



Training Camp 2017

Saturday, August 26, 2017, 10:15am-3:30pm
Champaign Public Library
200 W. Green St., Champaign

Training Camp 2017 provides the tools that both new and returning officers need to make their upcoming PTA year easier. Learn the basics in the *PTA 101: Your Road to Success*, leadership skills in the *President's Course*, or the financial details in *Money Matters 101*. Make a day of it and bring a sack lunch or purchase a sandwich from the library's café.

Schedule

10:15am-12:15pm

PTA 101: Your Road to Success: This course covers all the basics you need to know to ensure a successful PTA experience and is a required course for all PTA officers. Subjects covered include basic PTA policies, organizational structure, duties of officers, the role of committees, bylaws, parliamentary procedure, and nominations and elections. Your bylaws require all officers to take the *PTA 101: Your Road to Success* course. *Location: Friends Conference Room (215) upstairs next to the public computer terminals (make a U-turn at the top of the stairs). Food and drinks are not allowed in the conference room.*

12:30pm-1:00pm

Lunch available from the Latte Da Café at the library or eat a sack lunch at the indoor or outdoor tables.

1:15pm-3:30pm

Money Matters 101: This course will provide the information PTA presidents and treasurers need to know regarding the financial obligations of running a PTA. Topics to be covered include auditing, budgeting, financial reporting, and the common financial pitfalls that cause problems for PTAs. Your bylaws require PTA treasurers to take this course, and it is strongly recommended for PTA presidents as well. *Location: Friends Conference Room (215) upstairs next to the public computer terminals (make a U-turn at the top of the stairs). Food and drinks are not allowed in the conference room.*

President's Course & Local Unit Packet Orientation: This course is not just for PTA presidents. The course teaches leadership and other skills that help a PTA president (or any other leadership position) be successful. Leadership styles, goal setting, budgeting, effective communication, listening skills, conflict resolution, and time management are among the subjects that will be discussed. Your bylaws require PTA presidents to take this course. We will also have a short orientation over the Local Unit Packet (LUP) the presidents received in early August. We will introduce some of the highlights on the LUP USB. If you have a laptop handy, please bring it with the USB (but not required).

Location: Foundation Conference Room (222) upstairs next to the public computer terminals (make a U-turn at the top of the stairs). Food and drinks are not allowed in the conference room.

Directions

A map to the Champaign Public Library can be found at <http://tinyurl.com/ne6mrsa> (Google maps). The library fills the block between Randolph, Healey, State, and Green Streets. Note that Randolph Street is one-way north and State Street is one-way south. Parking is on the south side of the building.

From I-74:

Take exit 182 (Neil Street). Head south on Neil Street (away from Market Place Mall) through downtown to Green Street (two blocks south of Springfield Avenue). Turn right onto Green Street, go one block to Randolph Street, then turn right onto Randolph and left into the parking lot.

From I-57:

Take Exit 235A (University Avenue). Stay on University Avenue until you see West Side Park on your left. Just past the park, take a right onto State Street (one way southbound). Take State Street four blocks, then turn left into the parking lot just past the building.

Lunch

If you are taking both morning and afternoon classes, you can either bring a sack lunch or purchase sandwiches, chips, pastries, cookies and drinks from the Latte Da Café.

Registration

To register for Training Camp 2017, either mail the attached form or e-mail the information to

Mailing Address: Michelle Lassak
61 Mitchell Avenue
Charleston, IL 61920

E-Mail Address: mlassak@illinoispta.org

Please register by Tuesday, August 22nd to allow us time to assemble class materials.

Training Camp 2017 Registration Form

PTA Unit: _____

Number Attending: _____

Names and course(s) of those attending (circle courses attending):

Name	Morning	Afternoon (pick one)
_____	Road to Success	President / Money 101
_____	Road to Success	President / Money 101
_____	Road to Success	President / Money 101
_____	Road to Success	President / Money 101
_____	Road to Success	President / Money 101
_____	Road to Success	President / Money 101
_____	Road to Success	President / Money 101
_____	Road to Success	President / Money 101

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