

**Duval County Council of PTAs Spring Leadership Workshop  
Monday, May 17, 2010**

Location: Schultz Center, 4019 Boulevard Center Drive, Jacksonville, FL 32207, 348-5757  
Registration is on-going, beginning at 9 AM...No pre-registration required. Free to all PTA and PTSA Members!

<b>9 AM</b>	<i>Registration begins in the Main Lobby</i>			
<b>Room Location</b>	Room 160	Room 159	Room 158	Room 157
<b>10:00 – 10:45 AM</b>	So Now You're President – Part I	Fundraising – How to Make the Best Choice	Getting the Recognition You Deserve – Awards	Keys to Increasing Male Involvement
<b>10:45 – 10:50 AM</b>	<b>Break</b>			
<b>10:50 AM – 11:35 AM</b>	So Now You're President – Part II	Growing Your PTA – Your Membership Campaign	Developing Successful Programs	Rebuilding Your PTA
<b>11:35 – 11:55 AM</b>	<b>Break</b>			
<b>11:55 AM – 12:40 PM</b>	Building a PTA Website	Recruiting and Retaining Volunteers	Secretaries & Newsletters	Bylaws & Parliamentary Procedure
<b>12:40 – 12:45 PM</b>	<b>Break</b>			
<b>12:45 – 1:30 PM</b>	Money Matters- What the Treasurer Really Needs to Know	Working with Business Partners	Building Your Financial Resources through Grants	Conflict Resolution

***Class descriptions on reverse....***  
For more information, please contact:  
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## **About the Classes...(listed alphabetically)**

**Building a PTA Website** will present ideas on the type of information that might be included on a local unit website and introduce tools that may be used to help do the work.

**Building Your Financial Resources through Grants** will help you identify potential funding sources. Match your program needs with the funding sources' interests and confirm a "good fit" with your organization. Get tips and techniques for seeking grants.

**Bylaws and Parliamentary Procedure** is useful for any new PTA leaders who need to learn about the PTA bylaws and why we have them. Attend if your Bylaws are out of date or will be soon. You can also learn about Parliamentary Procedure and how it can help keep your meetings effective.

**Conflict Resolution** is an important skill for all leaders, so come learn what a conflict really is and how to address it when it happens in your organization.

**Developing Successful Programs** focuses on program planning. What's the difference between a program and a project? What types of programs can you do for your local unit? And, how do you make them successful?

**Fundraising - How to Make the Best Choice** is a necessary evil for all local units. Although fundraising is only part of what local units do, it is often one of our most important responsibilities. This session will help guide the way for you to implement a successful fundraising program for your local unit.

**Getting the Recognition You Deserve - Awards** will help prepare your local unit to understand what needs to be done to earn awards for your group. The timeline and rules will be covered along with tips on how you can prepare award winning applications. A representative from a past PTA of the Year will be available to answer questions and share insight into the process.

**Growing your PTA – Your Membership Campaign** will cover all of the key elements for a successful membership campaign. How do those schools keep getting 1000+ members every year? Come and find out...

**Keys to Increasing Male Involvement** will help you find ways to encourage males to be more involved in your school. Learn from PTA studies and real examples of how to make it work!

**Money Matters** is designed for treasurers and will provide information as to state and local rules, timelines and requirements.

**Rebuilding Your PTA** will outline the procedure for reorganizing your PTA, and provide a sample notice inviting parents/guardians to the reorganization meeting.

**Recruiting and Retaining Volunteers** will help you set up a successful volunteer program at your local unit. School board employees will share the latest on the volunteer screening program and you can learn strategies for recruiting and retaining great volunteers.

**So Now You're President** is designed for first time presidents. This class will provide an overall orientation to PTA and give you some tips on how you can make your presidency most effective.

**Secretaries and Newsletters** is offered for new people who have taken on either of these key roles in your local unit. Procedures and important safeguards for your records will be covered. The newsletter portion of the program will give you some tips on how you can create an effective newsletter for your local unit.

**Working with Business Partners** will help you establish relationships with local businesses. School board employees will share information with you that will help you understand how to reach out to businesses and work with them to support your efforts throughout the year.