



PLAYBOOK

2026 - 2027



CORONA-NORCO COUNCIL of PTAs

2026 - 2027 CALENDAR

www.coronanorcocouncilpta.com

CNUSD Calendar <https://www.cnusd.k12.ca.us/common/pages/GetFile.ashx?key=i9qkDdAo>

June 2026	☐ <u>1 - Last day to new board roster FutureFund Connect</u> <u>FutureFund Connect</u> ** If you need assistance, please contact president@coronanorcocouncilpta.com 16th - "Summer Training Camp" Leadership Training - 9:00 am to 3:00 pm - In Person Training Event - CNUSD Learning Center Classrooms 18-20th National PTA Convention - Pittsburg, PA http://pta.org **No Executive Board Meeting this month**
July 2026	Happy PTA New Year!!! ☐ <u>Closeout financials and complete Year End Financial Review 01/01/2026-06/30/2026.</u> 6th - Welcome Back A, C and D Tracks! **No Executive Board Meeting this month** TBD - Executive Committee Meeting - Council Only
August 2026	3rd - Welcome Back B Track! 11th - Welcome Back T Track! 13th - 9:30 am - CNUSD Boardroom - Executive Board Meeting - ALL Unit PTA/PTSA Presidents 15th - CNCPTA Family Night Out - Angels vs. KC @ Angels Stadium https://www.gofevo.com/group/Coronanorco26

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August 2026	19th – Executive Committee Meeting – Council Only 21st – Leadership Training – 5:00 pm to 8:00 pm – In Person Training Event – CNUSD Learning Center Classrooms – Registration: https://forms.gle/HbuzSjHYKtDvMcch6
September 2026	10th – 9:30 am – General Association Meeting – Voting Body includes Unit Presidents, Admin, Superintendent, ECM and ECM Standing Chairs – CNUSD Boardroom School Smarts Academy – VanderMolen Elementary School (Registration Required – https://forms.gle/A2LiQ9MDMVjmzM3AA) ● 2nd – 8:00 – 10:00 am ● 9th – 8:00 – 10:00 am ● 16th – 8:00 – 10:00 am ● 23rd – 8:00 – 10:00 am ● 30th – 8:00 – 10:00 am 24th–Executive Committee Meeting – Council Only
October 2026	3rd–Red Ribbon Event Kickoff – TBD School Smarts Academy – VanderMolen Elementary School (Registration Required – https://forms.gle/A2LiQ9MDMVjmzM3AA) ● 14th – 8:00 – 10:00 am ● 21st – 8:00 – 10:00 am 8th–9:30 am – Executive Board Meeting – ALL Unit PTA/PTSA Presidents

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October 2026	19th -23rd - Safety to School Week Campaign 23-31-Red Ribbon Week Theme - “MakeaDifference. Be a Hero. Stay Drug Free” https://www.redribbon.org/theme#:~:text=2026%20Red%20Ribbon%20Week%20Theme,on%20others%2C%E2%80%9D%20she%20said 29th - Executive Committee Meeting - Council Only ☐ <u>MANDATORY COMPLIANCE -ALL UNITS MUST HAVE AT LEAST A PRESIDENT, SECRETARY AND TREASURER LISTED IN FUTURE FUND CONNECT BY OCTOBER 31</u> ☐ <u>AND AT LEAST 15 MEMBERS PAID FOR/REMITTED BY OCTOBER 31</u>
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November 2026	9th - 9:30 am - General Association Meeting - Voting Body includes Unit Presidents, Admin, Superintendent, ECM and ECM Standing Chairs - CNUSD Boardroom **Unit Reflections Entries Due ** **CNCPTA Insurance Application Waivers Due** 13th - RCOE Student of the Month - Community Partnership - 9:00-11:00 a.m. - Lee V. Pollard High School 24th - CNCPTA Community Food Drive - Home Gardens Academy - Details on Flyer ☐ <u>15th - MANDATORY Compliance - Federal Taxes, State Taxes and RRF-1/CT TR-1 Forms Due</u> 19th - Executive Committee Meeting - Council Only 23-27 - Thanksgiving Break ☐ <u>MANDATORY Compliance - Insurance Premiums Due - President will receive communication directly from AIM/California State PTA</u> https://aim-companies.com/capta-insurance-renewal/
December 2026	2nd- CNCPTA Reflections Award of Excellence Winners physical projects due to move forward to next level judging at 23rd District PTA 10th - 9:30 am - Executive Board Meeting - ALL Unit PTA/PTSA Presidents **CNCPTA CAPTA Legislation Conference Scholarships Due** ☐ <u>10th - Mandatory Compliance - All Units Workers Comp Form Due</u> https://aim-companies.com/capta-wcreporting/

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December 2026	**No Executive Committee Meeting - Council Only** 21 - Jan 8th - T Track Winter Break 21 - Jan 4th - A, B Track Winter Break 21 - D Off Track
January 2027 January 2027	14th - 9:30 am - Executive Board Meeting - ALL Unit PTA/PTSA Presidents 21th - Executive Committee Meeting - Council Only 26th - Corona-Norco Council PTA Reflections Awards 15th- RCOE Student of the Month - Community Partnership - 9:00-11:00 a.m. - Lee V. Pollard High School ☐ 31st - Mandatory - Last day to submit Workers Comp Form https://aim-companies.com/capta-wcreporting/ ☐ Closeout financials and complete MID YEAR Financial Review <u>07/01/2026-12/31/2026.</u>
February 2027	TBD - CAPTA Legislation Conference https://capta.org/programs-events/legislation-conference/ 11th - 9:30 am - Executive Board Meeting - ALL Unit PTA/PTSA Presidents ** CNCPTA Senior Scholarship Applications Due** 25th - Executive Committee Meeting - Council Only TBD - 23rd District PTA Reflections Awards School Smarts Academy - Washington Elementary School (Registration Required - https://forms.gle/AzLiQ9MDMVjnzM3AA) ● TBD

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March 2027	1-3rd - National PTA Legislative Conference - Arlington, VA https://www.pta.org/home/events/PTA-Conferences-Events 11th - 9:30 am - General Association Meeting - Voting Body includes Unit Presidents, Admin, Superintendent, ECM and ECM Standing Chairs - CNUSD Boardroom **Annual Historian Report Due** TBD - RCOE Student of the Month - Community Partnership 25th - Executive Committee Meeting - Council Only 29th - April 2nd - Spring Break - T Track
April 2027	5th - Welcome Back T Track 6th - Founders' Day Luncheon 9th - RCOE Student of the Month - Community Partnership - 9:00-11:00 a.m. - Lee V. Pollard High School 15th - ALL PTA/PTSA Elections should be completed - Upload new roster in Future Fund Connect https://connect.futurefund.com/ 15th - CNCPTA Convention Scholarship Application Due **No Executive Board Meeting this month** 22nd - Executive Committee Meeting - Council Only
May 2027	TBD - CAPTA State Convention - capta.org 13th - 9:30 am - General Association Meeting - ZOOM

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May 2027	TELECONFERENCE - Voting Body includes Unit Presidents, Admin, Superintendent, ECM and ECM Standing Chairs 14th - RCOE Student of the Year - Community Partnership - 9:30-11:30 a.m. - RCOE Conference Center 27th - Executive Committee Meeting - Council Only
June 2027	**No Executive Board Meeting this month** **No Executive Committee Meeting - Council Only** 15th - "Summer Training Camp" Leadership Training - 9:00 am to 3:00 pm - In Person Training Event - CNUSD Learning Center Classrooms TBD - National PTA Convention - Pittsburgh, PA http://pta.org
July 2027	1st - New PTA/PTSA Term Starts! ☐ <u>Closeout financials and complete Year End Financial Review 01/01/2027-06/30/2027.</u>

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Points will be tallied for each Unit and the top Units will be recognized as "Outstanding Units" at Founder's Day

Forms may be accessed at www.coronanorcocouncilpta.com	Points Possible	Date Turned In	Points Received
August 13, 2026 - Due ☐ Historian Hours - July ___ 1 ☐ May EBM Minutes 1 ☐ May Treasurer's Report 1 ☐ May Bank Reconciliation 1 ☐ June EBM Minutes 1 ☐ June Treasurer's Report 1 ☐ June Bank Reconciliation 1 ☐ July EBM Minutes 1 ☐ July Treasurer's Report 1 ☐ July Bank Reconciliation 1 ☐ General Association Minutes 2 ☐ General Association Treasurer's Report 2 ☐ General Association Secretary's Report 2 ☐ <i>*Annual Financial Report - (7-1 to 6-30)</i> 5 ☐ Board-Elect Attendance - CNCPTA May General Association Meeting - 1 point per person ☐ June Leadership Training Attendance - 1 point per person ☐ Membership Dues - manual dues collected must be turned in monthly -			
September 10, 2026 - Due ☐ Historian Hours - August ___ 1 ☐ August EBM Minutes 1 ☐ August Treasurer's Report 1 ☐ August Bank Reconciliation 1 ☐ <i>*Approved Budget w/Date Adopted</i> 3 ☐ Approved Calendar w/Date Adopted 3 ☐ <i>*Year End Financial Review Report (1-1 to 6-30)</i> 5 ☐ <i>*Professional Governance Standards</i> 4 ☐ Membership Dues - manual dues turn in monthly - ☐ <i>*Conflict Whistleblower Forms (signed by all board members)</i> 4 ☐ Membership Totals - both Manual and TOTEM ___ 2 ☐ August Leadership Training Attendance - 1 point per person ☐ Report of all EB Officer/Chairman & dates when each received general financial training 4			

Points will be tallied for each Unit and the top Units will be recognized as "Outstanding Units" at Founder's Day

September 10, 2026 - Due ☐ Signed Participation Reflections Agreement ☐ <i>*Council's Unit Compliance Agreement Form signed (New Form)</i>	2 5		
October 8, 2026 - Due ☐ Historian Hours - September ____ ☐ September EBM Minutes ☐ September Treasurer's Report ☐ September Bank Reconciliation ☐ General Association Minutes ☐ General Association Treasurer's Report ☐ General Association Secretary's Report ☐ <i>*Unit Required 3 Officers and Board Roster Entered into Future Fund Connect</i> ☐ <i>*Membership Roster - both Totem and Manual</i> ☐ <i>*Adopted Financial Review Report page 1 only - with dates Adopted by Board and Association</i> ☐ Membership Totals -both Manual and TOTEM (15 members min. required for compliance) ____ ☐ Advocacy/Outreach Assessment \$100.00 ☐ Council Gen'l Assessment Fee (\$200.00 Elementary/Academy - \$100.00 Intermediate/High School) ☐ Signed Participation Reflections Agreement ☐ <i>*Copy of Tax Form 990N/990EZ Filing</i> ☐ <i>*Copy of Tax Form 199N/199 Filing</i> ☐ <i>*Copy of RRF-1 w/CT-TR-1 (if applicable) Filing</i> ☐ Attendance - CNCPTA September General Association Meeting - 1 point per person ☐ Membership Dues - manual dues turn in monthly	1 1 1 1 2 2 2 5 4 5 2 5 5 3 6 6 6 -		
November 12, 2026 - Due ☐ Historian Hours - October ____ ☐ October EBM Minutes ☐ October Treasurer's Report ☐ October Bank Reconciliation ☐ Membership Dues - manual dues turn in monthly ☐ Reflections Entry Submissions ☐ Membership Totals - both Manual and TOTEM ____ ☐ <i>*Insurance Premium - pay directly to AIM-Pay Early</i>	1 1 1 1 - 4 2 5		

Points will be tallied for each Unit and the top Units will be recognized as "Outstanding Units" at Founder's Day

December 10, 2026 - Due ☐ Historian Hours - November ___ 1 ☐ November EBM Minutes 1 ☐ November Treasurer's Report 1 ☐ November Bank Reconciliation 1 ☐ Membership Dues - manual dues turn in monthly - ☐ Membership Roster - both Manual and TOTEM 4 ☐ <i>*Insurance Premium - pay directly to AIM- Pay on Time</i> 3 ☐ <i>*Worker's Compensation Form - send directly to AIM</i> 5 ☐ Attendance - CNCPTA November General Association Meeting - 1 point per person ☐ Membership Totals - both Manual and TOTEM___ 2			
January 14, 2027 - Due ☐ Historian Hours - December ___ 1 ☐ December EBM Minutes 1 ☐ December Treasurer's Report 1 ☐ December Bank Reconciliation 1 ☐ General Association Minutes 2 ☐ General Association Treasurer's Report 2 ☐ General Association Secretary's Report 2 ☐ Membership Dues - manual dues turn in monthly - ☐ Membership Totals - both Manual and TOTEM___ 2 ☐ <i>Worker's Compensation Form - send directly to AIM</i> 3			
February 11, 2027 - Due ☐ Historian Hours - January ___ 1 ☐ January EBM Minutes 1 ☐ January Treasurer's Report 1 ☐ January Bank Reconciliation 1 ☐ Membership Dues - manual dues turn in monthly - ☐ <i>*Mid-Year Financial Review Report (7-1 to 12-31)</i> 5 ☐ Membership Totals - both Manual and TOTEM___ 2			
March 11, 2027 - Due ☐ Historian Hours - February____ 1 ☐ <i>*Historian Annual Report (Estimate the hours for March - June)</i> 5 ☐ February EBM Minutes 1			

Points will be tallied for each Unit and the top Units will be recognized as "Outstanding Units" at Founder's Day

March 11, 2027 - Due ☐ February Treasurer's Report 1 ☐ February Bank Reconciliation 1 ☐ Membership Dues - manual dues turn in monthly - ☐ Membership Roster - both Manual and Totem 4 ☐ Council Founder's Day Reservations & Payment 5 ☐ Council PTA's Unit Spotlight Award Application 5 ☐ Membership Totals - both Manual and TOTEM___ 2			
April 15, 2027 - Due ☐ March EBM Minutes ☐ March Treasurer's Report ☐ March Bank Reconciliation ☐ Convention Attendance ☐ <i>*Board-Elect Unit Rosters with emails and phone numbers - upload into Future Fund Connect and copy to Council by April 15, 2027</i> ☐ Attendance - CNCPTA March General Association Meeting - 1 point per person ☐ Membership Totals - both Manual and TOTEM___ ☐ Membership Dues - manual dues turn in monthly			
May 13, 2027 - Due ☐ April EBM Minutes ☐ April Treasurer's Report ☐ April Bank Reconciliation ☐ General Association Minutes ☐ General Association Treasurer's Report ☐ General Association Secretary's Report ☐ <i>*Adopted Mid Year Financial Review Report page 1 only - with dates Adopted by Board and Association</i> ☐ Membership Totals - both Manual and TOTEM___ ☐ Membership Dues - manual dues turn in monthly			
June 2027 - **will be requested in August 2027 for points ☐ May EBM Minutes** ☐ May Treasurer's Report** ☐ May Bank Reconciliation** ☐ Membership Totals - both Manual and TOTEM___ ☐ Membership Roster - both Manual and TOTEM ☐ Membership Dues - manual dues turn in monthly			

Points will be tallied for each Unit and the top Units will be recognized as “Outstanding Units” at Founder’s Day

June 2027 - **will be requested in <u>August 2027</u> for points ☐ Council Leadership Training Attendance - 1 pt per person ** points issued in August 2027 ☐ Attendance CNCPTA May General Association Meeting - 1 pt per person ** points issued in August 2027			
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Corona-Norco Council PTA 2026-2027 MEMBERSHIP INCENTIVE PROGRAM Creating Community Through Membership!



All units meeting monthly challenge drawing to win!
All units can enter through membership challenge google form.

AUGUST - Start Strong!

Challenge: Principal + 5 Teachers Join Your PTA!

Prize: \$30 for custom "Welcome to PTA!" Front-Office poster

SEPTEMBER - Community Connectors

Challenge: Challenge: Enroll 1 Local Official (School Board/City Council/First Responder)

Prize: \$25 for PTA meeting snack bar



OCTOBER - Families First!

Challenge: 10 Family/ Grandparent/ Community Members

Prize: \$25 for PTA store purchase



NOVEMBER - TOTEM Takeover!

Challenge: Be Active On TOTEM

Prize: \$40 for custom QR code poster



DECEMBER - Staff Shout-Out!

Challenge: 10 or more teacher+staff members

Prize: \$40 for Staff Appreciation banner



**JANUARY -
New Year New Members!**
Challenge: 5 New Members after Winter Break
Prize: \$60 for custom PTA event backdrop

February - Fall in Love with PTA

Challenge: Submit Remittance for All Cash Members

Prize: \$60 for PTA office supplies



MARCH - Finish Line Fever!

Challenge: Have 20 More Members over Last Year(25-26)'s Membership

Prize: \$50 for customized PTA meeting banner

APRIL - Online Hustle!

Challenge: 50%+ Memberships via TOTEM

Prize: \$60 for personalized PTA tablecloth



Bonus Awards at Founders Day!

Most improved Overall Members
Most improved Student Members
Highest % of Staff Membership
Most Improved % from Last Year
All units with a 10% or greater increase in membership will receive a certificate

Awards Include: Framed Certificate, Mini Trophy, Social Media Spotlight!



Membership Points System

Participate in a Monthly Challenge = 10 points
Meet Monthly Challenge Goal = 20 points
Principal + Assistant Principal Membership = 15 bonus points
Increase Membership by 10% over last year = 30 bonus points
First Unit to Complete a Challenge = 5 bonus points
Grand Champion: Top Scoring Unit wins \$100 to spend at district store or print shop!

Corona-Norco Council PTA 2026 – 2027

Amazing Advocate Program

Help keep track of your Amazing Advocacy Programs your PTA/PTSA has participated in this year with this sheet. Earn points by uploading your advocacy programs to our Advocacy Google Form every month! The units with the most points will be eligible to win the Amazing Advocate Award, which will be presented on April 6, 2027 at the Annual Corona-Norco Council PTA Founders' Day Luncheon.

DOCUMENTATION

To be eligible, units must submit their programs every month to the Advocacy Google Form:

ENTER FORM LINK HERE- coming soon!

DEADLINE

All documentation must be submitted no later than March 11, 2027, by 11:59 P.M.

UNIT NAME: _____

UNIT PRESIDENT: _____

Raise Awareness to Promote Child Health & Safety

Advocacy Month By Month

August 2026

- ☐ **PURPLE RIBBONS** = (1) point
- ☐ Decorate your school with purple ribbons to raise awareness for Kaitlyn's Law. Don't Forget – Double Check! No Kids Left in Cars!
- ☐ **DESIGNATE PURPLE SPIRIT DAY** = (1) point
The campus community wears purple to support Kaitlyn's Law!
- ☐ **DELIVER PURPLE MESSAGE** = (1) point
Share information about heatstroke (hyperthermia) and Kaitlyn's Law through newsletters, websites, social media, posters, or banners.

September 2026

- ☐ **GOLD RIBBONS** = (1) point
Decorate your school with gold ribbons to promote Childhood Cancer Awareness Month.
 - ☐ **DESIGNATE GOLD SPIRIT DAY** = (1) point
The campus community wears gold to support Childhood Cancer Awareness Month!
 - ☐ **DELIVER GOLD MESSAGE** = (1) point
Share information about childhood cancer through newsletters, websites, social media, posters, or banners.
-

October 1 - 22, 2026

- ☐ **ORANGE RIBBONS** = (1) point
Decorate your school with orange ribbons to promote kindness and anti-bullying programs and initiatives.
 - ☐ **DESIGNATE ORANGE SPIRIT DAY** = (1) point
The campus community wears orange to support kindness and anti-bullying initiatives!
 - ☐ **DELIVER ORANGE MESSAGE** = (1) point
Share information to promote kindness and anti-bullying programs and initiatives through newsletters, websites, social media, posters, or banners.
-

October 23 - 31, 2026

- ☐ **RED RIBBONS** = (1) point
Decorate your school with red ribbons to raise awareness for National Red Ribbon Week. Promote drug prevention campaigns and activities.
- ☐ **DESIGNATE RED SPIRIT DAY** = (1) point
The campus community wears red to support National Red Ribbon Week!
- ☐ **DELIVER RED MESSAGE** = (1) point
Share information to promote drug prevention campaigns and initiatives through newsletters, websites, social media, posters, or banners.

November 2026

- ☐ BLUE RIBBONS IN NOVEMBER = (1) point

Decorate your school with blue ribbons to promote Juvenile Diabetes Awareness Month.

- ☐ DESIGNATE BLUE SPIRIT DAY = (1) point

The campus community wears blue to support Juvenile Diabetes Awareness Month!

- ☐ DELIVER BLUE MESSAGE = (1) point

Share information about juvenile diabetes through newsletters, websites, social media, posters, or banners.

January 2027

- ☐ BLUE RIBBONS IN JANUARY = (1) point

Decorate your school with blue ribbons to promote National Mentoring Month.

- ☐ DELIVER BLUE MESSAGE = (1) point

Share information about National Mentoring month through newsletters, websites, social media, posters, or banners.

February 2027

Spread the Love in February.

- ☐ PB&J spread the Love food drive = (1) point

Participate in the council PB&J food drive/ or host your own PB&J food drive for your school.

March 2027

- ☐ GREEN RIBBONS IN MARCH = (1) point

Decorate your school with green ribbons/banner to promote National Kidney Month

- ☐ DELIVER GREEN MESSAGE = (1) point

Share information about National Kidney month through newsletters, websites, social media, posters, or banners.

Bonus Points!!!

- ☐ Food Drive = (5) points
Organize a food drive in your campus community.
Earn (5) bonus points for organizing a Corona-Norco Settlement House Food Drive.
- ☐ Blood Drive = (5) points
Organize a local blood drive with the American Red Cross or LifeStream.
- ☐ Advocacy Project = (5) points
Develop/implement a project to meet the needs of children in your campus community.
- ☐ Kindness Campaign = (5) points
Create and implement a fun way to incorporate kindness on campus.
- ☐ Anti-Bully Campaign = (5) points
Create and implement a fun way to incorporate bully awareness on campus.
- ☐ Community Advocacy = (20) points
Host a PTA/PTSA activity booth at a local community event.
- ☐ From Graduating to Advocating = (5) points
Enroll in Ed100 and become a graduate by completing all ten chapters of the program. Must submit confirmation of completion. <https://ed100.org> ☐ California State PTA Legislation Conference = (5) points • Date TBD (usually February):

<https://capta.org/programs-events/legislation-conference/>

- Send a member from your unit to the California State PTA Legislation Conference.
- Your unit may apply for a scholarship to attend the Legislation Conference through Corona-Norco Council PTA by emailing the following officers: president@coronanorcocouncilpta.com, evp@coronanorcocouncilpta.com, and leadership@coronanorcocouncilpta.com prior to January 10th, 2026.

☐ Legislative Advocacy = (5) points

- Participate in the Corona-Norco Council PTA Legislative Safari.
- The tentative date will be determined based on interest and participation.

☐ Advocacy Alerts = (5) points

- When requested, attend the local school board, city council, or county supervisor meeting(s).
- A representative from Corona-Norco Council PTA will be present to confirm attendance.

☐ California State PTA Spotlight Award = (5) points

- Share your unit program(s) by applying for the California State PTA Spotlight Award.
- <https://capta.org/programs-events/awards-for-ptas/spotlight-awards/>
- Apply to CAPTA by March 1, 2026, and submit confirmation of e-mailed application(s).

☐ Corona-Norco Council PTA Spotlight Award = (5) points •

New this year!

- Share your unit program(s), and your unit will be eligible to win \$200 for merchandise through Shop PTA or marketing materials through the CNUSD Print Shop.
- <https://docs.google.com/forms/d/e/1FAIpQLScqLNO68HTCe7-zhCRyy4uW-EYc1QjLqHCz3v-fRp2YCYcBA/viewform?usp=sharing>

Total points: _____

Verified by council representative/date: _____