

Florida PTA State Office

2022-2023



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Florida PTA State Office/Headquarters

Office hours: 9:00 AM to 5:00 PM, Monday through Friday (Eastern)

State Office Staff

Please contact the Florida PTA office staff directly with any questions or concerns you may have. The email addresses and extension are listed below.

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Officers / Membership Updates / MemberHub

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IRS / Bylaws / Audits / 501(c)(3)

General Information
info@floridapta.org

NOTE:

There may be times when we are assisting other PTA members, or working on a project and your call may be directed to voice mail.

Please leave a detailed message; your call or your request will be handled promptly.

Information and Services Available from the State PTA Office

Annual Kit of Materials
Information to assist chairs
Bylaws Assistance
Audit/Tax/990 Assistance
eNewsletter
Leadership Convention
Program Resources
Legislation Information/Alerts
Honorary Life Membership Awards
Membership / Program Awards
Memorial Bricks & President's Award of Honor
Reflections Information
Scholarship Program for Students
Website
Support Services from State Board and Local Unit Historical Information

Conferences & Conventions

Legislative Activities
Tallahassee
March 2023

National PTA Convention
June 2023

Leadership Convention
July 2023

Florida PTA Regions (Field Service)



NW Field Service Area Counties

Bay
Calhoun
Escambia
Franklin
Gadsden
Gulf
Holmes
Jackson
Liberty
Okaloosa
Santa Rosa
Walton
Washington

NE Field Service Area Counties

Baker
Columbia
Duval
Hamilton
Jefferson
Lafayette
Leon
Madison
Nassau
Suwannee
Taylor
Union
Wakulla

East Field Service Area Counties

Brevard
Indian River
Martin
Okeechobee
Osceola
St. Lucie

Central Field Service Area Counties

Alachua
Bradford
Citrus
Clay
Dixie
Flagler
Gilchrist
Hernando
Lake
Marion
Orange
Putnam
St. Johns
Seminole
Volusia

West Field Service Area Counties

DeSoto
Hardee
Highlands
Hillsborough
Manatee
Pasco
Pinellas
Polk
Sarasota

South Field Service Area Counties

Broward
Collier
Hendry
Lee
Palm Beach
Miami-Dade
Monroe

Important Deadlines

Membership Dues

Paid **MONTHLY** as collected

Final Deadline for award purposes: May 1

Bylaws

Updated within 3 years of last approval date and sent to state office for approval

Audit/Financial Review

Each year –August 31

Golden Early Bird

October 1

Silver Early Bird

November 1

IRS 990-N, 990EZ, 990

November 15, 2021

Bronze Early Bird

December 1

Reflections

January 1

(Check website for County deadlines)

Scholarships

February 1

National PTA

Phoebe Apperson Hearst Award

www.pta.org

Proposed Resolution Items

Check website for latest information www.FloridaPTA.org

HIGH SCHOOL SCHOLARSHIPS

In keeping with our policy of providing quality education for young people, Florida PTA goes one step further by assisting qualified students who wish to continue their education beyond high school. These scholarships are funded by net proceeds derived from Honorary Life Memberships, Scholarship Fundraising Events and direct donations.

Florida PTA is pleased to offer a total of four (4) scholarships, one each in the following categories: University, Fine Arts, Community College and Vo-Tech, Students With Disabilities, to a student graduating in the 2022-2023 school year. This is a one-time (non-renewable) award of \$2,000.00 and will be awarded to worthy students who are interested in getting a start in life through post-secondary education.

These scholarships are specifically for students who plan to further their education at a University, Fine Arts School, Community College or Vo-Tech.

The **minimum** eligibility requirements are outlined below. Students must:

1. Be a member of their high school's PTA/PTSA or the Sunshine State PTSA (PTA/PTSA must be in good standing with Florida PTA).
2. Graduate from a Florida High School in the 2022-2023 school year.
3. Be a current resident of Florida.
4. Be planning to continue their education in the fall semester immediately following high school graduation as a full-time undergraduate student in a post-secondary institution, Vocational/Technical Institution, and/or Community/Junior College.
5. Complete the application (available online after September 1, 2022), submit letters of recommendation, proof of membership, essay and a copy of their high school transcript, ACT and/or SAT scores by the February 1, 2023 deadline.

Additional factors will be taken into consideration selecting a winner (i.e., need, special circumstances, 504/IEP, extracurricular activities, leadership, and honors.

We invite you to encourage interested students to apply. For further information and application forms, contact the Florida PTA State Office at 407-855-7604.

PTA/PTSA Units MUST be in good standing with Florida PTA.

DEADLINE TO APPLY FEBRUARY 1, 2023

FLPTA Leadership Convention

The Florida PTA Leadership Convention is our annual event held each July, for all local leaders and members to learn more about PTA. It is a time for networking, collaboration, and learning, and is an experience that everyone finds valuable, from the PTA leader just starting out to the most seasoned! Attending Leadership Convention is an opportunity for you to receive the most current training needed to be more effective in your elected/appointed leadership role(s) and sets you up for a successful and powerful school year.

It is in the best interest of PTA to ensure you have an expense line item in your unit's budget for the Leadership Convention, for training of your PTA's leaders, as it helps to invest in the future of your PTA.

Review your policies and procedures and/or standing rules with your board and apply the process when deciding who will attend Leadership Convention. Though you will not know for certain the members of your new board until after your PTA's elections, go ahead and register those you anticipate returning next year (registration typically opens between January – early March). You can add registrations later however take note of the final registration date. If a registrant's plans change, Florida PTA will transfer the registration to another of your PTA's members FREE OF CHARGE. See the next page for information on budgeting and who to send to represent your local unit.

Share the Leadership Convention dates with board members and your most active volunteers. Encourage them to keep the dates free at least until new officers are nominated and your new board starts to take shape.

Below is information on some of the key functions and activities held during the annual Florida PTA Leadership Convention.

Workshops: With a large number of high-caliber workshops curated to enhance your personal and professional leadership development, there is something for everyone no matter where you are in your leadership journey. Key training workshops are held for Presidents, Secretaries, and Treasurers by members of the Florida PTA Executive Committee. Other workshops offer support for PTA advocacy efforts, information on special programs, as well as those that help busy volunteers maintain a work-life balance. Florida PTA even offers workshops to help attendees make the most of their convention experience! Workshop attendance does not stop when attendees leave the training room. All presenters provide their contact information for follow-up questions and many make their presentations and handouts available digitally. PTA leaders can and should take important information back to their PTAs to share it either with their board and volunteers or even with their general membership. Florida PTA wants to see great knowledge shared across the state.

General Meetings: Members usually sit together by county, as this opportunity allows attendees to meet and network with other PTA units in your area. General Meetings are held each day during Leadership Convention, and this is where the business of our association is conducted. These meetings include Keynote addresses, special recognitions, BOD reports, priority action items for the new school year, policy updates, and most years, a resolution(s) is brought forward for debate and adoption.

Exhibitors: The exhibit hall usually offers 100+ booths highlighting new technologies, learning resources, school supplies, spirit wear, fundraisers, purpose-led nonprofits, consumer packaged goods, "edutainers," authors, and more! These entities are there to share their products and information for attendees to bring back to local units and members.

Resource Fair: The Resource Fair showcases and highlights **free** resources and value-added programs or events and information designed for you to bring back to your students, parents, school, and community.

Region and County Caucuses: These are exciting and fun gatherings of members from your area, to network and share ideas, recognitions and fellowship.

Awards and Recognition Ceremony, and Diversity, Equity and Justice Event: The Awards and Recognition Ceremony and the Diversity, Equity, Inclusion and Justice event are separately ticketed events held each year at Leadership Convention. These events highlight and recognize many of our Florida PTA unit award winners and individuals.

County Council Gatherings: Most counties have a “gathering” on Friday evening, which provides a chance to relax and have fun! You can attend your county’s gathering, visit another county’s, or hop between the gatherings. All are welcome! Information about these get-togethers is posted on the information board and within the event platform.

PTA’s Scholarship event: This is a very lively, interactive and fun event where all proceeds benefit the many student scholarships Florida PTA provides each year. Purchase your tickets early with registration, as this is usually a sold-out event and tickets are not available onsite.

Reflections Gallery: Attendees can visit this amazing area to see the many displays of students in the National PTA’s Cultural Arts REFLECTIONS program. We are proud to share the works of these award-winning students who went on from local units to the Florida level and even on to the National PTA level.

Florida PTA Advocacy/History Wall: This display of pictures, memorabilia, and a video slideshow highlights PTA members advocating for the health, safety, education, and general well-being of all children and many legislative items they helped to pass on the state level, and others moved on to the National level.

Budgeting for Leadership Convention

How to budget? Budgeting for Leadership Convention is tricky. Some expenses will fall in this current year’s budget, and others will come after July 1, which need to be in your “interim” budget. Encouraging car-pooling and room sharing for those that are able can keep costs down.

How much to estimate in your budget?

\$100 per PTA member for registration

\$1,200 for 3 nights (2 - 4 people)

How much to estimate in your interim budget? 44.5¢ per mile for travel to and from Convention

\$36 per day for food for each attendee

Who Attends Leadership Convention

ANYONE who is a PTA member is welcome to attend Leadership Convention. Most PTAs plan for 2-4 members to attend. Be sure to review your policies and procedures and/or standing rules and apply the process to decide who can attend Leadership Convention. Here is a suggestion of who to send Leadership Convention.



Your PTA's President



Your PTA's President and Treasurer



Your PTA's President, Treasurer, & Membership Chair



Your PTA's President, Treasurer, Membership Chair, & a Student Member



Your PTA's President, Treasurer, Membership Chair, a Student Member, & Another Board Member



Your PTA's President, Treasurer, Membership Chair, a Student Member, Another Board Member, & a Member Who Wants to Learn

