

Torrance Council of PTAs Honor Roll Calendar 2008 - 2009

Done	Due Dates		Director
June			
<input type="checkbox"/>	★★★ June 4, 2008	Council Meeting	Recording Secretary
<input type="checkbox"/>	☆☆ June 11, 2008	Council Leadership Seminar (attendance required)	2nd Vice President
<input type="checkbox"/>	☆☆ June 30, 2008	Unit roster and information turn in to council	1st Vice President
<input type="checkbox"/>	☆ June 4, 2008	Monthly membership money turn-in	Financial Secretary
<input type="checkbox"/>	☆ June 4, 2008	Monthly President's report one (1) copy	President

September

<input type="checkbox"/>	★★★ Sept. 3, 2008	Council Meeting	Recording Secretary
<input type="checkbox"/>	☆☆ TBA	Council Leadership Seminar (attendance required)	2nd Vice President
<input type="checkbox"/>	☆ Sept. 3, 2008	Monthly President's report one (1) copy	President
<input type="checkbox"/>	☆ Sept. 3, 2008	Monthly treasurer's report one (1) copy	Auditor
<input type="checkbox"/>	☆ Sept. 3, 2008	Newsletter (4 points maximum)	7th Vice President
<input type="checkbox"/>	☆ TBA	President's Roundtable @South High (3 out of 5)	President
<input type="checkbox"/>	♥ Sept. 3, 2008	Council Leadership Seminar reservations due	2nd Vice President
<input type="checkbox"/>	♥ Sept. 3, 2008	Thirty-Third District Parliamentarian Workshop reservations due	Financial Secretary
<input type="checkbox"/>	♥ Sept. 3, 2008	Thirty-Third District UPOC Unit/Pres./Officer's/Chairman reservation due	Financial Secretary

October

<input type="checkbox"/>	★★★ Oct. 1, 2008	Adopted Budget	Budget & Finance
<input type="checkbox"/>	★★★ Oct. 1, 2008	Adopted Audit	Auditor
<input type="checkbox"/>	★★★ Oct. 1, 2008	Copy of Taxes	Treasurer
<input type="checkbox"/>	★★★ Oct. 1, 2008	Open Council (min of 3 members) .	President
<input type="checkbox"/>	★★★ Oct. 3, 2008	Membership Turn-In	Financial Team
<input type="checkbox"/>	☆☆ Oct. 1, 2008	Unit Program Directories 2 copies plus work sheet	1st Vice President
<input type="checkbox"/>	☆ Oct. 1, 2008	Monthly Treasurers report one (1) copy	Auditor
<input type="checkbox"/>	☆ Oct. 1, 2008	Monthly President's report one (1) copy	President
<input type="checkbox"/>	☆ Oct. 1, 2008	Names of voting delegates due	Parliamentarian
<input type="checkbox"/>	☆ Oct. 1, 2008	Thirty-Third District Early Bird & Outstanding Program and Directories award	1st Vice President
<input type="checkbox"/>	☆ Oct. 1, 2008	Newsletter (4 points maximum)	7th Vice President
<input type="checkbox"/>	☆ Oct. 4, 2008	Thirty-Third District Parliamentarian Worship	Parliamentarian
<input type="checkbox"/>	☆ Oct. 11, 2008	Thirty-Third District UPOC Attendance required	President
<input type="checkbox"/>	☆ Oct. 14, 2008	Legislation Conference attendance required	Legislation
<input type="checkbox"/>	♥ Oct. 1, 2008	Legislation Conference reservations due	Financial Secretary

November

<input type="checkbox"/> ★★★ <input type="checkbox"/> ★★	Nov. 5, 2008 Nov. 5, 2008	Council Meeting Council Obligation: Youth Camp, Scholarship, Operation Backpack, Student Emergency	Recording Secretary Financial Secretary	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	★ ★ ★ ★ ★	Nov. 5, 2008 Nov. 5, 2008 Nov. 5, 2008 Nov. 5, 2008 Nov. 5, 2008	Monthly President's report one (1) copy Monthly Treasurer's report one (1) copy Monthly membership money turn-in Red Ribbon Week Activities Report Thirty-Third District Program/Directory Participation Awards Two (2) copies Newsletter (4 points maximum)	President Auditor Financial Secretary 5th Vice President 1st Vice President
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	★ ★ ★ ★	Nov. 5, 2008 TBA TBA Nov. 11, 2008	Newsletters (4 points maximum) President's Roundtable @ North High (3 out of 5) Reflection Entries due Thirty-Third District Unit President/Principal Breakfast Attendance required	7th Vice President President 1st Vice President Financial Secretary President
<input type="checkbox"/>	♥	Nov. 5, 2008	Thirty-Third District Presidents/Principals Breakfast reservations and money due	Financial Secretary

December

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	★★★ ★★★ ★★★ ★	Dec. 3, 2008 Dec. 3, 2008 Dec. 3, 2008 Dec. 3, 2008	Insurance paid Workman Comp form Council Holiday Luncheon Thirty-Third District Sacramento Safari registration and money due	Financial Secretary Treasurer 6th Vice President Financial Secretary
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	★ ★ ★ ★ ★	Dec. 3, 2008 Dec. 3, 2008 Dec. 3, 2008 Dec. 3, 2008 Nov. 5, 2008	Monthly membership money turn-in Monthly President's report one (1) copy Monthly Treasurers report one (1) copy Newsletter (4 points maximum) Monthly membership money turn-in	Financial Secretary President Auditor 7th Vice President Financial Secretary

2009

January

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	★★★ ★★ ★ ★ ★ ★ ★	Jan. 7, 2009 TBA Jan. 7, 2009 Jan. 7, 2009 Jan. 7, 2009 Jan. 7, 2009 TBA	Council Meeting Council Leadership Seminar attendance required Monthly membership money turn-in Monthly President's report one (1) copy Monthly Treasurers report Newsletter (4 points maximum) President's Roundtable @ Madrona (3 out of 5)	Recording Secretary 2nd Vice President Financial Secretary President Auditor 7th Vice President President
<input type="checkbox"/>	♥	Jan. 7, 2009	Thirty-Third District Mid-Winter Conference Registration and money due	Financial Secretary
<input type="checkbox"/>	♥	Jan. 7, 2009	Council Leadership Seminar reservations due	2nd Vice President

February

<input type="checkbox"/>	★★★ Feb. 4, 2009	Open Council (min of 3 members)	President
<input type="checkbox"/>	★★★ Feb. 5, 2009	Thirty-Third District Mid Winter Conference Attendance Required	President
<input type="checkbox"/>	☆☆ Feb. 4, 2009	HSA names, addresses, bio's, type of award	Program Chair
<input type="checkbox"/>	☆ Feb. 4, 2009	Monthly President's report one (1) copy	President
<input type="checkbox"/>	☆ Feb. 4, 2009	Monthly Treasurers report one (1) copy	Auditor
<input type="checkbox"/>	☆ Feb. 4, 2009	Monthly membership money turn-in	Financial Secretary
<input type="checkbox"/>	☆ Feb. 4, 2009	Newsletter (4 points maximum)	7th Vice President
<input type="checkbox"/>	☆ Feb. 4, 2009	Thirty-Third District Safety Award Applications due	4th Vice President
<input type="checkbox"/>	♥ Feb. 4, 2009	Thirty-Third District Secondary Conference Reservations due	2nd Vice President

March

<input type="checkbox"/>	★★★ Mar. 4, 2009	Annual Council & Unit Historian report	Historian
<input type="checkbox"/>	★★★ Mar. 4, 2009	Council Meeting	Recording Secretary
<input type="checkbox"/>	★★★ Mar. 4, 2009	Bylaws current	Parliamentarian
<input type="checkbox"/>	☆ Mar. 4, 2009	Last membership turn in	Financial Secretary
<input type="checkbox"/>	☆ Mar. 4, 2009	Adopted Budget Update	Budget & Finance
<input type="checkbox"/>	☆ Mar. 4, 2009	Founders Day Offering due	Financial Secretary
<input type="checkbox"/>	☆ Mar. 4, 2009	Newsletter Award application due	7th Vice President
<input type="checkbox"/>	☆ Mar. 4, 2009	Newsletter (4 points maximum)	7th Vice President
<input type="checkbox"/>	☆ Mar. 4, 2009	Monthly Treasurers report one (1) copy	Auditor
<input type="checkbox"/>	☆ Mar. 4, 2009	Monthly President's report one (1) copy	President
<input type="checkbox"/>	☆ TBA	President's Roundtable @ Torrance High (3 out of 5)	President

April

<input type="checkbox"/>	★★★ Apr. 1, 2009	Audits All Units periods 12/31/08 ending 2/28/09	Auditor
<input type="checkbox"/>	★★★ Apr. 1, 2009	Annual Financial report	Treasurer
<input type="checkbox"/>	★★★ Apr. 1, 2009	Council Meeting	Recording Secretary
<input type="checkbox"/>	★★★ Apr. 16, 2009	Thirty-Third District Annual Meeting (attendance required)	President
<input type="checkbox"/>	☆☆ Apr. 1, 2009	Presidents names for 2009/2010 due to Council	President
<input type="checkbox"/>	☆ Apr. 1, 2009	Newsletter (4 points maximum)	7th Vice President
<input type="checkbox"/>	☆ Apr. 1, 2009	Monthly membership money turn-in	Financial Secretary
<input type="checkbox"/>	☆ Apr. 1, 2009	Exhibits for Annual Mtg due 4/16/09	7th Vice President
<input type="checkbox"/>	☆ Apr. 1, 2009	Monthly President's report one (1) copy	President
<input type="checkbox"/>	☆ Apr. 1, 2009	Monthly Treasurer report one (1) copy	Auditor
<input type="checkbox"/>	☆ Apr. 13, 2009	Council Convention Orientation @ TBA	1st Vice President
<input type="checkbox"/>	♥ April 1, 2009	Thirty-Third District Annual Meeting reservations & money due	Financial Secretary

May

	★★★	May 20, 2009	May Brunch (min of 3 members)	President
	★★	Apr. 30 - May 3	State PTA Convention - San Jose	President
	★	May 20, 2009	Monthly membership money turn-in	Financial Secretary
	★	May 20, 2009	Monthly President's report one (1) copy	President
	★	May 20, 2009	Newsletter (4 points maximum)	7th Vice President
	★	May 20, 2009	Monthly Treasurers report one (1) copy	Auditor
	♥	May 20, 2009	Council Leadership Seminar reservation due	2nd Vice President

22 ★★★ triple stars mandatory to make Honor Roll

9 ★★ double stars mandatory to make Honor Roll

29 ★ single stars mandatory to make Honor Roll

60 points in total mandatory to make Honor Roll

♥ Hearts are for reminders when reservations are due