15 Last Day of School**
- 15 Daily High School Graduation**
- “NOTE”** ◇ **Submit books for year-end audit**