



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

June 11	PTA 101 Your Road to Success	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).
June 11	Council Course	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.
June 13	President's Course	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.
June 13	Planning Your Year-Round Membership Campaign Workshop	Come get energized with new ideas to help promote membership to your parents, staff, and community members. Learn new membership campaign ideas, promotion ideas, membership incentives, & resources that can be used throughout the year. Feel free to bring a sample of your membership materials to share. <i>** (Please note this is <u>NOT</u> a MEMBERHUB workshop.)</i>
June 18	Money Matters 101	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.
June 18	PTA 101 Your Road to Success	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).
June 20	Money Matter 201	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.
June 20	PTA 101 Your Road to Success	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 click [_____](#) or email nicolevpta@gmail.com
Walk in are welcome but materials only guaranteed for those that preregister.