

Dear Unit Presidents,

Please join us -

Wednesday, December 7 for our Annual Holiday Luncheon at the Toyota Automobile Museum at 19600 Van Ness Ave Torrance CA 90509 (at Toyota Way) from 11:30 am – 1:30 pm.

**December Meeting Checklist:** Please bring the following to the Dec. 7 meeting (Holiday Luncheon):

\_\_\_\_\_ A Gift Basket - for the opportunity drawing to benefit our Scholarship Fund. These gift baskets are voluntary, but greatly appreciated! There is no minimum value on these baskets – it's up to you! (All of the proceeds will go to scholarship recipients in Torrance!) Suggested donation for tickets: \$1 each or 7 tickets for \$5.

\_\_\_\_\_ A new unwrapped toy to support the Torrance Police Department Holiday Toy Drive. Also voluntary, and also so very appreciated!

\_\_\_\_\_ Monthly President's report – to Martha Deutsch, President

\_\_\_\_\_ Monthly Treasurer Reports, 2 copies, attached to meeting minutes that address the report being presented and approved/filed for audit - to Terry Ragins, Auditor

\_\_\_\_\_ Proof of Charitable Trust number application/renewal (Note: Copies of these forms will be accepted at any time, whenever the forms are ready, or when they are up for renewal), 2 copies - to Terry Ragins, Auditor. All units, incorporated or not, must have Charitable Trust numbers!

\_\_\_\_\_ Adopted Audits (if you have one that has NOT been turned in yet – 2 copies) – to Terry Ragins, Auditor

\_\_\_\_\_ Adopted Budget (if you hadn't turned it in last month) – to Bobbi Lim, Council Budget and Finance Director

\_\_\_\_\_ Copy of taxes (if you have tax returns that have NOT been turned in yet – 2 copies) – to Terry Ragins, Auditor (Note: This is a legal requirement – Please turn in!)

\_\_\_\_\_ Red Ribbon Week Activities Report (if you hadn't turned it in last month) – to Amy Paris, 5<sup>th</sup> VP (Hard copy or email OK. Amy's email address: [acp@pacbell.net](mailto:acp@pacbell.net))

\_\_\_\_\_ Payment for the following events –

Please submit **one** check to the Torrance Council of PTAs for the following items – to Karen Cristy, Financial Secretary

- Holiday Luncheon Reservations – DUE DATE **WAS** MONDAY, NOV. 28<sup>th</sup>. Susan's email is [TCPTARSVP@gmail.com](mailto:TCPTARSVP@gmail.com).

Please make checks out to “Torrance Council of PTAs” and turn them in directly to Susan Asato at the luncheon, if you have not already submitted payment.

- \$199 Insurance premiums. DUE DEC. 7 The following schools have not yet paid: Adams, Arnold, Arlington, Carr, Casimir, Fern, Jefferson, Madrona, Magruder, Richardson, Riviera, Seaside, Torrance High, Victor, West High.
- Monthly membership turn-in
- Sacramento Safari Reservations for Student & Adult Delegates (Make check payable to Thirty-Third District PTA) \$600 per delegate (with airfare included) or \$450 (without airfare) per delegate.
- \$10/pp for Thirty-Third District PTAs Teen Scene Middle and High School Conference on Thursday, Feb. 16, 2012. (Note: Reservations will still be accepted at the January Meeting.) Please get clearance through your school for students to attend. Last School Board meeting to get approval is Feb. 6.
- Limited editions of the Council Directory will be available for \$6.00
- Thirty-Third District PTA calendars are available for sale for \$2.00

\_\_\_\_\_ Newsletters – to Martha Deutsch (1 copy), Camilla Seferian (2 copies), and 30 copies to all units (optional)

\_\_\_\_\_ Names of voting delegates (if you hadn’t turned it in last month) – to Keith Musick, Parliamentarian

\_\_\_\_\_ Updated Bylaws (if due) - to Keith Musick, Parliamentarian

**Save the date:** Thirty-Third District PTAs Midwinter Conference will be on Thursday, February 9, 2012 (Please note the date change). All presidents are asked to attend and anyone else from your unit is welcome. There is a cost to this event, but I don’t have any information yet. I’ll send it along to you as soon as I can! Reservations will be due at the Jan. 4 Council Meeting.

**Spotlight Award Applications due on Feb. 1:** Your PTA has done wonderful things! The Spotlight Awards program recognizes the achievements of units and councils in multiple areas of involvement and shares great ideas with other PTAs & PTSAs throughout California. Please consider filling out an application (attached) and getting your PTA the kudos you so richly deserve!

I would like to take this opportunity to wish you and your families a wonderful, warm and loving holiday season.

Fondly,

Adele :)