



Quick Overview of Google Workspace

Fall Training - September 30, 2024

Cayme Momita - 7th VP Communications 2024-2025
7vp@torrancecouncilofptas.org

Benefits

Why use Google Workspace?

1. Communication is kept all together enabling the board members and chairs to easily communicate and collaborate with each other
2. Central location for storing necessary information and to work on documents
3. Organize important documents and information needed by all board members and chairpeople
4. Easier accessibility without the fear of items getting lost in cyberspace through emails and texting



1

Setting Up Google Workspace for Nonprofits

- Eligibility requirements
- Request an account
- Wait for verification
- Activate and use Google products

2

What is Available

Useful and/or frequently used apps

3

Admin Console

Tour of the admin console

4

Questions

Questions

1. Setting Up Google Workspace

1. Before starting the process, gather all necessary documents.
 - a. **501(c)(3) Determination Letter** - The official IRS document that proves the PTA's tax-exempt status. [<https://toolkit.capta.org/finance/tax-filing/tax-exempt-status-and-letters-of-determination/>]
 - b. **EIN (Employer Identification Number)** - The federal tax ID number assigned to the PTA.
 - c. **Organization's Legal Name and Address** - The official name and address registered with the IRS and used for tax filings.
 - d. **Official Contact Information** - A primary contact (usually a board member) including name, email address, and phone number.
 - e. **Mission Statement** - A brief description of the PTA's mission and activities.
 - f. **Website or Social Media Profile** - URL for the PTA's official website or an active social media page (if no website is available).
 - g. **Board of Directors Information** - Names and roles of the PTA's executive board members (President, Treasurer, Secretary, etc.).
 - h. **Annual Budget or Financial Statements** - Recent financial statements or a copy of the annual budget to demonstrate the nonprofit's operational scope.
 - i. **Proof of Address (if requested)** - A bank statement or similar document to verify the organization's mailing address (sometimes requested during the verification process).

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Setting Up Google Workspace



everychild.onevoice.

2327 L Street, Sacramento, CA 95816

(916) 440-1985 • Fax (916) 440-1986 • info@capta.org • www.capta.org

LETTER OF DETERMINATION

October 1, 2018

Nannette Nolan, Council President
Torrance Council of PTAs [51425]

Dear Nannette:

In response to request of this office concerning your PTA's tax-exempt status, our group ruling letter dated November 18, 1943, from Internal Revenue, grants federal income tax exemption to all PTAs in California, is enclosed. You will note the Internal Revenue Code section at that time referenced in the letter was 101(6)—now Section 501(c)(3) as indicated in all PTA laws in California. The group exemption number assigned to the California State PTA is GEN-0646.

Also enclosed is a copy of February 2, 1978 letter from Franchise Tax Board confirming PTA's exemption from state franchise or income tax under Section 1301 of the Revenue and Taxation Code.

Both the federal and state exempt status letters cover all of our divisions—local units (associations), councils and districts. Letters are issued to the California Congress of Parents and Teachers, Inc. The corporate name was changed as indicated on letter by majority vote of the annual convention on May 5, 1978, and has been recorded and filed with the Secretary of State with certificate endorsed on August 14, 1978.

Torrance Council of PTAs is a council in good standing. It was organized on November 5, 1947 according to our official records, and is a member organization of the California Congress of Parents, Teachers, and Students, Inc.

Torrance Council of PTAs located in the Thirty-Third District California Congress of Parents and Teachers, Inc., is a nonprofit, tax-exempt association under our group ruling. The Employer Identification Number (EIN) assigned to Torrance Council of PTAs is 900388958 and the assigned Franchise Tax Board entity number is 8027182.

Sincerely,

KayDee Walburn
Accounting Assistant

cc: District President



everychild.onevoice.

2327 L Street, Sacramento, CA 95816-5014

916.440.1985 • FAX 916.440.1986 • E-mail info@capta.org • www.capta.org

To whom it may concern:

All 3,585+ PTAs in California have their own bylaws under which they conduct business and are each fiscally responsible for their own organization. Each PTA has its own EIN and FTB number and, as a separate entity, file their own information tax return with the IRS and Franchise Tax Board; CAPTA does not file a group return. In addition, each PTA is registered with the Registry of Charitable Trusts (CA Department of Public Safety, Office of the Attorney General), having been assigned their own Charitable Trust number, and file a report annually as a separate entity.

California State PTA has received group exemption number 0646 from the IRS which grants tax-exempt status to all of our subordinate organizations and they are a 501(c)3 organization. The Franchise Tax Board recognizes this group exemption and considers all our units tax exempt also. CAPTA maintains a list of PTAs that are in good standing with CAPTA to both government entities and so they know which we are claiming as subordinate organizations. The IRS does not issue the Letter of Determination to subordinate organizations under a group exemption. That letter must be supplied by the parent organization (CAPTA). Therefore the only letter that will be sent to you is the Letter of Determination issued annually upon request by the CAPTA. There must be attached the supporting documents referenced in the letter that state the tax-exempt status.

While the FTB identifies our PTAs with their own names, the IRS lists them all under the name of the parent organization with the individual PTA name as the sort name (see link below). Unfortunately, this causes many issues for our subordinates that are opening bank accounts, updating check signers, and those seeing donations and fundraising services.

<http://www.irs.gov/Charities-&Non-Profits/Exempt-Organizations-Business-Master-File-Extract-EO-BMF>

Cyndi Barton
Membership Coordinator
CALIFORNIA STATE PTA
cbarton@capta.org

Setting Up Google Workspace

TREASURY DEPARTMENT
WASHINGTON 25

NOV 18 1943

OFFICE OF
COMMISSIONER OF INTERNAL REVENUE
ADDRESS ONLY TO
COMMISSIONER OF INTERNAL REVENUE
AND REPORTS TO
TIP:Trl
MAP

California Congress of Parents and Teachers, Inc.,
416 Union Building,
Second and Broadway,
San Diego 1, California.

Messrs:

Reference is made to the evidence submitted for use in determining the status of your local association for Federal income tax purposes.

In Bureau ruling dated February 26, 1945, it was held that you are entitled to exemption from Federal income tax under the provisions of section 101(6) of the Internal Revenue Code and corresponding provisions of prior revenue acts as it is shown that you are organized and operated exclusively for educational purposes.

It is the opinion of this office, based upon the evidence presented, that you and the local associations appearing in your Year Book 1943-1944, California Congress of Parents and Teachers, Inc., are entitled to exemption from Federal income tax under the provisions of section 101(6) of the Internal Revenue Code and corresponding provisions of prior revenue acts, as it is shown that you and the local associations are organized and operated exclusively for educational purposes. Accordingly, it will not be necessary for you and such associations to file returns of income unless there is a change in your organization, purposes or methods of operation.

You should furnish the Bureau annually, on the calendar year basis, lists in quadruplicate showing only the names and addresses of any new local associations and the names and addresses of any local associations which for any reason have ceased to exist. Such annual lists should be accompanied by a statement sworn to by one of your principal officers as to whether the information heretofore submitted by you on which this ruling is based is applicable in all respects to the associations appearing on the lists and should be forwarded so as to reach this office not later than February 15 of the following year.

BUY U.S. GOVERNMENT BONDS AND STAMPS

- 2 -

California Congress of Parents and Teachers, Inc.

Since any organization which is exempt from Federal income tax under the provisions of section 101 of the Internal Revenue Code also is exempt from the capital stock tax pursuant to the express provisions of section 1201(a)(1) of the Internal Revenue Code, you and the local associations appearing in your Year Book 1943-1944 will not be required to file capital stock tax returns for future years so long as the exemption from income tax is effective.

Furthermore, under substantially identical authority contained in sections 1459 and 1607 of the Code and/or corresponding provisions of the Social Security Act, the employment taxes imposed by such statutes are not applicable to remuneration for services performed in your employ or in the employ of such associations so long as the conditions prescribed above for retention of an exempt status for income tax purposes are met.

Contributions made to you and the local associations listed are deductible by the donors in arriving at their taxable net incomes in the manner and to the extent provided by section 25(e) and (4) of the Internal Revenue Code and corresponding provisions of prior revenue acts.

Bequests, legacies, devises or transfers, to or for your use or for the use of such local associations are deductible in arriving at the value of the net estate of a decedent for estate tax purposes in the manner and to the extent provided by sections 512(d) and 561(a)(5) of the Code and/or corresponding provisions of prior revenue acts. Gifts of property to you or them are deductible in computing net gifts for gift tax purposes in the manner and to the extent provided in section 1004(a)(2)(i) and 1004(b)(2) and (3) of the Code and/or corresponding provisions of prior revenue acts.

The collector of internal revenue at Los Angeles, California, is being advised of this action.

By direction of the Commissioner.

Respectfully,

James
Deputy Commissioner.

NOV 6 1942

Internal Revenue Service Department of the Treasury

District Director P.O. Box 2350 Los Angeles, Calif. 90053

Person to Contact: FELICIA C MIRAFIOR

TEACHERS & STUDENTS INC PTA-CA31 Telephone Number: 213-894-2336

930 GEORGIA ST Refer Reply to: RO-1102-92

LOS ANGELES, CA 90015-1322 Date: NOV 6 1942

RE: PTA CALIFORNIA CONGRESS OF PARENTS
TEACHERS & STUDENTS INC PTA-CA31
95-1683870

Gentlemen:

This is in response to your request dated October 26, 1942 regarding the above named organization.

A review of our records indicate that this organization was recognized to be exempt from Federal income tax under Internal Revenue Code section 501(c)(3). Group exemption number 0646 has been assigned to the parent organization and its subordinates. The determination letter issued in November 1943 continues to be in effect.

You should contact your parent organization for a copy of their determination letter.

If you need any further assistance, please feel free to contact our office at the above address or telephone number.

Thank you for your cooperation.

Sincerely,

Felicia C Mirafior
Felicia C Mirafior
Disclosure Assistant

Setting Up Google Workspace



STATE OF CALIFORNIA
FRANCHISE TAX BOARD
PO BOX 942857
SACRAMENTO CA 94257-0540

Entity Status Letter

Date: 10/23/2015

ESL ID: 3834692945

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID: 0103844

Entity Name: CALIFORNIA CONGRESS OF PARENTS, TEACHERS, AND STUDENTS, INC.

- ☒ 1. The entity is in good standing with the Franchise Tax Board.
- ☐ 2. The entity is **not** in good standing with the Franchise Tax Board.
- ☒ 3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701d.
- ☐ 4. We do not have current information about the entity.

The above information does not necessarily reflect:

- The entity's status with any other agency of the State of California, or other government agency.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or the entity did business in California at a time when it was not qualified or not registered to do business in California:
 - The status or voidability of any contracts made in California by the entity at a time when the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
 - For entities revived under R&TC Section 23305b, any time limitations on the revivor or limitation of the functions that can be performed by the entity.

Internet and Telephone Assistance

Website: ftb.ca.gov
Telephone: 800.852.5711 from within the United States
916.845.6500 from outside the United States
TTY/TDD: 800.822.6268 for persons with hearing or speech impairments



STATE OF CALIFORNIA
FRANCHISE TAX BOARD
PO BOX 942857
SACRAMENTO, CA 94257-0540

In Reply Refer To: 657RO
Date: 02/24/2010

ENTITY STATUS

Note: This letter does not reflect the entity's status with any other agency.

Entity Name : California Congress of Parents and Teachers, Inc.

Entity Number : 01038440

- ☒ 1. The above entity is in good standing with this agency.
- ☒ 2. The above entity is currently exempt from tax under Revenue and Taxation Code Section 23701d.
- ☐ 3. Our records indicate the above entity is not incorporated, qualified, organized, or registered through the Secretary of State to transact business in California.
- ☐ 4. The above entity was incorporated, qualified, organized, or registered through the Secretary of State on ____.
- ☐ 5. The above entity has an unpaid liability of \$____, for account period(s) ending ____.
- ☐ 6. Our records do not show that the above entity filed returns for account period(s) ending ____.
- ☐ 7. The above entity was ____ effective ____.
- ☐ 8. The above entity's current address on record with this agency is: ____.
- ☐ 9. We do not have current information about the above entity.

Comments:

John M. Owen
REPRESENTATIVE

ASSISTANCE

Telephone assistance is available year-round from 7 a.m. until 8 p.m. Monday through Friday. From January through June, assistance is also available from 8 a.m. until 5 p.m. on Saturdays. We may modify these hours without notice to meet operational needs.

From within the United States, call (800) 852-5711
From outside the United States, call (not toll free) (916) 845-6500

Website at: www.ftb.ca.gov

Assistance for person with disabilities: We comply with the Americans with Disabilities Act. Persons with hearing or speech impairments please call TTY/TDD (800) 822-6268.

State Bylaws

8.1 Bylaws of the California Congress of Parents, Teachers, and Students, Inc.

(As Amended, May 2002)

ARTICLE I — NAME

The name of this corporation is the California Congress of Parents, Teachers, and Students, Inc., a branch of the National Congress of Parents and Teachers. It is also known and will be referred to in these bylaws as the California State PTA.

Hereinafter in these bylaws the term "local PTA" wherever used to designate a local unit shall also designate "PTSA" where such may exist.

*** ARTICLE II — PURPOSES

Section 1. The purposes of the California State PTA, in common with those of the National PTA, are:

- To promote the welfare of children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth, and
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Section 2. The purposes of the National PTA and the California State PTA are promoted through an advocacy and educational program directed toward parents and teachers and the general public; developed through conferences, committees, projects and programs; and governed and qualified by the basic policies set forth in Article III.

Section 3. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal tax code (hereinafter "Internal Revenue Code").

*** ARTICLE III — BASIC POLICIES

The following are basic policies of the California State PTA, in common with those of the National PTA:

- The organization shall be noncommercial, nonsectarian, and nonpartisan.
- The organization shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools and the community at large;
- No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code;
- Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of the National PTA;
- The organization or members in their official capacities shall not — directly or indirectly — participate or intervene (in any way, including the publishing or distributing of statements) in

1

Setting Up Google Workspace

2. Request a Google for Nonprofits Account - (Get Started)
 - a. Go to “Google for Nonprofits” and press the “Get Started” button
 - b. Follow the steps
 - i. If you do not already have a domain name (i.e. website name), you will be asked to create one. Creating one through Google costs \$12/year.
 - ii. If you do not already have a Google Workspace account, you can sign up for the 14 day trial (verification and activation usually happen between 2-14 business days)
3. Wait for Verification - (Get Verified)
 - a. Google is now partnering with Goodstack. (previously Percent and Tech Soup)
 - b. You will be asked to verify your eligibility. This is where all of the documents you collected will be used
 - c. Verification takes between 2-14 days.
4. Log into Google Workspace

2

Useful Apps



Gmail

- Email



Google Drive

- File storage
- Collaboration



Groups

- Email distribution
- Collaboration



Google Forms

- Create and share online forms/ surveys



Google Meet

- Similar to Zoom



Google Docs

- Use like Microsoft Word



Google Sheets

- Use like Microsoft Excel



Google Slides

- Use like Microsoft PowerPoint



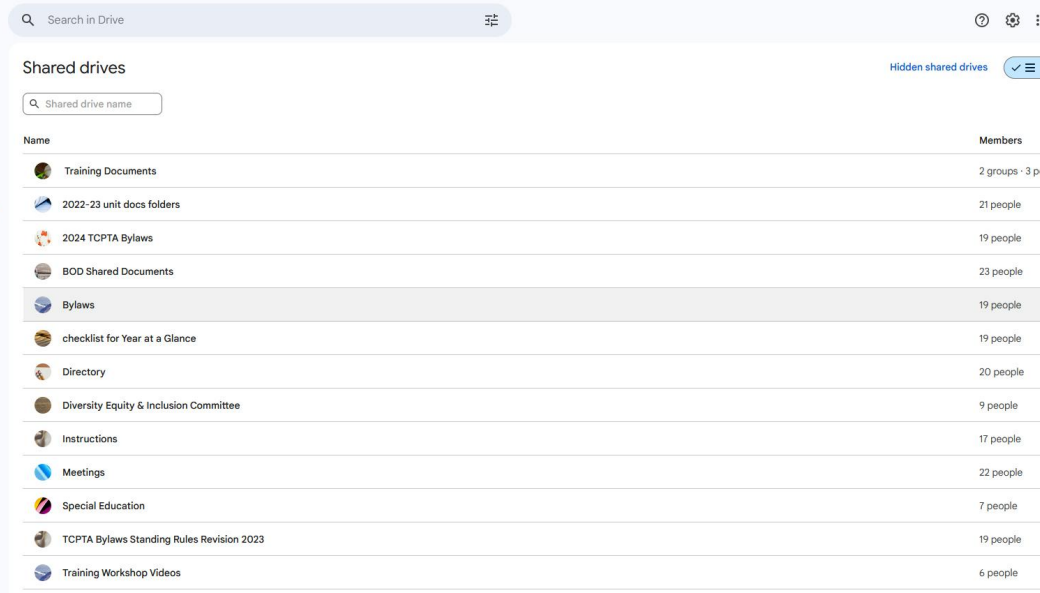
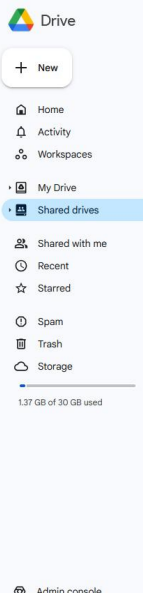
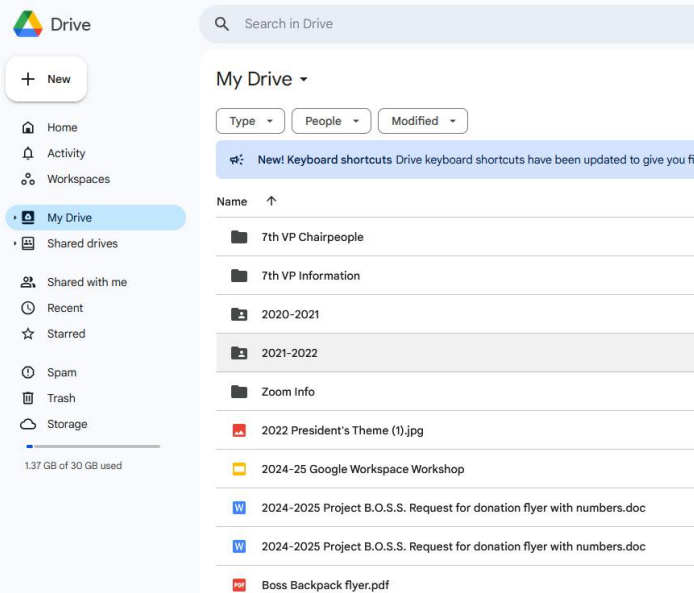
Chat

- Instant message app

2 Useful Apps -



1. Google Drive - personal storage
2. Google Drive - shared storage



2

Useful Apps -



Groups

1. Good for communicating with different groups in your organization.
 - a. Set up distribution lists for your email
 - b. When not everyone needs the info - i.e. committees

Admin Search for users, groups or settings

Groups

To easily identify and manage groups you apply policies to, such as access control, add the Security label to them. [Learn about security groups](#)

Groups Showing all groups [Create group](#) [Inspect groups](#)

+ Add a filter

<input type="checkbox"/> Group name ↑	Email address	Members	Access type
<input type="checkbox"/> Board of Directors	bod@torrancecouncilofptas.org	20	Custom
<input type="checkbox"/> Classroom Teachers	classroom_teachers@torrancecouncilofp...	0	Custom
<input type="checkbox"/> DEI-committee-23-24	dei_committee@torrancecouncilofptas.org	8	Custom
<input type="checkbox"/> TCPTA 2022-23 Unit Auditors	tcpta-2022-23-unit-auditors@torrancecou...	5	Custom
<input type="checkbox"/> TCPTA 2023-24 Presidents	tcpta-2023-24-presidents@torrancecounc...	37	Custom
<input type="checkbox"/> TCPTA 2023-24 Principals	tcpta-2023-24-principals@torrancecounci...	32	Custom
<input type="checkbox"/> TCPTA 2023-24 Unit Treasurers	unit_treasurers@torrancecouncilofptas.org	29	Team
<input type="checkbox"/> TCPTA 2024-25 Presidents	tcpta-2024-25-presidents@torrancecounc...	34	Custom

2

Useful Apps -



1. Works similar to Zoom
 - a. Unlimited time for Google Workspace for Nonprofits users
 - b. Up to 100 people

A screenshot of the Google Meet 'Add title' dialog box. The dialog has a white background and a blue 'Save' button in the top right corner. It contains several sections: a date and time selection area with 'Sep 30, 2024' and '3:00pm to 4:00pm', a 'Time zone' dropdown, an 'All day' checkbox, and a 'Does not repeat' dropdown. Below this is a tabbed interface with 'Event details' selected and 'Find a time' as an option. The 'Event details' section includes a 'Adding conferencing details' status with a close button, an 'Add location' field, a 'Notification' dropdown set to '10 minutes', and an 'Add notification' button. There is also a 'Busy' dropdown, a 'Default visibility' dropdown, and a 'Create meeting notes' button. The 'Guests' tab is also visible, showing an 'Add guests' field and 'Guest permissions' with checkboxes for 'Modify event' (unchecked), 'Invite others' (checked), and 'See guest list' (checked). At the bottom, there is a rich text editor with icons for bold, italic, underline, link, and unlink, and a text area for 'Add description'.

3

Admin Console

1. Admin Console Control center of Workspace

The screenshot displays the Google Admin Console interface. At the top, there's a search bar labeled "Search for users, groups or settings". The left sidebar contains a navigation menu with options: Home, Dashboard, Directory, Devices, Apps, Generative AI, Security, Data (marked as NEW), Reporting, Billing, Account, Rules, and Storage. The main content area is divided into several sections:

- Users**: "Add or manage users" with a "Manage" link. It shows 57 active users and options to "Add a user", "Delete a user", "Update a user's name or email", and "Create an alternate email address (email alias)".
- Billing**: "Manage subscriptions and billing" with a "Manage" link. It includes links for "Manage subscriptions", "Payment accounts", and "Get more services".
- Discover**: "Get the most out of Google Workspace" with a "See all" link. It features an illustration of people and a dog, and a link to "DISCOVER GOOGLE WORKSPACE".
- Product updates**: "Latest updates in Workspace" with a "View all" link. It lists updates like "Google Workspace Updates Weekly Recap - September 27, 2024", "Gemini in Gmail will now provide contextual Smart Replies", "Google Sheets tables are now integrated with conditional notifications", and "Gmail allows more senders to protect their brand using BIML Common Mark Certificates".
- Domains**: "Manage your domains" with an "Overview" link. It shows the primary domain "torrancecouncilofptas.org" and options to "Manage domains", "Add a domain", and "Change your primary domain".
- Alerts**: "View notifications about potential issues" with a "View all" link. It lists alerts from Google Operations and Google Mandatory Service, including a "Super admin password reset" alert.

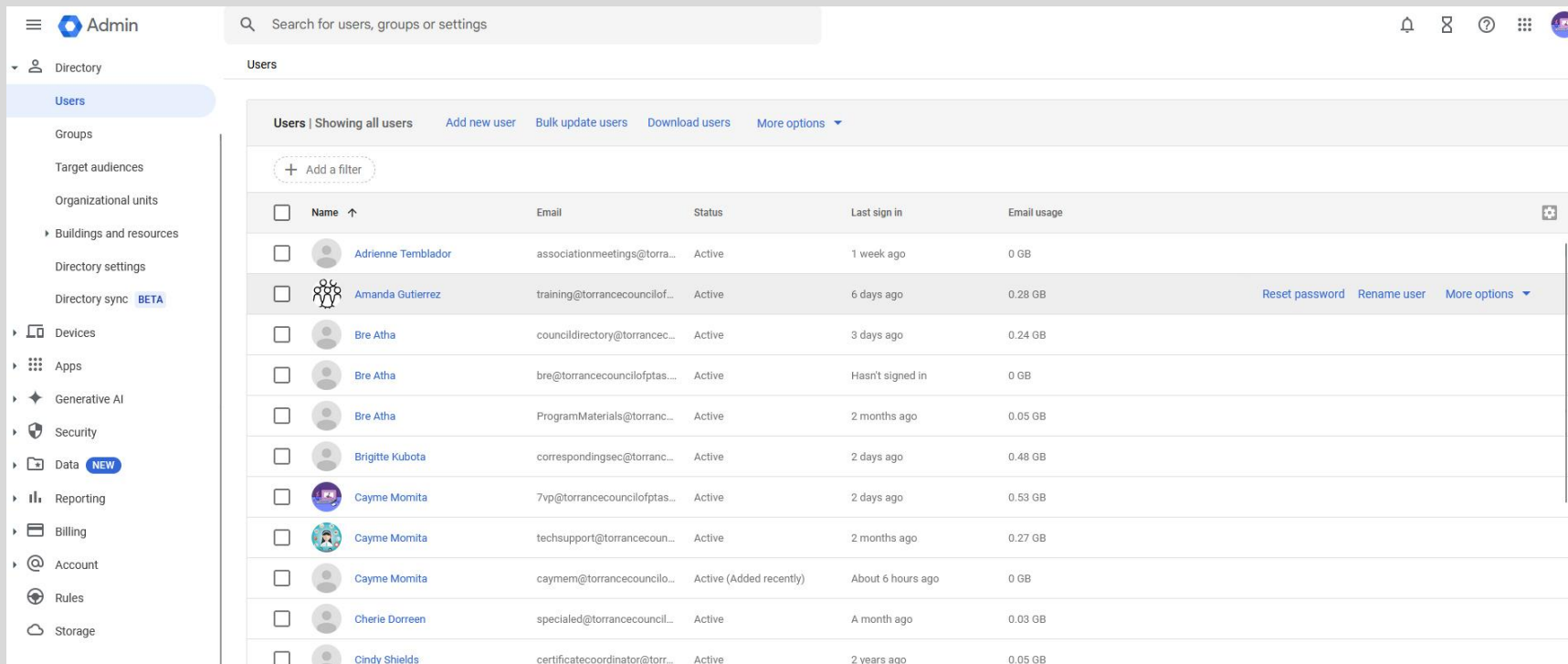
On the right side, there's a section for "Enable advanced mobile management" with a "LEARN MORE" button and a "SKIP" button. Below this is a "Tools" section with links to various Google Workspace tools like the Status Dashboard, Transfer tool, Google Meet video setup, Marketplace, and help from a partner.

3

Admin Console

2. Users

Email control center



The screenshot displays the 'Admin Console' interface, specifically the 'Users' management page. The left sidebar contains a navigation menu with categories like Directory, Groups, Target audiences, and various system settings. The main content area shows a list of users with columns for Name, Email, Status, Last sign in, and Email usage. A search bar at the top allows for finding users, groups, or settings. The user list includes entries for Adrienne Temblador, Amanda Gutierrez, Bre Atha, Brigitte Kubota, Cayme Momita, and Cherie Dorreen, among others. Each user entry has a checkbox for selection and a 'More options' dropdown menu for actions like 'Reset password' or 'Rename user'.












Admin

Search for users, groups or settings

Users

Users | Showing all users [Add new user](#) [Bulk update users](#) [Download users](#) [More options](#)

+ Add a filter

<input type="checkbox"/>	Name ↑	Email	Status	Last sign in	Email usage	
<input type="checkbox"/>	 Adrienne Temblador	associationmeetings@torra...	Active	1 week ago	0 GB	
<input type="checkbox"/>	 Amanda Gutierrez	training@torrancecouncilof...	Active	6 days ago	0.28 GB	Reset password Rename user More options
<input type="checkbox"/>	 Bre Atha	councildirectory@torrancec...	Active	3 days ago	0.24 GB	
<input type="checkbox"/>	 Bre Atha	bre@torrancecouncilofptas...	Active	Hasn't signed in	0 GB	
<input type="checkbox"/>	 Bre Atha	ProgramMaterials@torranc...	Active	2 months ago	0.05 GB	
<input type="checkbox"/>	 Brigitte Kubota	correspondingsec@torranc...	Active	2 days ago	0.48 GB	
<input type="checkbox"/>	 Cayme Momita	7vp@torrancecouncilofptas...	Active	2 days ago	0.53 GB	
<input type="checkbox"/>	 Cayme Momita	techsupport@torrancecoun...	Active	2 months ago	0.27 GB	
<input type="checkbox"/>	 Cayme Momita	caymem@torrancecouncilo...	Active (Added recently)	About 6 hours ago	0 GB	
<input type="checkbox"/>	 Cherie Dorreen	speciala@torrancecouncil...	Active	A month ago	0.03 GB	
<input type="checkbox"/>	 Cindy Shields	certificatecoordinator@torr...	Active	2 years ago	0.05 GB	


3

Admin Console

3. User Settings

The screenshot displays the Google Admin Console interface for managing a user. On the left, a navigation sidebar lists various administrative areas, with 'Users' selected. The main content area is titled 'Users > Cayme Momita' and includes a search bar. The user's profile is shown with a placeholder image, name 'Cayme Momita', email 'techsupport@torrancecouncilofptas.org', and status 'Active'. Below this, a list of administrative actions is provided. To the right, tabs for 'User details', 'Security', 'Groups', and 'Investigate' are visible. The 'User details' tab is active, showing a section for 'Storage use and settings for Cayme Momita' with a total usage of 571 MB and a breakdown of storage across different services. Below this, the 'User information' section displays contact details like a secondary email and phone number. At the bottom, the 'Admin roles and privileges' section lists the user's assigned roles and the extent of their administrative privileges.

ADMIN

 **Cayme Momita**
techsupport@torrancecouncilofptas.org
Active
Last sign in: About 7 hours ago
Created: Jun 21, 2022

Organizational unit
Torrance Council of PTAs

RESET PASSWORD

UPDATE USER

ADD ALTERNATE EMAILS

ADD TO GROUPS

EMAIL


SUSPEND USER

RESTORE DATA

DELETE USER


CHANGE ORGANIZATIONAL UNIT


User details Security Groups Investigate


 Alerts in the last 7 days for Cayme Momita [View alerts](#)


Storage use and settings for Cayme Momita

Total Used
571 MB

 Drive 299 MB


 Gmail 272 MB

 Photos 0 bytes

 Docs owned 149

Storage limit
Inherited from "Torrance Council of PTAs"


Storage limit for user
OFF

User information 

Secondary email | Work
jellybeansmom@gmail.com

Phone number
Add a phone number

[User details](#)

Admin roles and privileges 

Roles
Groups Editor, Services Admin, User Management Admin, Help Desk Admin, Super Admin and 2 more

Privileges
191 Admin console privileges, 50 Admin API privileges

4

Questions

Useful Links

Where to get Letters of Determination

<https://toolkit.capta.org/finance/tax-filing/tax-exempt-status-and-letters-of-determination/>

Google Workspace for NonProfits

<https://support.google.com/nonprofits/answer/3367631?hl=en>

Get Verified

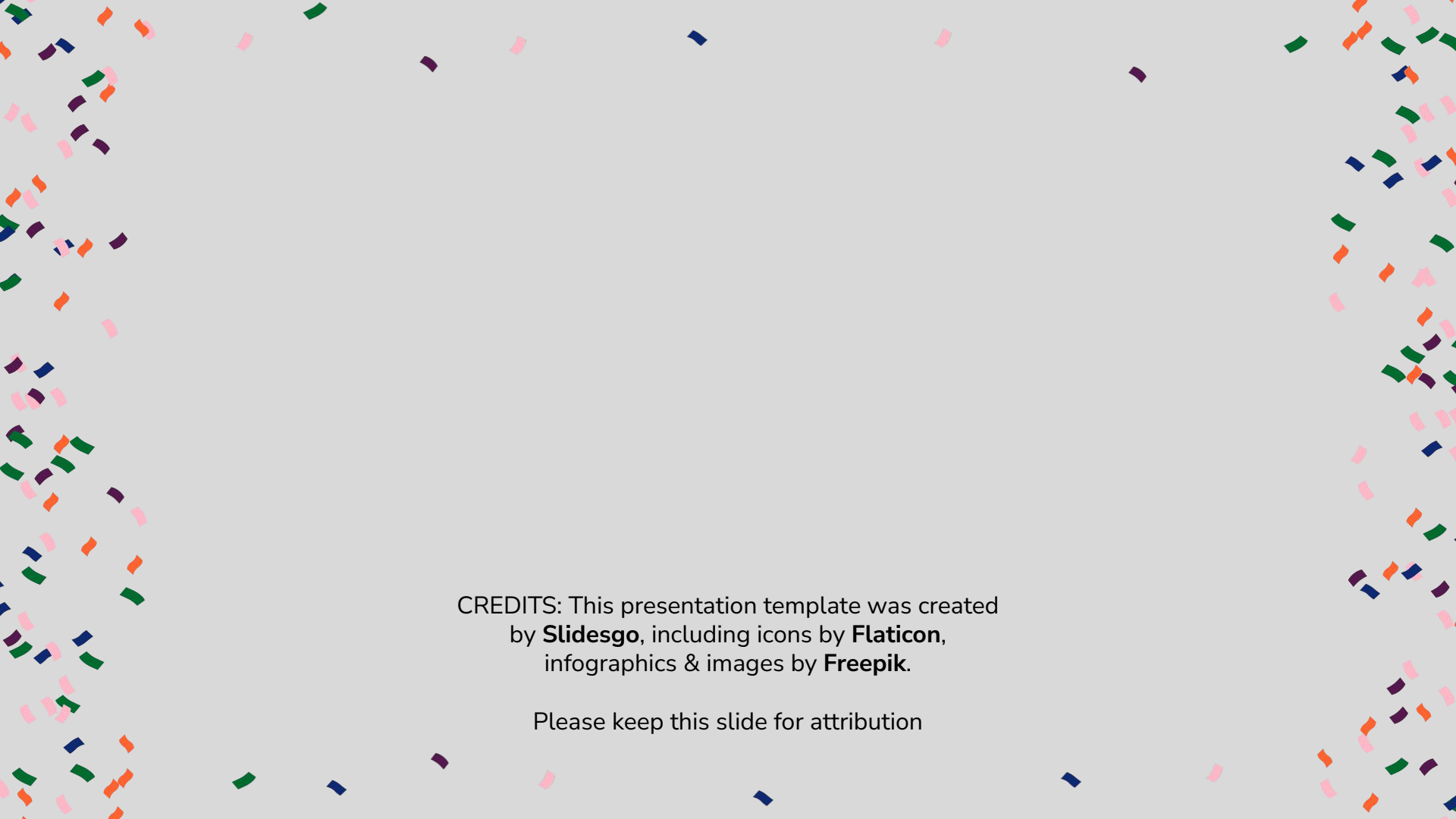
https://support.google.com/nonprofits/answer/3367631?hl=en&ref_topic=3247647&sjid=16593705474226322841-NC

The background of the slide is light gray and decorated with numerous small, colorful confetti pieces in shades of green, orange, blue, and purple, scattered across the entire area.

Thanks for attending!

Cayme Momita

7vp@torrancecouncilofptas.org

The background of the slide is a light gray color, decorated with a pattern of small, colorful, irregular shapes resembling confetti or streamers. These shapes are scattered across the entire slide, with a higher concentration along the left and right edges, creating a festive and celebratory atmosphere. The colors of the confetti include shades of green, orange, pink, blue, and purple.

CREDITS: This presentation template was created
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