

Northwest Cook Region Fall Training Schedule

All courses & workshops will be held at South Middle School,
400 S Highland Ave, Arlington Heights, IL 60005
Courses run from 7 to 9 PM.

Sept 10	PTA 101: Your Road to Success	This course explains the who, what and why of PTA. The bylaws require this for the officers but this course is for everyone!
Sept 10	Reflections	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.
Sept 12	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.
Sept 12	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 <u>a</u> sample of your membership materials to share. <i>** (Please note this is <u>NOT</u> a MEMBERHUB workshop.)</i>
Sept 17	Presidents' 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.
Sept 19	PTA 101: Your Road to Success	This course explains the who, what and why of PTA. The bylaws require this for the officers but this course is for everyone!

Please register [here](#) .

Walk-in's are welcome but materials can only be guaranteed for those that preregister. Registration is open until September 9th. For questions email Jeanette Harris at jharris@illinoispta.org.