

Northwest Cook Region

Fall Training Schedule

All courses will be held at South Middle School, 400 S Highland Ave, Arlington Heights

Courses run from 7 to 9 PM.

Sept 12	PTA Road to Success	This course explains the who, what and why of PTA. This course is for everyone! The bylaws require this for the entire board (chairmen and officers).
Sept 12	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 14	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 20	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 22	Money Matter 201	This course will take you more in depth into some of the legal issues you may encounter as a 501 (c) (3) association. It is suggested that all PTA treasurers take this course, but it contains many legal issues, which other PTA officers should be aware of.
Sept 22	Council Course	This course explains what a council is, how it connects multiple PTAs together and enhances our voice for children, what councils can do for PTAs and its role within the PTA structure. This course should be attended by Presidents and Council Board members or anyone who wants to learn more about PTA.

Watch your email for information on additional courses to be offered.

Please register [here](#) or email msheppard@illinoispta.org.

Walk in are welcome but materials only guaranteed for those that preregister.