



# Fall 2024 Workshops

**Monday, September 23rd at Madrona Middle School**

21364 Madrona Ave., Torrance, CA 90503

**\*\*All financial officers are required to attend at least one workshop a year. If you did not attend the workshop in June, or if you attended in June but still have questions, please attend this workshop.**

## **DIVERSITY EQUITY AND INCLUSION**

**7:15 PM**

Join us for an informational workshop where we will share practical, actionable strategies for bringing DEI best practices to your PTA.

## **\*\*FINANCIAL**

**6 PM**

This workshop is essential for all unit financial officers. You will learn the basics of taking care of your unit's money.

## **HEALTH/RED RIBBON WEEK**

**6 PM**

Brainstorm and share create Red Ribbon Week ideas with fellow chairs and officers. Plus, explore various health topics that support TUSD students, with special focus on attention to mental health.

## **HISTORIAN**

**6 PM**

This workshop will explain the Council Report Card and go over the duties for historian including tracking of volunteer hours, annual report, documenting your PTA's history and receiving recognition for a great year.

## **SERVICE AWARD WORKSHOP**

**6 PM**

This workshop will focus on how your unit can honor your hard-working volunteers. Don't miss it! This information is valuable in helping a committee to get started right.

## **PARLIAMENTARIAN Q & A**

\*Highly recommended Presidents attend, too!

**6 PM**

Bring your questions to this workshop! This workshop will teach general parliamentary procedure and provide the information you need for your Nominating Committee and election.

## **PRESIDENTS' ROUNDTABLE**

**7:15 PM**

Whether you're a new unit president or returning, this is a must-attend. You never know what will be discussed but one thing is for sure -- you WILL gain useful tips and advice!

## **RECORDING SECRETARY**

**6 PM**

Bring your questions to this workshop! How to be efficient and what is important to note in your unit's meeting minutes will be shared.

## **REFLECTIONS**

**7:15 PM**

This workshop will help you find out how to make your Reflections program the "best we've ever done". Important information on turn in dates and procedure, too!

## **GOOGLE WORKSPACE SEPT. 30TH @ 6PM VIA ZOOM**

Want to make your unit stand out with its own email domain? Need to organize your unit documents? Not sure where to start? This is the workshop for you! Learn how to make the most out of Google Workspace and register for this useful workshop today!  
[Click here to register on Zoom for Google Workspace Workshop](#)

**For all TCPTA Fall Workshops Pre-Registration - Click Here**

**Please let us know who will be attending from your unit and what workshop they will be attending.**

**RSVP is not required but helps council with planning for the event.**