

**HONOR ROLL**  
**2011 - 2012**  
**“Reach for the Stars”**

The Torrance Council of PTAs developed the Unit Honor Roll to help each unit to effectively advocate for students, plan programs and maintain the requirements for their nonprofit charitable status. Torrance Council of PTAs encourages you to participate in as many Torrance Council, Thirty-Third District, California State and National projects and programs as possible. Using the following guidelines, units are eligible to be included on the Unit Honor Roll, which will be published at May Brunch.

The Honor Roll starred items are important for building leadership and growth within your unit. **The twenty seven (27) triple starred (\*\*\*) are mandatory to make honor roll. The thirty-five double starred (\*\*)** are essential to make honor roll and thirty-seven (37) single starred items are bonus points for the Unit Honor Roll. **There will be a special award to the Unit President who goes above and beyond and completes all 99 starred items.** We have FYI items that are only for information and reminders when reservations and monies are due. They are marked with a heart.

$$27 (***) + 34 (**) = 61$$

There are five (5) Presidents’ Roundtables. You need to attend three (3) of the five (5) to make Honor Roll. In addition, the monthly President’s report is a two starred (\*\*) item. **They are due every month.** You may not combine two months together. Your President’s reports are to tell of the things you do during the month. Do not just list dates. Treasurer’s reports are also a (\*\*) starred item. **They are also due every month.**

Most of the items already reflect due dates. Some additional dates, events and deadlines may be given in the Communicator and at the meetings throughout the year. Please be prompt to ensure credit for the starred items. Do not assume that your officers or chairmen are turning in items on your behalf. Ultimately, it is your responsibility as the Unit President.

In order to be considered for “Project Excellence” recognition, your unit must be in good standing, as well, as well as having met the Honor Roll requirements. With the exception of the Thirty-Third District PTA Mid-Winter Conference and the Thirty-Third District PTA Annual Meeting, the appropriate member of the Board of Directors will keep track of your participation. Please contact Karen Cristy with your unit’s attendance information for any Thirty-Third District PTA conferences. Additional information can also be found at [www.capta.org](http://www.capta.org) or at [www.torrancecouncilofptas.org](http://www.torrancecouncilofptas.org). If you have any questions, please contact the appropriate Director, Maude Choy, or Martha Deutsch, Torrance Council of PTAs President.

Thank you,  
Maude Choy

Torrance Council of PTAs Historian

**Torrance Council of PTAs  
Honor Roll Calendar  
2011 – 2012**

<b>Due Dates</b>		<b>Director</b>	
<b>September 2011</b>			
<b>Mandatory</b>			
<input type="checkbox"/> ***	Sept. 7	Council Meeting	Michelle Van Lerberghe
<input type="checkbox"/> ***	Sept. 26	Financial Workshop Mandatory	Cindy Shields
<b>Essential</b>			
<input type="checkbox"/> **	Sept. 7	Monthly President report - one copy	Martha Deutsch
<input type="checkbox"/> **	Sept. 7	Monthly Treasurer and Secretary Report - two copies	Terry Ragins
<input type="checkbox"/> **	Sept. 19	Presidents' Roundtable @ Martha's House – 4433 Highgrove Avenue ( 3 out of 5)	Martha Deutsch
<b>Optional</b>			
<input type="checkbox"/> *	Sept. 7	Newsletter (4 points maximum)	Camilla Seferian
<input type="checkbox"/> *	Sept. 27	Fall Legislation Conference	Kelly Gottlieb
<b>FYI</b>			
<input type="checkbox"/>	Sept. 7	Thirty-Third District Bylaws and Parliamentary Workshop Reservations Due	Karen Cristy
<input type="checkbox"/>	Sept. 7	Council Training Workshop Reservations Due	Cindy Shields
<input type="checkbox"/>	Sept. 7	Fall Legislation Conference Registration Due	Karen Cristy
<b>October 2011</b>			
<b>Mandatory</b>			
<input type="checkbox"/> ***	Oct. 5	Membership Turn-In	Financial Team
<input type="checkbox"/> ***	Oct. 5	Copy of Taxes	Terry Ragins
<input type="checkbox"/> ***	Oct. 5	Open Council Meeting (Min. of 3 members)	Martha Deutsch
<b>Essential</b>			
<input type="checkbox"/> **	Oct. 5	Unit Program Directories – 2 copies plus worksheet	Cindy Shields
<input type="checkbox"/> **	Oct. 5	Monthly President report - one copy	Martha Deutsch
<input type="checkbox"/> **	Oct. 5	Monthly Treasurer and Secretary Report - two copies	Terry Ragins
<input type="checkbox"/> **	Oct. 5	Names of Voting Delegates Due	Keith Musick
<input type="checkbox"/> **	Oct. 24	Attend Council Training Workshop	Cindy Shields
<b>Optional</b>			
<input type="checkbox"/> *	Oct. 1	Thirty-Third District Parliamentary Workshop	Keith Musick
<input type="checkbox"/> *	Oct. 5	Thirty-Third District Early Bird, Outstanding Program and Directories Award	Cindy Shields
<input type="checkbox"/> *	Oct. 5	Newsletter (4 points maximum)	Camilla Seferian
<input type="checkbox"/> *	Oct. 15	Attend Thirty-Third District UPOC	Karen Cristy
<input type="checkbox"/> *	Oct. 24	Torrance Council Parliamentary Workshop at Hickory	Keith Musick
<b>FYI</b>			
<input type="checkbox"/>	Oct. 5	Thirty-Third District UPOC (Unit President's, Officers and Chairmen) Training Reservations Due	Karen Cristy
<input type="checkbox"/>	Oct. 5	Thirty-Third District Presidents/Principals Reservations and money due	Karen Cristy

## November 2011

### Mandatory

- \*\*\* Nov. 2 Fiscal Year Beginning of Year Adopted Audit (Including Secretary's Minutes showing adoption of audit) Terry Rains
- \*\*\* Nov. 2 Adopted Budget Bobbi Lim
- \*\*\* Nov. 2 Council Meeting Michelle Van Lerberghe

### Essential

- \*\* Nov. 2 Council Obligations: Youth camp, Scholarship, Project BOSS, and Health Karen Cristy
- \*\* Nov. 2 Monthly President Report – one copy Martha Deutsch
- \*\* Nov. 2 Monthly Treasurer and Secretary Report – two copies Terry Ragins
- \*\* Nov. 7 President's Roundtable @ Casimir Middle School – 17220 Casimir Avenue (3 out of 5) Martha Deutsch

### Optional

- \* Nov. 2 Monthly Membership Money Turn-in Karen Cristy
- \* Nov. 2 Red Ribbon Week Activities Report Amy Paris
- \* Nov. 2 Thirty-Third District Program/Directory Participation Awards – 2 copies Cindy Shields
- \* Nov. 2 Newsletter (4 points maximum) Camilla Seferian
- \* Nov. 2 Reflection Entries Due Chairperson
- \* Nov. 3 Attend Thirty-Third District Unit Presidents and Principals Conference

### FYI

- Nov. 23 Holiday Luncheon Reservations and Monies Due Sumi Arnheim

## December 2011

### Mandatory

- \*\*\* Dec. 7 Council Holiday Luncheon Sumi Arnheim

### Essential

- \*\* Dec. 7 Monthly President report - one copy Martha Deutsch
- \*\* Dec. 7 Monthly Treasurer and Secretary Report –two copies Terry Ragins

### Optional

- \* Dec. 7 Newsletter (4 points maximum) Camilla Seferian
- \* Dec. 7 Monthly membership money turn-in Karen Cristy
- \* Dec. 7 Thirty-Third District Sacramento Safari Registration and Money Due Karen Cristy

## January 2012

### Mandatory

- \*\*\* Jan. 4 Insurance Premiums Paid Karen Cristy
- \*\*\* Jan. 4 Workman Compensation Form Due Debbie Russell
- \*\*\* Jan. 4 Council Meeting Michelle Van Lerberghe
- \*\*\* Jan. 4 Incorporated Units – Statement of Incorporation Debbie Russell
- \*\*\* Jan. 4 Incorporated Units – Copy of Charitable Trust Registry Debbie Russell

### Essential

- \*\* Jan. 4 Monthly President report - one copy Martha Deutsch
- \*\* Jan. 4 Monthly Treasurer and Secretary Report - two copies Terry Ragins
- \*\* Jan. 23 President's Roundtable @ Martha's House @ 4433 Highgrove Avenue (3 out of 5) Martha Deutsch
- \*\* Jan. 4 Attend Council Training Seminar Cindy Shields

### Optional

- \* Jan. 4 Newsletter (4 points maximum) Camilla Seferian
- \* Jan. 4 Monthly membership money turn-in Karen Cristy

**FYI**

- Jan. 4 Thirty-Third District Mid-Winter Conference Registration and Money Due Karen Cristy
- Jan. 4 Council Leadership Seminar Reservations Due Cindy Shields

**February 2012**

**Mandatory**

- \*\*\* Feb. 1 Open Council (Minimum of 3 members) Martha Deutsch
- \*\*\* Feb. 2 Thirty-Third District Mid-Winter Conference (Attendance Required) Martha Deutsch

**Essential**

- \*\* Feb. 1 H.S.A. names, addresses, biographies, and type of award due Caren Dutton
- \*\* Feb. 1 Monthly President report - one copy Martha Deutsch
- \*\* Feb. 1 Monthly Treasurer and Secretary Report - two copies Terry Ragins

**Optional**

- \* Feb. 1 Newsletter (4 points maximum) Camilla Seferian
- \* Feb. 1 Monthly membership money turn-in Karen Cristy
- \* Feb. 1 Thirty-Third District Safety Award Application Due Katie Saavedra
- \* Feb. 16 Thirty-Third District "Teen Scene" Conference Cindy Shields

**FYI**

- Feb. 1 Council Leadership Seminar Reservation Due Cindy Shields

**March 2012**

**Mandatory**

- \*\*\* Mar. 7 Annual Council and Unit Historian Report Maude Choy
- \*\*\* Mar. 7 Council Meeting Michelle Van Lerberghe
- \*\*\* Mar. 7 Bylaws Current Keith Musick
- \*\*\* Mar. 7 Adopted **Fiscal** Mid-year Audit (July 1 – Dec. 31) (Including Secretary's Minutes to verify adoption of audit) Terry Ragins

**Essential**

- \*\* Mar. 7 Monthly President report - one copy Martha Deutsch
- \*\* Mar. 7 Monthly Treasurer and Secretary Report - two copies Terry Ragins
- \*\* Mar. 12 President's Roundtable @ Casimir Middle School – 17220 Casimir Avenue (3 out of 5) Martha Deutsch

**Optional**

- \* Mar. 7 Last Membership Turn-in Karen Cristy
- \* Mar. 7 Updated Adopted Budget Bobbi Lim
- \* Mar. 7 Founders' Day Offering Karen Cristy
- \* Mar. 7 Newsletter Award Application Due Camilla Seferian
- \* Mar. 7 Newsletter (4 points maximum) Camilla Seferian
- \* Mar. 7 Thirty-Third District Annual Meeting Reservations and Money Due Karen Cristy

**April 2012**

**Mandatory**

- \*\*\* Apr. 4 Annual Financial Report Debbie Russell
- \*\*\* Apr. 4 Adopted **Fiscal** Year-end Audit (Jan. 1 – Feb. 28) (If you do not have an Association Meeting in March, please turn in a copy of the un-adopted audit and mail a

<input type="checkbox"/>	***	Apr. 4	copy of the adopted audit to Terry Ragins immediately after the audit.)	Terry Ragins
<input type="checkbox"/>	***	Apr. 12	Council Meeting	Michelle Van Lerberghe
			Attend Thirty-Third District Annual Meeting	Martha Deutsch

### Essential

<input type="checkbox"/>	**	Apr. 4	Presidents' names for 2011-2012 due to Council	Martha Deutsch
<input type="checkbox"/>	**	Apr. 4	Monthly President report - one copy	Martha Deutsch
<input type="checkbox"/>	**	Apr. 4	Monthly Treasurer and Secretary Report - two copies	Terry Ragins
<input type="checkbox"/>	**	Apr. 23	President's Roundtable @ Martha's house – 4433 Highgrove Avenue (3 out of 5)	Martha Deutsch

### Optional

<input type="checkbox"/>	*	Apr. 4	Newsletter (4 points maximum)	Camilla Seferian
<input type="checkbox"/>	*	Apr. 4	Monthly membership money turn-in	Karen Cristy
<input type="checkbox"/>	*	Apr. 4	Exhibits for Annual Meeting due	Camilla Seferian
<input type="checkbox"/>	*	Apr. 4	Membership Creativity Award Application	Caren Dutton
<input type="checkbox"/>	*	TBA	Council Convention Orientation	Cindy Shields

### May 2012

#### Mandatory

<input type="checkbox"/>	***	May 1	Adopted <b>Fiscal</b> Year End Audit (Jan. 1 – Feb 28) (Including Secretary's Minutes to verify adoption of audit) (If you do not have an association meeting in March, please turn in a copy of the adopted audit to Terry Ragins <b>immediately</b> after adoption.)	Terry Ragins
<input type="checkbox"/>	***	May 23	May Brunch (Min. of 3 members)	Martha Deutsch

### Essential

<input type="checkbox"/>	**	May 23	Monthly President report - one copy	Martha Deutsch
<input type="checkbox"/>	**	May 23	Monthly Treasurer and Secretary Report - two copies	Terry Ragins

### Optional

<input type="checkbox"/>	*	May 9 – 12	State PTA Convention – Anaheim	Cindy Shields
<input type="checkbox"/>	*	May 23	Newsletter (4 points maximum)	Camilla Seferian
<input type="checkbox"/>	*	May 23	Monthly membership money turn-in	Karen Cristy

### FYI

<input type="checkbox"/>		May 23	Council Leadership Seminar Reservations Due	Cindy Shields
--------------------------	--	--------	---	---------------

### June 2012

#### Mandatory

<input type="checkbox"/>	***	June 6	Council Meeting	Michelle Van Lerberghe
<input type="checkbox"/>	***	TBA	Attend Treasurer's Workshop	Debbie Russell

### Essential

<input type="checkbox"/>	**	June 6	Monthly President report - one copy	Martha Deutsch
<input type="checkbox"/>	**	June 6	Monthly Treasurer and Secretary Report - two copies	Terry Ragins
<input type="checkbox"/>	**	June 6	Unit Roster and Information to Council	Cindy Shields
<input type="checkbox"/>	**	June 4	Council Training Workshop	Cindy Shields

### Optional

<input type="checkbox"/>	*	June 6	Monthly membership money turn-in	Karen Cristy
--------------------------	---	--------	----------------------------------	--------------