

April

- 6 Teacher Supply Depot Give-away, 3 pm—6 pm
- 4 Superintendent's Leadership Academy Dessert Reception and Recognition at School Board Meeting
- 25 DCCPTA General Meeting—Cline Auditorium, DCPS Bldg.
- 25 DCCPTA Local Unit Awards Application Deadline – Noon, School Board Building
- Spring Leadership Workshops (date and location TBD)

PTA Local Unit to Do List:

- Begin to fill out Florida PTA Membership and other Award Applications
- Turn in DCCPTA Award Applications
- Schedule and advertise your last General Meeting for Election of Officers for next school year

May

- Reflections Reception — (date and location TBD)
- 1 **(NEW DEADLINE) Last day to submit Florida PTA Membership Dues, Membership Award and all other FLPTA Award Applications**
- 2 Teacher Appreciation Day
- 11 Teacher Supply Depot Giveaway—Invitation Only
- 16 Presidents' and Principals' Luncheon & Vendors Fair UNF-University Center

PTA Local Unit to Do List:

- Select an Audit Committee of at least 3 non-check signers
- Elect Officers
- Transition Meeting
- Plan for summer Financial duties for the end of the 2016-2017 fiscal year
- Submit "Outside Association Monthly Report" to the school bookkeeper

Program Idea: Complete the Teacher Appreciation Program

Summer

- Submit by June 10, July 10 and August 10 "Outside Association Monthly Report" to the school bookkeeper
- Plan and complete "Outside Organization Annual Audit"
- Transition check signers at the bank
- Complete Florida PTA New Officer form (online at www.FloridaPTA.org)

PTA National Convention: June 22-25, 2017 in Las Vegas, NV
Florida PTA Leadership & Convention: July 13-16, 2017 at Innisbrook Resort, Tarpon Springs, FL

Duval County Council of PTAs and PTSAs Board of Managers Contact Information

		All emails @dccpta.org
President	Karen Nuland	President
VP Programs	Felita Tutt	Programs
VP Local Units	Jenifer Morgan	LocalUnits
VP Leadership	Celita Wilson	Leadership
Corresponding Secretary	Melissa Daniel	CorrSecy
Recording Secretary	Ann Gipalo	RecSecy
Treasurer	Cathy Guiler	Treasurer
Advocacy Training	Juliann Gaus-Graeser	Advocacy
Awards	Mandi Welch	Awards
Business Partners	Teri Davis	BusPart
Bylaws	Betty Marty	Bylaws
Communications	Jennifer Oliver	Marketing
ESE		ESE
Cultural Arts	Anita Edwards	Reflections
Health/Safety	Mindy Eisman	Health-Safety
Hospitality	Vilma Morgan	Hospitality
Legislation	Jackie Jones	Legislation
Membership	ShawnToya Glover	Membership
Presidents and Principals Luncheon	Paige Saint Lucia	PandP
Scholarship	Santhea Hicks Brown	Scholarship
Student Leadership	Juliann Gaus-Graeser	SLA
Technology	Rick Godke	Web
Workshops	Priscilla Maass	Workshops



2016-2017

Calendar of Events

The overall purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

Resources

DCCPTA.org
 FloridaPTA.org
 PTA.org

Check our website for more detailed information and schedule changes due to unforeseen events.

August

(Member Benefits — **ALL YEAR: Tropical Smoothie, Pizza Palace, Sweet Frog Frozen Yogurt, RPM Automotive)**

- 15 First Day of School
- 23 DCCPTA General Meeting, School Board Building, Hospitality at 9:00 am; **Meeting 9:30 am** — 11:00 am.

PTA Local Unit to Do List:

- Membership Drive
- Schedule, invite and advertise first General Meeting
- Schedule Vision Screening

Program Idea: Register at www.PTA.org to become a National School of Excellence

September

(See DCCPTA.org for details about this month's Member Benefit)

- 8 Teacher Supply Depot Give-away, 3 pm—6 pm
- 27 DCCPTA General Meeting, School Board Building

PTA Local Unit to Do List:

- Encourage all Board members to attend the Fall Leadership Workshops
- Mail Membership Dues to Florida PTA and distribute Membership cards
- Hold General Membership vote to approve the Budget
- Review Bylaws and make sure each Board member has a copy
- Submit "Outside Association Monthly Report" to the school bookkeeper

October

- 1 Fall Leadership Workshops – School Board Bldg. – 9:00 a.m. to 12:00 noon
- 6 Teacher Supply Depot Give-away, 3 pm—6 pm
- 25 DCCPTA General Meeting—9:30 a.m. – School Board Bldg.

PTA Local Unit to Do List:

- File IRS 990 e-postcard **OR** the 990EZ
- Submit "Outside Association Monthly Report" to the school bookkeeper
- Submit Florida PTA Dues
- Complete application for the DCCPTA Right Foot Award
- Submit Duval County Council PTA Dues—\$35

Program Idea: Plan a program for Red Ribbon Week, October 23- October 31

November

- 1 Right Foot Award Application Deadline (*must be postmarked by*)
- 3 Teacher Supply Depot Give-away, 3 pm—6 pm
- 15 Last day to File IRS 990s
- 23 DCCPTA General Meeting, School Board Building

PTA Local Unit to Do List:

- Submit Membership dues collected to date to Florida PTA
- Submit "Outside Association Monthly Report" to the school bookkeeper

Program Idea: Plan a Healthy Living Lifestyle Program

December

(See DCCPTA.org for details about this month's Member Benefit)

- 1 Teacher Supply Depot Give-away, 3 pm—6 pm
- 5 Turn in **Reflections** entries, 9:00 am—Noon, School Board Building, Room 613

NO General Meeting this month

PTA Local Unit to Do List:

- Submit "Outside Association Monthly Report" to the school bookkeeper

Program Idea: Plan "Take Your Family to School Week" activities for February

January

(See DCCPTA.org for details about this month's Member Benefit)

- 12 Teacher Supply Depot Give-away, 3 pm—6 pm
- 24 DCCPTA General Meeting— School Board Building

PTA Local Unit to Do List:

- Submit "Outside Association Monthly Report" to the school bookkeeper

Program Ideas: Legislative Program: Educate members on Florida PTA's Legislative Priorities; Schedule a DCC Advocacy Trainer to present a program.

February

(See DCCPTA.org for details about this month's Member Benefit)

- 2 Teacher Supply Depot Give-away, 3 pm—6 pm
- 28 DCCPTA General Meeting—School Board Building

PTA Local Unit to Do List:

- Submit "Outside Association Monthly Report" to the school bookkeeper
- Purchase Presidents' & Principals' Luncheon Tickets

Program Idea: Plan a trip down Memory Lane as you celebrate Founders' Day

March

(Member Benefit: Check out **National PTA's Member Benefits** at **www.PTA.org**)

- 2 Teacher Supply Depot Give-away, 3 pm—6 pm
- 8 Superintendent's Leadership Academy—Field Experience in Tallahassee
- 28 DCCPTA General Meeting, School Board Building

PTA Local Unit to Do List:

- Begin to fill out DCCPTA Award Applications
- Nominating Committee should have a slate of officers for next year
- Survey your parents, teachers and students on your PTA programming for this year to help guide next year's Board's summer planning
- Submit "Outside Association Monthly Report" to the school bookkeeper

Program Idea: Plan a Parent Night program