



# Northwest Cook Region Summer Training Schedule

All courses are from 7 to 9 PM and will be held at  
Keller Jr High 820 Bode Road, Hoffman Estates, IL 60169

<b>June 12</b>	<b>PTA 101 Your Road to Success</b>	This course explains the PTA basic: from our history, Mission and Purpose to running the PTA. This course is for everyone! The bylaws require this for the entire board (chairmen and officers).
<b>June 12</b>	<b>Council Course</b>	This course explains what a council is, how it connects multiple PTAs together and enhances our voice for children, what councils can do for PTAs and its role within the PTA structure. This course should be attended by Presidents and Council Board members or anyone who wants to learn more about PTA.
<b>June 14</b>	<b>Presidents' Course</b>	Now that you have stepped up to be President, learn what it takes to do the job well! This course will give you the information needed to manage your PTA and have a fun exciting time doing it.
<b>June 14</b>	<b>Membership MemberHub Workshop</b>	Learn what resources are available to you. Learn how to engage everyone in growing your membership and the benefits of every-one being a PTA member. This can be a simple and fun job to take on. It's a great way to meet your community. Learn a few easy steps to get your MemberHub up and running!
<b>June 19</b>	<b>Money Matters 101</b>	This course will take you through everything you will be responsible for as a PTA treasurer including how to prepare a budget, conducting an audit, fundraising, managing money and bank accounts, electronic banking, treasurer's financial reports, accountability to members and the government, and how to protect your 501(c)(3) tax-exempt status. It is suggested that all PTA treasurers and presidents take this course, but it would be beneficial to any PTA officer.
<b>June 19</b>	<b>Reflections</b>	Share the arts with your students while helping build confidence and self-esteem through recognition and celebration of their efforts. Learn more about the ins-and-outs of hosting and supporting the Reflections program, including rules, due dates, packaging, promotion, judging, best practices, success stories, program tips, and Q&A time.
<b>June 21</b>	<b>Money Matter 201</b>	This course will take you more in depth into some of the legal issues you may encounter as a 501 (c) (3) association. It is suggested that all PTA treasurers take this course, but it contains many legal issues, which other PTA officers should be aware of. Money Matters 101 is a prerequisite.
<b>June 21</b>	<b>PTA 101 Your Road to Success</b>	This course explains the PTA basic: from our history, mission and purpose to running the PTA. This course is for everyone! The bylaws require this for the entire board (chairmen and officers).

Please register [here](#) or email [nicolevpta@gmail.com](mailto:nicolevpta@gmail.com)  
Walk in are welcome but materials only guaranteed for those that preregister.