

The San Diego Unified Council of PTAs presents

# ***One Stop Shop Training***

Monday, January 30, 2012

5:30 pm to 8:30 pm

The Harold J. Ballard Parent Center in Old Town

2375 Congress Street San Diego, CA 92110

***\$10 fee per unit includes lasagna dinner***

***Free babysitting***

5:30 pm – 6:10 pm ***For all attendees***

Enjoy a lasagna dinner while learning how to run effective meetings.

6:15 pm – 7:20 pm ***Choose from***

- Auditor training
- Bylaws updating – If your bylaws are 2008 or older, they need updating.
- Secretary Basics
- Treasurer Basics

7:25 pm – 8:30 pm ***Choose from***

- Auditor – personal help
- Treasurer - Advanced
- President Q&A
- Conflict Resolution
- Charitable Trust application workshop – no hassle filing

**RSVP by Wednesday, January 25, 2012**

Questions? Call 619-297-7821 or email [sducpta@yahoo.com](mailto:sducpta@yahoo.com)

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## **RSVP form**

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

Contact: \_\_\_\_\_  
Name email or phone

Number of Attendees \_\_\_\_\_ Number of children for babysitting \_\_\_\_\_ Ages of children \_\_\_\_\_

**Yes** we need a Spanish translator. (check box)

***Circle classes of interest:***

- Auditor training
- Bylaws updating
- Treasurer basics
- Secretary basics
- Auditor help
- President Q&A
- Treasurer advanced
- Conflict resolution
- Charitable Trust application filing

Send to San Diego Unified Council of PTAs, 2375 Congress St., San Diego CA 92110 along with a \$10 check made payable to ***San Diego Unified Council of PTAs.***