

SEPTEMBER 2022

HSD PTA COUNCIL NEWSLETTER

PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

September 2022

F.R.Y.E.R.S. EVENT - SATURDAY, SEPTEMBER 10TH 10AM - 1PM

The Hazelwood PTA Council will hold our F.R.Y.E.R.S. event (Financial Review Year End ReportS) this Saturday, September 10th from 10am - 1pm at the Opportunity Center (1865 Dunn Rd, St.Louis 63138, Room #200). The purpose of this event is to assist our units in either completing their year-end financial documents or assisting in the auditing process. We will also have computer access for any unit who needs to file their IRS 990-N. Please make sure to bring the following items to complete these financial documents: -all bank statements and treasurer reports for the 2021-2022 fiscal year, -checkbook register, -any receipts, reimbursement forms and deposit slips for the fiscal year. If your unit is unable to attend on this date and needs Council's assistance, just contact us at hsdptacouncil@gmail.com to set up a meeting. This is a great opportunity to get these items complete before their due dates (11/15 for filing 990-N, 12/1 for turning in year end documents to MOPTA. Check out our article on page 3 for other great tips for your unit's fiscal responsibility.



Dates to Remember:

SEPTEMBER 6 (TUES)
Board of Education Meeting,
6:30pm

SEPTEMBER 10 (SAT)
HSD PTA F.R.Y.E.R.S Event
10am - 1pm (Op Center)

SEPTEMBER 15 (THURS)
HSD PTA Council General
Meeting, 6:30PM
[Zoom link](#)

SEPTEMBER 17 (SAT)
WHS Homecoming Parade
9am

SEPTEMBER 20 (TUES)
Board of Education Meeting,
6:30pm



MOPTA CONVENTION OCT 21- 23 LAKE OF THE OZARKS, MO

It's time to get #MOPTALoud! The Missouri PTA will hold its annual convention from October 21-23 in Lake of the Ozarks, MO. This is a great opportunity to attend dynamic workshops, network with other PTA members and much more!

[Registration is now open](#) with special Early Bird pricing (\$90 per registration) until September 18th. After this date the price increases to \$100. And remember, students (grade 6-12) are welcome! The convention will have workshops and activities specifically geared towards them. Student registration is \$60.

For more information regarding hotel accommodations, etc. click [here](#).

Registration closes October 14th!

MEMBERSHIP FOCUS -START THE YEAR STRONG!

It's a brand new school year and most of you are in the midst of kicking off your PTA Membership campaigns. Growing your PTA Membership can be as simple as asking everyone. Anyone can join PTA – parents, teachers, relatives and community members. National PTA has created a new Membership toolkit to help you get started, [You Belong in PTA](#). Full of ready-made and customizable flyers, this campaign helps your unit develop its own PTA value message.

YOU BELONG IN PTA

UNITE SPEAK ADVOCATE CHAMPION CONNECT INVEST

The PTA campaign, [PTA For Your Child](#) from last year also has great resources to help jumpstart your membership.



Another way to grow your numbers is to make the membership process as simple as possible. In addition to paper forms that can be handed out, try creating an online form (like Google Forms or Smartsheet) that can be shared via email and social media. Connecting an [online payment option](#) makes the process even easier. Click on [this article](#) for other great tips.

Don't forget: each month your unit should report new members and remit payment to MOPTA [here!](#)



HELPFUL LINKS

[HSD PTA Council Website](#)

[Contact HSD PTA Council](#)

[Missouri PTA Website](#)

[HSD PTA Council Facebook](#)

[Hazelwood School District Website](#)

[Missouri PTA Facebook](#)

[Donate to HSD PTA Council](#)

[National PTA Website](#)

SETTING UP FISCAL BEST PRACTICES FOR YOUR PTA UNIT

As we start the 2022 - 2023 school year, now is the perfect time to make sure your PTA unit is following the fiscal best practices recommended by [National and State PTA](#).

·The PTA bank account should have at least two PTA executives on the account and checks should preferably need two signatures.

·The Treasurer should submit a monthly report at each PTA meeting that recaps the previous month's deposits and expenses. Additionally, bank statements should be available and signed off by another PTA member each month

·Have effective money handling procedures in place and in writing. Two people should count incoming proceeds and verify the totals. Funds should be handed over to the Treasurer for immediate deposit.

·Keep accurate and detailed files of all expenses and money coming in. A check voucher system or reimbursement form is a good way to keep track of the expense amount and the purpose.

·National and State PTA strongly discourages any kind of debit/credit card to be associated with the PTA bank account. In some cases, a deposit-only ATM card can be requested from your bank.

·At the end of the fiscal year, the Treasurer should prepare the Year End Review and Report. These documents and associated paperwork must be reviewed by 3 people not associated with the bank account.

Best practices help to protect our PTA bank accounts from fraud and mismanagement. If you have any questions about how to implement any of these, please reach out to us at hsdptacouncil@gmail.com.



NATIONAL PTA GRANTS AVAILABLE

The National PTA Fall 2022 Programs Grants are now open for application! PTA is awarding funding for units to implement a variety of programs including STEM, literacy, digital citizenship, mental health, healthy lifestyles and the arts.

The deadline to apply is **September 27th at 5pm EDT**. Click [here](#) for a full listing of grants available and the stipulations. PTA Units must be in Good Standing to be eligible.