

St. Joseph PTA Council PTA University

5:00-8:00 pm on April 16th

Hillyards Tec. Center, 3434 Faraon

Schedule of events:

Vendor fair 5:00-5:30 pm

Dinner 5:30-6:00 pm (paid by PTA Council)

Council meeting/PTAU training 6:15-8:00

PTA Fundraiser Vendor Fair

Visit with representatives and try samples from:

A+ Fundraising	Club's Choice
Dipsticks	Dollars For U
The Fundraiser Shop	Fundraising University
Harmison's Hometown	Hy-Vee
Red Wheel	School Spirit Vending
Texas Roadhouse	World's Finest Chocolate

PTA University training will include....

*Roles and responsibilities of officers	*How to set an agenda
*How to run a meeting	*How to prepare and present minutes
*What should be included in a treasurer report?	*Unit in good standing, what is that?
*What forms do we need to submit?	*Setting a budget
*Handle money	*Who signs the checks?
*Nominating committee	*Electing officers
*Fundraising	*Bylaws and standing rules

Reservation form:

St. Joseph PTA Council will be providing the meal but in order for us to properly plan for the event we need your help in registering for the event. We will need to know **by April 11th** the number of guests attending per unit.

Unit name: _____ Number attending: _____

Simply email us at..... sjptacounil@gmail.com