



**Illinois**  
**PTA**<sup>®</sup>  
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**Training Camp 2017**  
**Saturday, June 3, 2017, 10:15am-3:15pm**  
**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. 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: Robeson Pavilion Room C, on the first floor. Food and drinks are allowed in this room.*

**12:15pm-12:45pm**

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

**12:45pm-3:15pm**

***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: Robeson Pavilion Room C, on the first floor. Food and drinks are allowed in this room.*

***President's Course:*** 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.

*Location: Friends Conference Room (215) upstairs next to the public computer terminals after making a U-turn at the top of the stairs. Food is 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. While no food is allowed in the conference rooms upstairs, there is both an indoor and outdoor seating area near the 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](mailto:mlassak@illinoispta.org)

***Please register by Sunday, May 28 to allow us time to assemble class materials.***

## Training Camp Spring 2017 Registration Form

PTA Unit: \_\_\_\_\_

Number Attending: \_\_\_\_\_

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

<b>Name</b>	<b>Morning</b>	<b>Afternoon (pick one)</b>
_____	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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Or e-mail the above information to [mlassak@illinoispta.org](mailto:mlassak@illinoispta.org) by Sunday, May 28.