

PERALTA DISTRICT PTA MINI-TRAINING

*Basic PTA Training for PTA Officers, Chairs and Members
Taught by Peralta District PTA Leaders!!!*

Monday, January 30, 2012, 7PM – 9PM

Alameda County Office of Education Building

313 West Winton Avenue, Hayward, CA 94544

PTA Mini-Training Schedule:

6:30PM Check-in, Registration & Refreshments

7:00PM – 9:00PM Workshops:

1. "You're On the Board – Now What?"
2. Audits are Awesome!
3. Financial FAQs
4. Secretary – Minutes and More!!
5. Bylaws Made Easy

- \$5.00/person – Registration received by Tuesday, January 17th
- \$10.00/person – Registration received after the 17th, or at the door

Please register in advance, so we can have enough handouts for everyone!!

Questions? Contact: Linda Dewlaney by email at reflections@peraltadistrictpta.org

_____ *cut here and return the form below with your check made payable to Peralta District PTA* _____

PERALTA DISTRICT PTA MINI-TRAINING – MONDAY, JANUARY 30TH	
TO REGISTER: Mail completed form & check (payable to Peralta District PTA) to: Nancy Mitchell, 44999 Cree Court, Fremont CA 94539	
Cost: \$5.00/person – Registration received by Tuesday, January 17, 2012 OR \$10.00/person –after January 17, or at the door. Space is limited, so please register in advance!!!!	
Name:	
Street Address:	
City:	Zip:
Phone:	E-mail:
PTA Unit/School:	Current PTA Position:
Workshop choice:	