

# *Florida PTA State Office*

*2023-2024*



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# Florida PTA State Office/Headquarters

Office hours: 8:00 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

**Kimberly Adamski**  
**Compliance Officer**  
**x 305**

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

**General Information**  
[info@floridapta.org](mailto: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

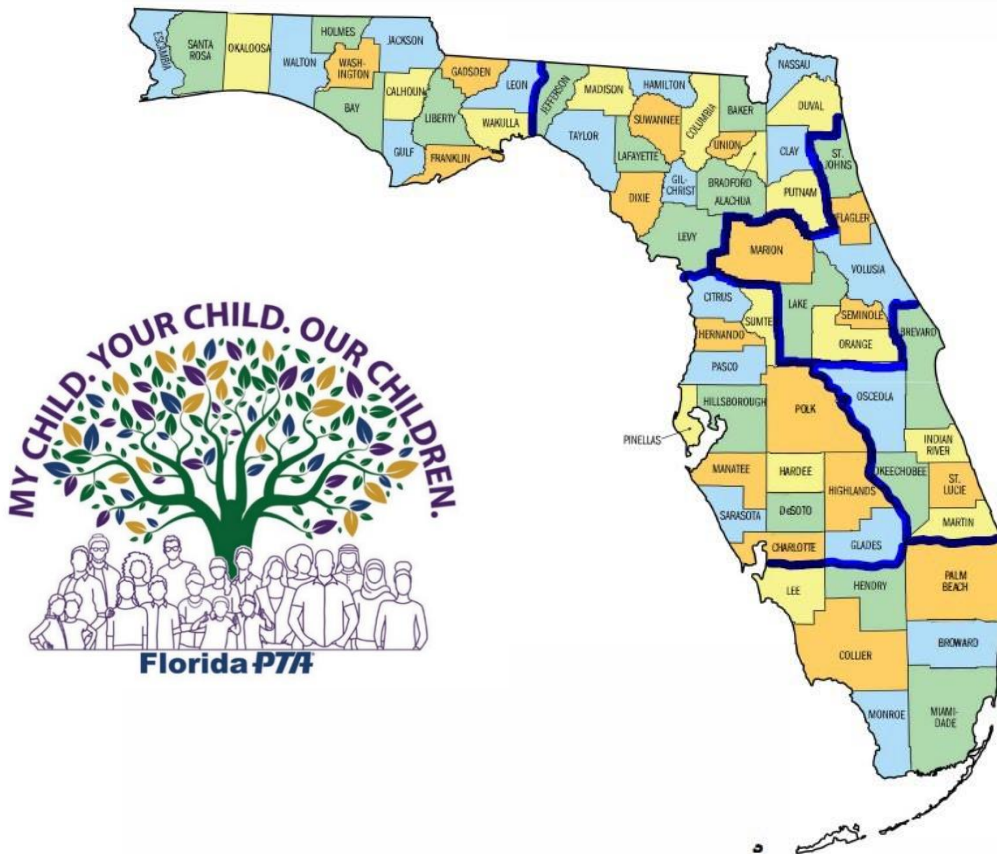
## **Conferences & Conventions**

Legislative Activities  
Tallahassee  
January 28 - 30, 2024

National PTA  
Virtual Convention  
June 2024

Leadership Convention  
July 18 – 21, 2024

# Florida PTA Region Representatives



**Northwest Region Representative**  
**Counties**

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

**Central Region Representative**  
**Counties**

Flagler  
Lake  
Marion  
Orange  
St. Johns  
Seminole  
Volusia

**Northeast Region Representative**  
**Counties**

Alachua	Jefferson
Baker	Lafayette
Bradford	Levy
Clay	Madison
Columbia	Nassau
Dixie	Putnam
Duval	Suwannee
Gilchrist	Taylor
Hamilton	Union

**East Region Representative**  
**Counties**

Brevard  
Indian River  
Martin  
Okeechobee  
Osceola  
St. Lucie

**West Region Representative**  
**Counties**

Charlotte	Hillsborough
Citrus	Manatee
DeSoto	Pasco
Glades	Pinellas
Hardee	Polk
Hernando	Sarasota
Highlands	

**South Region Representative**  
**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**

### **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](http://www.pta.org)

### **Proposed Resolution Items**

Check website for latest information [www.FloridaPTA.org](http://www.FloridaPTA.org)

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**Apparel, awards, recognition, gifts & much more!**

Something new has come to the Florida PTA! The Florida PTA Merchandise Store has over 100 different items including fashionable apparel styles, thoughtful gift items, useful meeting accessories and much more. Whether you are shopping for PTA recognition gifts, need help to promote your unit or just want something fun for yourself- we've got it!

**PROMOTE YOUR PTA**    **PTA REFLECTIONS**    **Awards & Gifts**    **Custom Shop Your Own PTA**

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# **HIGH SCHOOL SCHOLARSHIPS**

Florida PTA is pleased to offer scholarship opportunities to student PTA/PTSA members graduating from Florida high schools in 2023-2024. Applicants must be members of a Florida PTSA. The PTA/PTSA must be in good standing by **December 15, 2023**.

All scholarships are a one-time (non-renewable) award and will be awarded to worthy students who are interested in getting a start in life through post-secondary education.

Interested Florida high school seniors are encouraged to visit the Florida PTA website for more information and to access the on-line application when it opens.

Florida PTA encourages all local units to participate in fundraising activities to build the Scholarship Fund to support Florida high school seniors.

The **minimum** eligibility requirements are as follows: 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 2023-2024 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, 2023), 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, 2024 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 and 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 29, 2024**

# 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. The registration fee is not refundable.

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 highlight and recognize many of our Florida PTA unit award winners and individuals. Tickets are not available onsite.

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. Attendees are expected to conduct themselves as representatives of Florida PTA.

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?**

\$150 per PTA member for registration

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

**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

