



MANDEVILLE ON AUGUST 17, 2024      SHREVEPORT ON AUGUST 24, 2024

## Training Schedule

- 8:15 **Registration** and Continental Breakfast
- 9:00 **Welcome:** Overview, vendors, introductions, guest speaker, questions, giving examples, networking
- 9:15 **Session 1:** Website (10), Leadership (20), Membership (15), Affiliation (15), Bylaws (5)
- 10:30 **Session 2:** Contests/Grants/Awards (20), Reflections (15), Programs & Fundraising (30)
- 11:45 **Lunch & Vendor Visits:** Annual Meeting (15); Friends of LAPTA and Vendor presentations
- 12:30 **Session 3:** Special Education & Fam-School Partnerships (20), FLC & Advocacy (15), Healthy Minds (20)
- 1:30 **Session 4: Workshops** (Choose one. Everyone has handouts from all courses.)
  - 1) Room A: Presidents & VPs
  - 2) Room B: Treasurer
  - 3) Room C: Secretary
  - 4) Room D: Membership, Board Members, & Committees
- 2:40 **Q&A**
- 3:00 **Closing**

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## Mission, Value, and Purposes of PTA

- The **Mission of PTA** is to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children. This is why we “keep doing this.”
- The **Values of PTA** are collaboration, commitment, diversity, respect, and accountability.
- The **Purposes of PTA** are to promote the welfare of children in home, school, places of worship, and throughout the community; to raise the standards of home life; to advocate for laws that further the education, physical and mental health, welfare, and safety of children; to promote the collaboration and engagement of families and educators in the education of children; to engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children; and, to advocate for fiscal responsibility regarding public tax dollars in public education funding.



# LouisianaPTA.org Website

Beth Maillho, LAPTA President

President@LouisianaPTA.org, (985) 778-5799

## LAPTA: (Support and guide local PTAs)

[Blog](#) – previous Local Leader emails

[Board](#) – Contact information and bios

[Calendar](#) – LAPTA dates as a PDF list & monthly view

[Gen Memb Meetings](#) – Agenda and Minutes from Annual LAPTA General Membership Meetings

[History](#) – LAPTA is 102 years old this year!

[Register](#) – Required registration with LAPTA for officers, encouraged for Board Members

[Shop PTA](#) – Buy official PTA gear.

## Run Your PTA:

[Active Affiliation](#) – Link to submit files with all the details

[Board Members](#) – Overview for Board Members and committee types

[Bylaws](#) – Bylaws Template, instructions, and timelines

[Elections](#) – Details the process for elections, includes scripts, forms, and Toolkit

[Fundraising](#) – New page with fundraising ideas; please share your wins!

[Meetings](#) – New page that gives support documentation and scripts on how to run effective meetings

[President](#) – Toolkit, navigate links, and more

[Vice-President](#) – PTAs set all other duties for their VPs.

[Treasurer](#) – Quick access to forms (fillable PDFs), Toolkit, training, etc.

[Secretary](#) – Forms, training, Toolkit, etc.

[Students](#) – Reflections Theme entry link, Reflections forms for download

[Toolkits](#) – All sections listed individually

[Reflections](#) – Complete details on the program, downloads, forms, training, past winners

[Resources](#) – Compilation of resources to help run your PTA; all Canva templates

## Membership:

[Grow Membership](#) – Tools to grow membership

[Submit Dues](#) – CheddarUp.com has Member Card templates

[Join PTA!](#) – local PTA online membership purchasing

[Monthly Challenges](#) – strategize submitting dues

[Annual Awards](#) – awards for Local PTAs from LAPTA

[Start a PTA and Dissolve a PTA](#)

[Member Perks](#) – need more local perks

[Lagniappe PTSA](#) – statewide PTSA anyone can join

[Inclusion & DIO](#) – reach the entire community

## Learn:

[LAPTA Training](#)

[National PTA Training](#)

[Resources](#)

[Toolkits](#)

## Partnerships:

[Friends of LAPTA](#)

[Mission Partners of LAPTA](#)

[Vendors](#)

## Programs:

[Advocate](#) – LegCon, Advocacy Awards, Public Elections Guidance, Toolkit

[Awards](#) – Volunteer Awards, Monthly Challenges, Annual Membership Awards, Toolkit

[Contests](#) – Fire Safety Poster, Reflections Theme, Reflections Program, Toolkit

[Family Engagement](#) – Six National Standards for Family-School Partnerships, training

[Grants](#) – LAPTA five grants, National PTA grants, past winners, grant writing tips, Toolkit

[Healthy Minds](#) – Jessica Latin is the NPTA Mental Health Champion; articles, resources

[Reflections](#) – National PTA Arts Program for students

[Programs](#) – The good PTA does; NPTA Programs

[Special Education](#) – Helping all children with exceptionalities (special needs) succeed in school



# Be an Impactful Leader

Jennifer Hale, VP of Leadership Development

Leader.Develop@LouisianaPTA.org

## Leadership Skills

Leadership skills include intelligence, self-confidence, determination, integrity, motivation, and sociability. Emotional Intelligence includes social awareness, self-awareness, self-regulation, and successful relationship management. Evaluate your strengths and weaknesses of the following:

- 1) Technical Leaders have specialized skills and are masters of day-to-day operations; Enjoy details of work, interested in technical things, good at making things work, follow directions easily, complete assignments, and fulfill their requirements.
- 2) People Leaders understand their teams, create an atmosphere of trust, and foster collaboration; Adapt ideas to people’s needs, easily understand others, value a supportive communication environment, understand the social fabric of an organization, enjoy getting everyone to work together, concerned with how their decisions affect others’ lives.
- 3) Conceptual Leaders are the thought-leaders who visualize goals, systems, and workflow, and are big-picture thinkers; Enjoy working with the abstract, strategizing for growth, creating a mission statement, and thinking about an organization’s values and philosophy; Find complex organizational problems intriguing.

## Leadership Traits

Self-Awareness	Time Management	Motivation	Collaboration	Innovative
Relationship Building	Continuous learning	Empathy	Delegation	Vision of future
Critical Thinking	Communication	Creativity	Integrity	<b>Avoids Burnout</b>

## Plan for Future Leaders

Always be looking for future leaders. Build the pipeline now. Identify role needs and skill sets. Build a path that starts easy at the base level and works up to bigger roles. Observe people to identify and then engage those with potential. Build relationships with them and let them know you see their potential and what impressed you about them. Offer training for them. Keep communicating with them because it takes time for people to see how they might fit. Build a respectful and trusting culture that people want to be a part of.

## Conflict Management

Most conflict tends to revolve around **communication breakdowns**. Engage in direct conversations with the involved parties to get to the root of the issue. Pick up the phone. To problem solve effectively, cultivate an open and friendly environment and respect others; clearly define expectations for desired outcomes; offer private correction and public recognition and praise; actively listen to all parties involved; and investigate problematic situations from multiple perspectives. For school level complaints, the PTA does not have the authority to address those. Direct the concerned party to the school district's official policy. Typically, the established "chain of command" is 1) teacher, 2) principal, 3) principal's supervisor, 4) superintendent, and 5) school board. Managing conflict effectively can quickly yield positive and pleasant outcomes.

## Thank Your Team Based on Their Personalities

Write handwritten letters to those who volunteer to make a difference. Have a social gathering or dinner for those who enjoy making new friends. Have a classroom event for those who enjoy spending time with their kids. Have awards, plaques, and certificates for those who enjoy gaining new skills. Give personalized gifts to those who like thoughtful details. Have an honorary item in the school or garden for those who like making things better for the future. Have a banner, announcement, or newsletter recognition for those who like public recognition.



# Membership

Peggy Mauer, LAPTA Membership Chair

[Membership@LouisianaPTA.org](mailto:Membership@LouisianaPTA.org)

[LouisianaPTA.org/membership](http://LouisianaPTA.org/membership)

[PTA.org/MembershipMania](http://PTA.org/MembershipMania)

## Importance of Membership

Membership stands as the cornerstone of the PTA. Without members, the PTA doesn't exist. Membership is open to anyone who aligns with the National PTA mission and purposes. PTA has three levels in Louisiana: the Local PTA Unit, Louisiana PTA (LAPTA), and National PTA (NPTA). NPTA is the nation's largest (2+ M) and oldest (127 yrs!) nonprofit volunteer organization advocating for children's well-being. Its core mission revolves around enhancing the lives of all children and teens. PTA holds immense potential to make a positive impact on every child. Local PTAs receive from NPTA many resources, programs, training, support, contests, awards, and grants in return.

## Submitting Dues

When someone joins a Local PTA Unit, they also become a member of LAPTA and National PTA. Each PTA must submit to LAPTA \$3.50 per member. From that, NPTA receives \$2.25 and LAPTA retains \$1.25. LAPTA has the responsibility of forwarding NPTA's portion. All Board Members are required to be current members of their Local PTA. Membership is valid from the date of issue through June 30 of each year and is only good for that year.

1. At [LouisianaPTA.org/submitdues](http://LouisianaPTA.org/submitdues), click "Submit Member Dues." Pay with check (no fees) or debit/credit card.
2. Download the spreadsheet "LAPTA Local PTA Membership Report." Enter the last name, first name, and email for each member. Email the **spreadsheet** (not PDF, etc.) to [office@LouisianaPTA.org](mailto:office@LouisianaPTA.org). Repeat monthly.

## 2025 Dues Increase

On June 27, 2024, National PTA voted to increase their dues by \$1.00. Starting on July 1, 2025, the total dues will be \$4.50 per member with LAPTA getting \$1.25 and National PTA getting \$3.25. To prepare for the 2025 increase, pass an amendment to your Bylaws to increase your dues which needs LAPTA approval to go into effect. Remind your members that membership costs about as much as an order of beignets with café au lait or one fancy coffee!

## Monthly Membership Challenges ([LouisianaPTA.org/membership](http://LouisianaPTA.org/membership))

LAPTA has a goal of 11,000 members for our 102nd year in 2024–25. To be eligible for awards, all PTAs must have Active Affiliation status. A PTA can strategically submit dues to qualify for more awards. The qualifying PTA units will receive recognition and automatically be entered into a monthly drawing for \$100!

- **August Welcome Back, Yall! Award** – Submit 25 membership dues plus all Officers are registered with LAPTA
- **September Jazzy Start Award** – Jazz up membership with 50% of the previous year's membership total
- **October Swamp Monster Award** – Don't let the Rougarou get you before submitting 31 new members
- **November Harvest Award** – Harvest 50 new members and fully file Active Affiliation Report
- **December wONederland Award** – Achieve 100% of the previous year's membership
- **January 2025 Kick Off Award** – Kick off the new year by submitting 25 new memberships
- **February Happy Birthday, PTA! Award** – Celebrate National PTA's birthday on Feb 17 with 17 new members
- **March Krewe of Membership Award** – Throw us a dozen new memberships

## Annual Membership Awards

- **Challenge Champ Award** – Earn five or more Monthly Challenges
- **Membership Matters Award** – Increase membership by at least 10% from last year
- **All Star PTA Award** – Reach your LAPTA goal for at least three years in a row
- **Golden Apple Award** – 100% membership of teachers and administrators
- **Golden Magnolia Award** – Membership total is equal to or greater than the student total

## Increasing Membership

- Welcome Packet – Start the year with a Welcome Packet. Include President’s welcome note, events, calendar, programs, how the PTA gives back, summary of the previous year’s accomplishments, and fundraising overview. Include a Membership Sign-Up Form. Ask for donations. Include pre-ordering forms for things throughout the year.
- KEEP ASKING your families to join PTA. Ask them to join the Board of Directors, a committee, or as a member.
- Clarify that joining does not mean volunteering.
- Sign up for PTA.org Membership Mania emails. Use [Recruitment Tools](#) from NPTA. Many are available in Spanish.
- Use the car line to your advantage by passing out flyers and showing people the “face of PTA”.
- Have a visible Membership Thermometer or Goal Chart. Find your goal at [LouisianaPTA.org/membership](http://LouisianaPTA.org/membership).
- Contests – hold membership drawings and giveaways targeting specific groups, such as students, teachers, and families. Yes, all students can be members! Get prizes donated from local stores or community members.
- Benefits – offer benefits such as Free Dress Day, drawing for a front-of-the-line pass, reserved parking spots,
- Create a PTA Member sign for teachers who are members to post on their classroom doors.
- Offer an online dues purchasing option with CheddarUp, PTBoard, Local Level, a custom website, etc.
- Share Year-End Summary of all PTA work at the end of the year and beginning of the next year.

## 125 Ways to Increase Membership PDF

- 1) **COMMUNICATIONS:** Distribute a Welcome Packet on Day 1. Use both paper sign up forms and online sign up to accept cash, check, and electronic payments. Contact new families throughout the year and share PTA Welcome Packet. Have social media accounts so that people can connect and receive info. Use your custom PTA logo on everything. Have PTA shirts and nametags for at least the Board. Include membership flyer in spirit wear delivery or in anything that the PTA sends home. Be transparent by showing what PTA does and how the money is spent. Translate materials into Spanish, etc. Have a display case or bulletin board with membership goals, QR code, flyers, newsletters, calendar, etc. Create a Member Tree display and watch it grow.
- 2) **CAMPAIGNS:** Use an annual theme. Have an Every-Member-Gets-a-New-Member Challenge. Encourage members to bring a friend to PTA meetings. Have a Carline Campaign to distribute flyers and meet people. Ask families for feedback and let them know they were heard. Ask last year’s membership to renew. Use “Join PTA” yard signs. Host family-engagement events and programs and include a membership ask. Offer parent education workshops on homework tips, teen driving, substance use awareness, internet safety, or applying for college. Have a campaign that targets and asks men to join. Host a picnic for new families. Have a contest to design a PTA poster, slogan, theme, or PTA mascot. Have a contest between grades or classes with incentives. Have a membership drawing for a prize basket or other giveaway.
- 3) **SCHOOL:** Always have a greeter welcome everyone at all events. The Board should introduce themselves to everyone. Have a membership table at all events. Have a membership collection box in the school office. Piggyback General Membership Meetings with well-attended school events. Have JOIN PTA signs throughout the school with membership forms and QR codes.
- 4) **TEACHERS:** Ask teachers to join by putting sign up forms in their mailboxes. Include what PTA did last year and will do this year. Put a poster in the staff lounge. *Without the “T,” we would just be PA.* Have the principal ask them to join and include an incentive like free dress days. Host a back-to-school luncheon and ask them to join. Thank them personally. Give them a PTA Membership door hanger. Set a staff or teacher goal. Have a teacher rep on the PTA Board. Ask teachers how PTA can help them and then do it.
- 5) **STUDENTS:** Offer classroom rewards and student incentives. Have a student membership recruitment table run by students. Use a Text-to-Join Campaign. Create a social media campaign. Set a student membership goal. Create a commercial using the students. Invite Reflections participants to join. Let students have their voice heard.
- 6) **COMMUNITY:** Attend community events and display PTA posters. Ask businesses to join and if you can leave newsletters in their waiting rooms. Create a PTA membership poster for business members to display. Ask school board members, superintendents, politicians, etc. to join. Solicit sponsorships in exchange for publicity. Partner with other local nonprofits. Know the community’s needs and then meet those needs.



# Active Affiliation: Due October 31, 2024

Philip Davis, LAPTA VP of Affiliation

[Affiliation@LouisianaPTA.org](mailto:Affiliation@LouisianaPTA.org)

[LouisianaPTA.org/affiliation](https://LouisianaPTA.org/affiliation)

## Affiliation Report

All nonprofits have obligations with the IRS, NPTA, and LAPTA. Our goal is to keep the local PTA's from losing their nonprofit status. Without the nonprofit status, income tax would be owed to the IRS on all of the PTA's income.

1. **MEMBERSHIP:** Submit member dues of \$3.50/person to LAPTA (\$2.25 for NPTA and \$1.25 for LAPTA) for each member at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership). A minimum of 30 memberships is required annually. The actual number is also required. This will be \$4.50 as of July 1, 2025 due to National PTA's \$1.00 increase.
2. **REGISTRATION with LAPTA:** The officers are required to register at [LouisianaPTA.org/register](https://LouisianaPTA.org/register). The Board is encouraged to register. List all elected officers, their position, and if they are registered, such as "Guy Smiley, President, registered."
3. **BYLAWS:** Submit the Bylaws showing the LAPTA approval stamp. Bylaws expire every 3 years and may only use the LAPTA Bylaws Template at [LouisianaPTA.org/bylaws](https://LouisianaPTA.org/bylaws). We have a list of everyone's expiration dates.
4. **TAXES:** Submit proof of 2022 or 23 filed and accepted IRS Form 990. LAPTA reports to the IRS which PTAs are exempt from federal income tax as 501(c)(3) charitable organizations. Any PTA *not* listed must pay INCOME TAX. See [LouisianaPTA.org/treasurer](https://LouisianaPTA.org/treasurer). Annual tax filings are due to IRS by November 15.
5. **BUDGET:** Submit both: 1) Local Budget Approval Form **and** 2) the approved Annual Budget. Budget needs to include *Start Up Funds* with amounts listed as an expense and income for a net \$0 effect on the budget.
6. **AUDIT REPORT:** Submit the Audit Committee Report for the previous year. The Audit Committee of at least three people who are not bank signers reviews the books and completes the report in Treasurer Toolkit.
7. **ARTICLES OF INCORPORATION:** Submit the updated Articles of Incorporation. The Louisiana Secretary of State ([geauxbiz.com](https://geauxbiz.com)) requires all nonprofits to annually file and pay the \$10 renewal fee (plus a \$5 credit card fee or checks are free). Make sure the report says that you are "In Good Standing" after updating it. Find out when your Annual Report expires.
8. **INSURANCE:** Submit the insurance declaration page. LAPTA requires all PTAs to obtain adequate insurance protection against liability and fraudulent monetary loss. Any insurance company is fine. LAPTA uses Association Insurance Management (AIM), at (800) 876-4044 or [AIM-companies.com](https://AIM-companies.com).
9. **TRAINING:** Submit Proof of Training Certificates for all officers from LAPTA PTA Leadership Training Day or at [LouisianaPTA.org/training](https://LouisianaPTA.org/training) which includes self-paced Zoom trainings. Other Board members are encouraged to receive training especially since they should understand all positions and roles.

## Retention Phase

If the report is not filed, then the PTA enters into the Retention Phase.

1. Notification: LAPTA gives 30 days to submit the missing items and a new deadline.
2. Restriction: Given a second 30-day period; not eligible for awards, programs, or grants by LAPTA or NPTA.
3. Intervention: After 60 days, the PTA signs a Plan of Action which designates new deadlines.
4. Restructure: LAPTA may choose to restructure the PTA leadership or move into the Dissolution Phase.
5. Dissolution: Loss of the 501(c)(3) nonprofit status if Active Affiliation is not acquired for 3 consecutive years; PTA leadership refuses to implement the Plan of Action; or the PTA is not in compliance with PTA's Purposes and Principles. Bank accounts must be closed with any funds donated to a PTA.

## Local PTA Bylaws Template Revised May 2024

All PTAs with current Bylaws had their Bylaws updated to the new template by LAPTA. If they are expired, update the Bylaws with the new template. Please read your new Bylaws, especially Termination of Membership, only one additional term for officers, at least five Board meetings per year, and updated descriptions for Standing and Special Committees.





# Contests, Grants, & Awards

Latonyaw Thompson-Richmond, LAPTA Contests Chair

[Contests@LouisianaPTA.org](mailto:Contests@LouisianaPTA.org)

## LAPTA Contests ([LouisianaPTA.org/contests](https://LouisianaPTA.org/contests))

- **Fire Safety Poster Contest** – National Fire Prevention Week ([nfpa.org/FPW](https://nfpa.org/FPW)) is October 6–12. Students create a Fire Safety Poster on 8½ X 11 paper. The contest is open to Pre-K through Grade 6, plus Accessible Arts Division (students of all ages with an ADA Section 504.) The 2024 theme is “Smoke Alarms: make them work for you!” Submit three entries per grade division to LAPTA by October 18, 2024. Winners announced October 25, 2024. LAPTA will award three Awards of Merit winners and three Awards of Excellence winners per Grade Division. \*\***Red Ribbon Week** and Seymore D’Fair Foundation & Coalition
- **Reflections Arts Program** – This 50+ year old program helps students explore their thoughts, feelings, and ideas, develop artistic literacy, increase confidence, and find a love for learning. The different **Art Categories** are Dance Choreography, Film Production, Literature, Music Composition, Photography, and Visual Arts. PTAs decide which categories they will offer to their students. Each category has specific guidelines that must be followed. The annual theme is “**Accepting Imperfection.**” All entries are created with this theme in mind. Submit three entries per Art Category per Grade Division to LAPTA by January 19, 2025.
- **Reflections Theme Search** – National PTA has students create the theme for Reflections Arts Program in two years. All the PTA does is share the Reflections Theme Search Flyer with their students. LAPTA gets the submissions directly. Five are chosen to advance to National PTA. National PTA gives the final winner \$100! Deadline is November 18, 2024. Winners announced December 2. Entry link at [LouisianaPTA.org/students](https://LouisianaPTA.org/students).

## Grade Divisions for Contest Entries (Everyone has at least two divisions.)

- **Primary** (Pre-K – Gr 2), **Intermediate** (Gr 3–5), **Middle School** (Gr 6–8), **High School** (Gr 9–12)
- **Accessible Arts Division** (students of all ages with a 504/ADA/IDEA may enter the Accessible Arts Division or the Grade Division most closely aligned to their abilities)

## LAPTA Grants ([LouisianaPTA.org/grants](https://LouisianaPTA.org/grants))

1. **National PTA Virtual Convention Grants** (20) – attend the virtual convention with Louisiana PTA as a potential voting delegate in June 2025 for free. Deadline is May 31, 2025.
2. **\$750 LAPTA Literacy Grants** (4) – for PTAs to host literacy programs at their schools. For possible programs, see [PTA.org/Programs](https://PTA.org/Programs). Deadline is November 22, 2024. Winners announced December 2, 2024.
3. **\$750 Healthy Minds Grants** (4) – for PTAs to host mental health activities, events, and programs. See programs from National PTA at [PTA.org/HealthyMinds](https://PTA.org/HealthyMinds). Deadline is March 31, 2025. Winners announced April 15, 2025.
4. **\$500 Day of Service Grants** (4) – for PTAs to reach beyond the school and into the community. How can you continue the legacy of PTA? Deadline is March 31, 2025. Winners announced April 15, 2025.
5. **\$500 Creative Teacher Grants** (4) – for classroom teachers to fund creative, innovative, and fun programs or projects for students. Deadline is March 31, 2025. Winners announced April 15, 2025.

## National PTA Grants ([pta.org/home/run-your-pta/Awards-Grants](https://pta.org/home/run-your-pta/Awards-Grants))

National PTA offers many grants to supplement PTAs hosting events and programs. Application is very easy and the window opens late August and closes quickly (date TBA.)

## Awards ([LouisianaPTA.org/awards](https://LouisianaPTA.org/awards))

The following award applications are due March 31, 2025. Winners announced April 15, 2025:

1. **Joseph F. Seeley Volunteer of the Year Award** (1) – The volunteers across Louisiana are truly the heart of the association. Recognize and thank that special person who goes above and beyond for all children.
2. **Outstanding Newsletter Award** (3) – Newsletters are an excellent tool for sharing news and ideas among PTA members. Refer to the Awards Toolkit for the Judge’s Rubric for ideas.

3. **Mentor-a-PTA Award (2)** – Recognizes an outstanding Mentor PTA who assisted another PTA through guidance, planning ideas, monthly check-in, and leadership support. Sign up to be a Mentor PTA!
4. **Advocacy Award for PTA Unit (2)** – Recognize PTAs for their advocacy efforts. There are countless ways a PTA can advocate! See suggestions at the application link or in the LAPTA Toolkit Section 11: Advocacy.
5. **Advocacy Award for Students (2)** – Recognize a student for their advocacy efforts. There are countless ways a PTA can advocate!

## Monthly Membership Challenges ([LouisianaPTA.org/membership](https://LouisianaPTA.org/membership))

1. **August Welcome Back, Yall! Award** – Submit 25 membership dues plus all Officers are registered with LAPTA
2. **September Jazzy Start Award** – Jazz up membership with 50% of the previous year’s membership total
3. **October Swamp Monster Award** – Don’t let the Rougarou get you before submitting 31 new members
4. **November Harvest Award** – Harvest 50 new members and fully file Active Affiliation Report
5. **December wONederland Award** – Achieve 100% of the previous year’s membership
6. **January 2025 Kick Off Award** – Kick off the new year by submitting 25 new memberships
7. **February Happy Birthday, PTA! Award** – Celebrate National PTA’s birthday on Feb 17 with 17 new members
8. **March Krewe of Membership Award** – Throw us a dozen new memberships

Summary: Aug (25), Sep (50% goal), Oct (31), Nov (25), Dec (100% goal), Jan (25), Feb (17), Mar (12)

## Annual Membership Awards (Winners announced April 15, 2025.)

1. **Challenge Champ Award** – Earn five or more Monthly Challenges
2. **Membership Matters Award** – Increase membership by at least 10% from last year
3. **All Star PTA Award** – Reach your LAPTA goal for at least three years in a row
4. **Golden Apple Award** – 100% membership of teachers and administration
5. **Golden Magnolia Award** – 100% membership of student count

## School of Excellence Award from National PTA ([LouisianaPTA.org/programs](https://LouisianaPTA.org/programs))

National PTA School of Excellence recognition program supports and recognizes partnerships between PTAs and schools to enrich the educational experience and overall well-being for all students. Enrollment for the 2024 program will close on October 15, 2024.

## Summary of Dates for Contests, Grants, and Awards

October 18, 2024	Fire Safety Posters due
October 25, 2024	Fire Safety Poster Winners announced
November 18, 2024	Reflections Theme entries due
November 22, 2024	Literacy Grant application deadline
December 2, 2024	Reflections Theme Winners and Literacy Grant Winners announced
January 19, 2025	Reflections Arts Program entries due
March 3, 2025	Reflections Arts Program Winners announced
March 31, 2025	Healthy Minds, Day of Service, and Creative Teacher Grant application deadline; Volunteer of the Year, Newsletter, Mentor-A-PTA, and Advocacy Award application deadline
April 15, 2025	Healthy Minds, Day of Service, and Creative Teacher Grant Winners announced; Volunteer of the Year, Newsletter, Mentor-A-PTA, and Advocacy Award Winners announced; Annual Membership Award Winners announced





# Reflections Arts Program

Rachel Penwell, LAPTA Reflections Chair

Reflections@LouisianaPTA.org

LouisianaPTA.org/reflections

## Reflections Arts Program by National PTA

The Reflections Program provides opportunities for access to the arts, which boosts student confidence and success in the arts and in life. This 50+ year old program helps students explore their thoughts, feelings, and ideas, develop artistic literacy, increase confidence, and find a love for learning. This really is a fun PTA activity to offer to your students! Caddo can encourage its students to enter this AND the big local competitions. If you do not offer Reflections, students may participate with Lagniappe PTSA with \$5 dues (LagniappePTSA.org).

- **Art Categories:** 1) Dance Choreography, 2) Film Production, 3) Literature, 4) Music Composition, 5) Photography, and 6) Visual Arts. PTAs decide which categories they will offer to their students. Each category has specific guidelines that must be followed.
- **Grade Divisions:** Primary (Pre-K–Grade 2), Intermediate (Grades 3–5), Middle School (Grades 6–8), and High School (Grades 9–12), plus the Accessible Arts Division.
- **Accessible Arts Division** is another Grade Division for students of all ages with a 504/ADA/IDEA. These students may enter the Accessible Arts Division **or** the Grade Division most closely aligned to their abilities.
- **Theme:** the annual theme is “**Accepting Imperfection.**” All entries are created with this theme in mind.

## Participation Steps for the PTA Leader

1. **Register** with LAPTA at [LouisianaPTA.org/reflections](https://LouisianaPTA.org/reflections).
2. **Training:** Watch the LAPTA training videos posted online and participate in the LAPTA Zoom Meetings.
3. **Customize** the Reflections Flyer with your art categories, contact information, and deadline.
4. **Promote:** Share the program with all families and teachers, especially the gifted, music, art, special ed, and literature teachers. Give them early notice if they would like to incorporate it into their curriculum. Recruit other volunteers to help organize the program. Students will need access to the Student Entry Form, Guidelines for the art categories, and the Media/Press Release for St. Tammany students. Complete the top portion of the Student Entry Form before distributing it. You decide how students submit their work to the PTA. Students can enter multiple categories. You can share downloads for students at [LouisianaPTA.org/students](https://LouisianaPTA.org/students).
5. **Judging:** The deadline to submit your winners to LAPTA is January 19, 2025. Set your deadline several weeks before then to give ample time for judging. Start looking for judges now. They should have expertise or experience with their art category. All judging is done blind and should not be done by PTA parents. The judge’s rubric and score card is a fillable PDF form online. You can decide how many winners you have, but only three per Art Category per Grade Division may advance to LAPTA.
6. **Portal:** The PTA may advance 3 winners per Art Category per Grade Division to LAPTA by January 19, 2025 through an online portal. The art entry and Student Entry Form are submitted electronically for each student. A PTA may enter in every Grade Division that its school includes, plus the Accessible Arts Division.
7. **LAPTA Winners:** LAPTA announces its winners on March 3, 2025. The LAPTA 1<sup>st</sup> Place National Entry Winners advance to National PTA competition who announces their winners on May 1, 2025. All LAPTA student winners receive an engraved medal, certificate, and a gift!

## Reflections Theme Search – Deadline is November 18, 2024.

A Theme Search is underway for the Reflections Program in two years. The PTA simply distributes the Reflections Theme Search Flyer to students either by paper or digitally. LAPTA receives submissions directly and selects five to move forward to National PTA contest. The final national winner receives \$100 from National PTA!





# Programs & Fundraising

Beth Maillho, LAPTA President

President@LouisianaPTA.org

LouisianaPTA.org/programs and LouisianaPTA.org/funds

## What Are *Programs*?

Programs are the good that PTAs do. Is there a need in your school or community that you can fill? PTAs have an opportunity to advocate for children in all kinds of ways, big and small, from the classroom to Capitol Hill, and to create a strong community in the process. These events and activities improve education for all students and help them reach their potential. Programs can be combined with a small fundraiser, a give-away, or a school event to increase attendance. Aim to have at least **three programs for each fundraiser, which is the 3:1 rule**.

## National PTA Programs

The programs by National PTA are a great resource when hosting Family Engagement events or student programs. All information and support documentation are included, even how-to videos for STEM experiments. There's no need to create a program from scratch! Most are in English and Spanish, and can be in-person, self-paced, or tech-free. There are programs for all ages. This is particularly useful for Title I requirements. National PTA offers grants to supplement their free programs, too.

- **Family Reading Experience** supports development of literacy skills and encourages a love of reading. Programs include 1) Book Bingo, 2) Build a Library, 3) Connecting Families with Inclusive Books, 4) Hosting a Visiting Author or Illustrator, 5) Community Book Swap, 6) Community Read, and 7) Virtual Bedtime Story.
- **STEM + Families®** delivers hands-on exposure to science, technology, engineering and math to engage families and inspire students to pursue career opportunities in STEM fields. They cover 1) STEM at Home Activities, 2) Science Festivals, 3) Engineering: Propelling Our World, 4) STEM Resources, and 5) About STEM+ Families.
- **PTA Connected** helps children to act safely, responsibly and thoughtfully online. It connects parents with tools, research and support to make the best decisions for their children. They include 1) Be Internet Awesome, 2) Digital Families Community Events, 3) The Smart Talk, and 4) Ready, Tech, Go!, and 5) Build Up and Belong.
- **Healthy Lifestyles** improve the overall health and well-being of families which is a key component to students' abilities to thrive. The three pillars: Healthy Bodies, Healthy Minds, and Healthy Earth. Healthy Bodies includes 1) Family Tasting Nights, 2) Healthy Hydration, 3) PTA Wellness Fairs, and 4) Tobacco Prevention Campaign.
- **Connect for Respect** is an anti-bullying initiative to help create school climates full of safe and supportive peer relationships. One of the most effective ways to prevent bullying behavior is to create a positive school climate where students, families and educators all work collaboratively to build a culture of respect.

## Pick Your Programs

- Used Uniform Sales where everything is \$1 and families donate their old items.
- Donation Closet – school supplies, sanitary products (Grade 2+), deodorant, dental care (donated by dentist)
- Friday Pantry – grab bags of food for students with food insecurity; teachers distribute the food to their students
- Clothes Closet – coats, uniforms, Prom dresses and suits, professional interview outfits
- Family Learning Nights (See NPTA Programs and Grants)
- Reflections Arts Program – participate in the National PTA Reflections Program; LouisianaPTA.org/reflections
- Reflections Theme Search – Theme search for Reflections' theme in 2 years; LouisianaPTA.org/contests
- Fire Safety Poster Contest – Art contest during Red Ribbon Week for Pre-K – Grade 6; LouisianaPTA.org/contests
- Read It Again Book Exchange – students bring in books and do a book swap
- Teacher Spirit Cart or Woohoo Wagon – go around to the classes to give teachers a snack and/or drink
- Movie Night – PTA hosts a movie night for the students with snacks, etc.
- PBIS Support – stock the store where kids can turn in their PBIS “bucks” for treats
- S'mores and Hot Cocoa Night
- Grandparents Bingo, Donuts with Grown-Ups, Donuts with Dudes, Donuts with Dudettes, Pastries with Parents, Breakfast with a Buddy, Ladies Breakfast Club, French Toast with Your Favorites, Pizza with Your Peeps

- Newsletter – keep parents in the know and share what the PTA has done and all that’s going on at school
- Consider hosting joint events with feeder schools/PTAs, such as an End-of-Summer Picnic. Be very organized on tracking this information and give parents receipts or an email with details of what they purchased. Share decorating items rather than purchasing similar items twice. Try and spread out your events and when you’re asking for money. Get creative in supporting each other!
- Talent or Variety Show
- Adopt-a-Student Fairy Godparent – Create a Google doc where parents can sign their kids up who need a Fairy Godparent. Find community donors to give school supplies, clothing, Christmas gift, etc.
- Summer Playground Playdates – schedule weekly playdates at a playground with music, popsicles and water or lemonade for young students and incoming Kindergarteners to get to know each other before school starts

## Fundraising (LouisianaPTA.org/funds)

- Most PTAs need to raise funds to provide programs and services. However, fundraising efforts should not be the primary emphasis for PTAs. Fundraising should be in response to supporting PTA work. PTAs should engage in **three programs or service projects for each fundraiser activity hosted, 3-to-1 rule.**
- Evaluate opportunities carefully and consider all legal and community-related implications. When choosing a fundraiser, look for cost and profit percentages.
- Do fundraising events that your community is most likely to support. Consider the dollar amount your community can support, such as \$1 versus \$100.
- Consult with your administrators on the number and type of fundraisers with a max of two big fundraisers.
- Offer electronic payment options through CheddarUp.com, PTBoard.com, and more.

## Fundraising Ideas

Ask Membership for Donations	Fashion Show & Brunch	Discount Card for Local Stores
Community Sponsorships for \$\$\$	Pelicans NBA Basketball Night	Plant Sales
Restaurant Nights	Nothing Bundt Cakes, etc.	Bake Sale
Fun Run or Color Run	Parent Perks like reserved parking, carline cuts, early event entry	Car Wash
Readathon	Shoe Drive	Talent Show
Chocolate/Popcorn/Food Sales	Givebacks.com	Gift Baskets Raffle
Shake/Smoothie Days	Festivals	Big Item Raffle
Christmas Store	Golf Tournament	Concession Stands
Penny Wars or Coin Challenge	Gumbo Cook-Off and Car Show	Dances
Catalog Sales	Merchandise and Uniform Sales	Evening Social
Jewelry Pop Up Shop (Kendra Scott)	Auction Night	Birthday Surprise Yard Signs
<a href="http://RaiseCraze.com">RaiseCraze.com</a> “Kindness Thing”	Parents’ Night Out	Calendar Fundraiser (\$=Day #)
<a href="http://RaiseRight.com">RaiseRight.com</a> Gift Cards		



# Louisiana PTA Annual General Membership Meeting Agenda

Fontainebleau High School  
August 17, 2024

**Call to Order:** Beth Maillho, LAPTA President

**Mission Statement:** To make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.

**Credentials and Attendance Report:** Jennifer Hale, LAPTA VP of Leadership Development; Quorum

**Treasurer’s Report:** Ashley Snell, LAPTA Treasurer

**VP of Affiliation Report:** Philip Davis, LAPTA VP of Affiliation

**Membership Report:** Peggy Mauer, LAPTA Membership Chair; Dues increase for National PTA

**President’s Report:** New Annual Meeting date, future elections, award delivery, appointment of Minutes Committee, announcements

## Committee Reports

**Next Annual General Membership Meeting:** August 23, 2025 in Shreveport at PTA Leadership Training

## Adjournment



# Louisiana PTA Annual General Membership Meeting Minutes

## Hybrid Meeting over Zoom and at LAPTA Office in Mandeville

### May 9, 2024

**Call to Order** at 6:31 pm by Kayla Pagel, Chair. The meeting rules were presented by the chair and were adopted without objection.

**Mission Statement** – National PTA President Yvonne Johnson gave opening remarks and mission statement.

**Minutes Committee** – The chair appointed Peggy Mauer and Philip Davis to the Minutes Committee to approve the minutes from the meeting, which was accepted with unanimous consent.

**Attendance** – Kayla Pagel introduced those in attendance in person who were Nicole Learson, Peggy Mauer, Philip Davis, Giselle Allen, Beth Maillho, and Jennifer Hale. Evon Blackledge provided technological help.

**Credentials Report** – Giselle Allen stated that 76 people registered, 48 people attending, and a quorum was established. Report was adopted without objection.

**Treasurer's Report** – Ashley Snell presented the 2022-23 and 2023-24 Annual Report. The report was adopted without objection.

**Membership Report** – Peggy Mauer presented the Membership Report which was 10,664 memberships for 2023-24 year as of May 9, 2024.

**Nominations Committee** – Philip Davis read the Bylaws concerning elections. The slate of officers from the Nominating Committee was Beth Maillho for President, Peggy Mauer for VP of Membership, and Latonyaw Thompson-Richmond for Secretary. There were no nominations from the floor. The chair declared **Beth Maillho for President, Peggy Mauer for VP of Membership, and Latonyaw Thompson-Richmond for Secretary** as appointed to their positions.

**Bylaws Committee** – The chair was turned over to Jennifer Hale. The chair recognized Beth Maillho, Chair of the Bylaws Committee. Beth read the proposed LAPTA Bylaws compared to the current LAPTA Bylaws.

**A MOTION WAS MADE** by Beth Maillho as Bylaws Committee Chair to amend Article VI, Section 1 to keep Jennifer Hale as VP of Leadership Development until her term ends on June 30, 2025. The vote was done by an anonymous poll. **MOTION PASSED.**

**A MOTION WAS MADE** by Beth Maillho and was seconded to add to the Bylaws Committee's description to say, "The Bylaws Committee has the authority to simplify wording without changing context without consent of the General Membership. The vote was done by an anonymous poll. **MOTION PASSED.**

**A MOTION WAS MADE** by Beth Maillho as Bylaws Committee Chair to accept the proposed Bylaws with one revision. The vote was done by an anonymous poll with 34 yeases and 1 abstained. **MOTION PASSED.**

**Announcements** – The chair was returned to Kayla Pagel. National PTA has \$1 proposed dues increase for 2025. The Virtual National PTA Convention is June 27 – 29, 2024. Grants are available to attend and voting delegates are needed. Training dates are August 17 in Mandeville and August 24 in Shreveport.

**Closing Remarks** – Kayla Pagel thanked everyone for attending as she closed her last LAPTA General Membership Meeting. She was happy with the success of our Grants Program. She was pleased with her time here and the success over the last three years.

**The chair recognized Giselle Allen who raised a Point of Personal Privilege.** On behalf of the LAPTA BOD, Giselle presented Kayla Pagel with the National PTA Life Achievement Award. Kayla accepted the award with great gratitude.

**Adjournment** – Kayla Pagel adjourned the meeting at 8:24 pm.



# The PTA Advantage: Supporting Students with Disabilities

Doris Heckert, LAPTA Special Education Chair  
SPED@LouisianaPTA.org, LouisianaPTA.org/special

## Special Education and Special Populations

There are students with disabilities who benefit from special considerations and attention in an educational setting. This includes students with sensory sensitivities, economic hardships, non-English speakers, absent parents, homelessness, foster care kids, etc. The goal is to provide additional and thoughtful support that best supports all students. Making changes and small adjustments allows more people to join the group. When families are engaged at school, their students have lower discipline problems, higher attendance, higher grades, and higher graduation rates.

- Adding accessibility does not take anything away from able-bodied students.
- 14% of all US students have a disability.
- 6% of public school students are enrolled in gifted and talented programs.
- 6% of US students receiving special education services and are also academically gifted.
- These numbers represent families who crave connections to schools, communities, and family engagement.
- They want to be a part of the conversation and to help create a more inclusive world.

Doris is the mom to a 17-year-old who uses a wheelchair for mobility. He has been in the general education setting his entire school career and will graduate high school this year. He receives special education services through an IEP which includes gifted services. Being a part of the school community has facilitated an amazing educational experience not just for Jackson but for our entire family.

Students with special needs fit perfectly with the PTA's goals. Experienced parents can offer guidance to those new to the IEP process. PTA is a free program that fosters a sense of community and support and is ideal for new parents who feel isolated. Reach out to them!

## Make Changes & Take Action

- **Modify Events** – Think about what can be done to make all PTA events inclusive. For example, a school carnival or fair could modify activities to account for noise sensitivity or accessibility.
- **Organize an Awareness Day** – Students could wear a certain color to show support. Have activities to teach sensitivity.
- Host a **fundraiser** like Penny Wars to purchase items for sensory room. There are some companies that raise funds for universally designed equipment such as Boosterthon.
- Have a **SPED Committee** on the Board to organize fundraisers, advocate for students, and build an inclusive community.
- **Buddy Bench** – This supports peers needing friends. It makes recess more inclusive for students with special needs.
- **Tutoring Support** – Recruit volunteers for after-school tutoring and in-school reading and math drills. PTA can provide stipends for teachers who help with homework after school.

## National PTA Standards for Family-School Partnerships

Standard 1: Welcome All Families

Standard 2: Communicate Effectively

Standard 3: Support Student Success

Standard 4: Speak Up for Every Child

Standard 5: Share Power

Standard 6: Collaborate with Community





# Federal Legislative Chair & Advocacy

Giselle Allen, LAPTA Federal Legislative Chair

FLC@LouisianaPTA.org

LouisianaPTA.org/advocate

## What Is Advocacy?

PTA Advocacy is speaking up for children in schools, communities, government bodies, and other organizations that make decisions that affect children. Advocacy is:

- Working to make things better.
- Speaking to someone in power to fill a need.
- Raising funds to support needs.
- Talking to a teacher about a problem and forming a solution.
- Working to achieve a change.

Before taking a big action, poll your membership to find out where they stand on issues to correctly speak for the voice of membership. The LAPTA Advocacy Toolkit contains details on how to best advocate for students. It will help to strategically attack an issue, recruit supporters, build coalitions of like-minded groups, structure the arguments, and communicate effectively.

LAPTA does advocacy work at the federal level and needs to develop it at the state level. Contact us to participate.

Occasionally, NPTA and LAPTA email action alerts to members about key legislation that concerns education or child safety. If you are able, please respond. It is super easy and will automatically email your response to your congressman and senators.

## National PTA's Legislative Advocacy

- National PTA's annual public policy agenda guides federal advocacy work. It does not take positions for or against state-level policies. Local PTAs may not contradict national resolutions or position statements.
- Key legislation from National PTA is listed at [PTA.org/home/advocacy/federal-legislation/Key-legislation](https://www.pta.org/home/advocacy/federal-legislation/Key-legislation).
- Annual **Legislative Conference** (LEGCON) by National PTA has PTA members travel to Washington, D.C. to meet with their state's congressional delegation to promote certain "asks" by NPTA. The 2024 Asks were to promote digital safety of children and youth online; strengthen Family-School Partnerships and invest in meaningful family engagement; fully fund essential programs supporting children, families, and schools; and support children impacted by trauma, substance use, and mental health challenges. Each ask had statistics to back the stance and which bills and resolutions for the congressional delegates to support.

## Mission Partners ([LouisianaPTA.org/missionpartners](https://LouisianaPTA.org/missionpartners))

Mission Partners are nonprofits or other groups that join forces with LAPTA to support our overlapping missions. Their main focus usually is to somehow improve the lives of children. The types of groups are endless but might include a teachers or librarian group, foster care state entity, a mental health group, and so many more. LAPTA is always looking for more Mission Partners! Our current Mission Partners are The Kids Mental Health Foundation, Seymore D'Fair Education Foundation and Prevention Coalition, Voter Voice, Children & Youth Prevention Coalition of St. Tammany, and Louisiana Partnerships for Children & Families.

## Advocacy Awards ([LouisianaPTA.org/awards](https://LouisianaPTA.org/awards))

- **Advocacy Award for PTA Unit** (2) – Recognize PTAs for their advocacy efforts. There are countless ways a PTA can advocate! See suggestions at the application link or in the LAPTA Toolkit Section 11: Advocacy.
- **Advocacy Award for Students** (2) – Recognize a student for their advocacy efforts. There are countless ways a PTA can advocate!



# Healthy Minds & Healthy Lifestyles

Jessica Latin, LAPTA Healthy Minds Champion

[HealthyMinds@LouisianaPTA.org](mailto:HealthyMinds@LouisianaPTA.org)

[LouisianaPTA.org/healthyminds](https://LouisianaPTA.org/healthyminds)

Facebook – Search “Louisiana PTA Healthy Minds”

## Mental Health Statistics

- Rates of major depression is increasing in the US youth: 1 in 5 children struggle with mental health challenges. Over 60% of youth with major depression do not receive any mental health treatment.
- Over 50% of adults with a mental illness do not receive treatment, totaling over 27 million adults.
- 39.1% of Louisiana adults reported symptoms of anxiety and/or depressive disorder in 2023.
- Louisiana is ranked 48<sup>th</sup> in the US with 16.6% of youth ages 12-17 experiencing at least one major depressive episode in the last year. (Mental Health in America Report 2023)
- 4.7% of Louisiana adults had serious suicidal thoughts in 2019.

## Healthy Minds Program ([PTA.org/HealthyMinds](https://PTA.org/HealthyMinds))

National PTA developed the Healthy Lifestyles Program which includes 1) Healthy Bodies, 2) Healthy Minds, and 3) Healthy Earth. The PTA can help families understand that children must be physically, mentally, and emotionally healthy to thrive. Connect what happens in families’ homes to what happens within the school building. PTA can support school leadership with school-based mental health support by teaching positive social and emotional skills to students. Be sure to include diversity, equity, and inclusion considerations with all mental health efforts.

- **Listen** – Learn the mental health needs of your school community. Identify gaps in existing school mental health services and supports.
- **Partner** – Review existing local and district school mental health survey data, resources and services. Form a Healthy Minds Team. Share family feedback. Discuss how PTA can provide relevant school-based mental health support and help teach positive social and emotional skills to students.
- **Share** – Empower families with the information and tools they need to make mental health a priority. Promote and distribute National PTA’s Healthy Minds family tools and resources to families. Use multiple ways to communicate with families.
- **Build** – Create opportunities for families to learn together and discuss important topics with a “PTA Healthy Minds Sessions.” This helps build community and shows everyone they’re not alone.

Visit [PTA.org/HealthyMinds](https://PTA.org/HealthyMinds). Scroll down to Healthy Minds Resources and click on “**For PTA Leaders.**” This brings you to the programs with all steps needed to host the event. Host in-person or at home events that can be in real time or self-paced. Current sessions include PTA Healthy Minds 101, Building SEL Skills at Home, and Building Resilience. See [PTA.org/grants](https://PTA.org/grants) for grants from National PTA.

## Resources at [PTA.org/healthyminds](https://PTA.org/healthyminds) for 1) Families and 2) PTA Leaders

- |  |   |   |
|--|---|---|
| • <a href="#">Healthy Minds Overview</a>                         | • <a href="#">Family Action Plan</a>      | • <a href="#">Loneliness &amp; Isolation</a>            |
| • <a href="#">What Your Family Can Do to Build Healthy Minds</a> | • <a href="#">Family Discussion Guide</a> | • <a href="#">Grief &amp; Loss</a>                      |
| • <a href="#">How to Get Help to Build Healthy Minds</a>         | • <a href="#">Building Healthy Minds</a>  | • <a href="#">Building Resilience</a>                   |
|  | • <a href="#">Anxiety</a>                 | • <a href="#">Social Emotional and Service Learning</a> |
|  | • <a href="#">Depression</a>              |   |

## \$750 LAPTA Healthy Minds Grant ([LouisianaPTA.org/grants](https://LouisianaPTA.org/grants))

This grant encourages PTAs to host mental health activities, events, or programs at their supported schools. It is important to support the mental health of all children before, during and after challenges arise and to support parents' and caregivers' mental health, too. National PTA developed the PTA Healthy Minds Program to empower families to make mental health an everyday priority. Deadline is March 31, 2025, and four grants are offered.



# President and VP

Beth Maillho, LAPTA President

President@LouisianaPTA.org

(985) 778-5799

## Sign Ups & Downloads

Register at [LouisianaPTA.org/register](https://LouisianaPTA.org/register) (required). This is how LAPTA communicates with you. Download the current toolkits at [LouisianaPTA.org/toolkits](https://LouisianaPTA.org/toolkits). Create an account at [PTA.org](https://PTA.org). There is lots of information, programs, e-learning, and Thrive training. Active Affiliation Report is due October 31, 2024. See full details at [LouisianaPTA.org/affiliation](https://LouisianaPTA.org/affiliation). Get a binder to organize your files. Online file sharing is a bonus.

## PTA Basics

- All officers must be members of their Local PTA Units, which includes membership in LAPTA and NPTA.
- The Board of Directors consists of the Executive Committee (elected officers), principal, committee chairs, and other positions like Parliamentarian and Historian.
- EIN is your Employee Identification Number issued by the IRS.
- LUR is your Local Unit Registration Number issued by National PTA.
- As a 501(c)(3) nonprofit, you must be nonsectarian, nonpartisan, and noncommercial.
- You must adhere to your Bylaws and keep them up to date. See [LouisianaPTA.org/bylaws](https://LouisianaPTA.org/bylaws).
- The PTA's money must be separate from the school, and is spent to support the mission and goals of PTA. Use the filter, "What's best for the children?" School employees may not handle PTA money.

## President's Role

- The President is the leader, manager, mediator, team member, role model, facilitator, and advocate.
- VPs' role is to support the President. Further duties are set by each PTA, and frequently includes membership.
- An effective leader involves others, builds consensus, fosters cooperation, shows respect, appreciates volunteers, delegates to others, asks for help, and seeks future leaders.
- Schedule the monthly Board of Directors Meetings and the General Membership Meetings. Read your Bylaws to see when they are to be held and the meeting quorum in Articles VIII and X.
- Pick the programs and fundraisers with the support of the Board.

## Build a Relationship with the Principals

The principal is a Board Member who has one vote on the Board. Principals want the PTA's work to be aligned with the school's goals which benefit the students and school. They do not control PTA funds and cannot be authorized bank signers. Meet with them frequently. Communicate often. Always respect the relationship with the principal as they provide the forum for PTAs to operate. Know what they want from you before acting.

## Financial Basics for Nonprofits

- The annual budget must be approved at a General Membership Meeting.
- Use an online accounting system to track finances every year, such as MoneyMinder or WaveApps.
- All expenses are documented with an Expense Form and receipt and kept in the Treasurer's binder.
- All checks require two signatures. Debit card purchases (not Caddo) need two signatures on the Expense Form.
- No blank checks and no checks to cash unless you're getting petty cash at the bank and noted on the check.
- Bank accounts are reconciled monthly. Bank statements are reviewed and signed by a nonauthorized person.
- All meetings need a Budget Report. See the Treasurer's Toolkit to understand all policies and procedures.

## Promote Your PTA

- Use the PTA logo on everything. Give credit to your PTA for hosting programs.
- Spell out Parent Teacher Association sometimes, especially for PTSAs.
- Make it easy for people to join PTA. Use CheddarUp, PTBoard, or a custom website.
- Communicate consistently and intentionally with your population and have a social media presence.
- Make everyone feel welcome. Always be looking for the next leaders and ask people to join.
- Send thank you notes and recognize volunteers publicly.

## Hold Effective Meetings (LouisianaPTA.org/meetings)

- Use Roberts Rules of Order at **RobertsRules.org**. See [robertsrules.com/frequently-asked-questions](http://robertsrules.com/frequently-asked-questions).
- Always have an agenda and current financial reports. Know your quorum. Start and end on time.
- Keep meetings as short as possible with long discussions occurring outside of the meeting.
- Add icebreakers to help people get acquainted.
- Hold General Membership Meetings before or during highly attended school events or with a PTA program.
- In Board Meetings of about 12 or fewer members present and in committee meetings, the President may make motions, vote, and debate. If the meeting has more than about a dozen people, they need to be impartial and may not make motions, debate, or vote (except with a ballot vote or if their vote will affect the result.)
- Use **Unanimous Consent** to reduce the time needed to pass a motion if a matter is considered relatively minor or opposition is not expected. After a motion is made, the chair says, "Is there any objection?" If all members remain silent, the chair says, "Hearing none, the motion passes by Unanimous Consent." If a member disagrees, they say, "Objection." The chair then takes a vote in the usual way.
- Bylaws state that participation in making motions, engaging in debates, and casting votes is limited to members in good standing. Let attendees know that. The Secretary needs to maintain a current membership roster of those eligible to vote. If discussions become contentious, establish debate guidelines. Only PTA members have the right to speak and vote at meetings.
- If there are disruptions, maintain your composure. Do not engage in a shouting match. If there is whispered conversations, remain silent to regain the audience's attention. If confronted with challenges to integrity, avoid defensiveness and emphasize that opinions differ from facts. Maintain a good sense of humor.

## Challenges and Their Remedies

- Communication: See Leadership (p 3) for communication issues and finding the next leaders. Communication is key. I like to start the year by saying, "If you feel excluded or get your feelings hurt, there is probably a misunderstanding somewhere. Everyone is always included. Please give the others the benefit of the doubt if feelings are hurt. You can trust my motives that we are on the same team." Having a fun, happy PTA is important!
- Finding volunteers: Ask teachers which parents are helpful. Have a grandparent event and ask them to join PTA AND to volunteer. Form relationships with the parents/caregivers. Talk to people at the school's events and let people know you can't do it alone. Give people options on how and when they can help. Acknowledge and thank every volunteer! Get the community involved.
- Increasing membership: Ask, ask, ask; you've got to ask more than once; share all that the PTA did the previous year and what PTA will do this year IF you have their support. Compare the cost of membership to a coffee or two. Can they offer up a coffee for the benefit of all the students? Louisiana Lagniappe PTSA uses the phrase "Join for less than the cost of beignets with café au lait!" Ask like-minded groups in the community. PTAs can pay dues for people. Maybe offer paying dues for someone if they volunteer for an event.
- Affiliation: Don't wait until the last minute. Ask LAPTA for help. Have other officers assist. It's not that difficult.
- Burnout: Pace yourself. Family comes first. Take Sundays off. Keep it fun. Many of us are givers and people-pleasers to our own detriment. Know when to step back. Take care of yourself. Know when to refrain from doing things that are not supported by others.
- Difficult People: Set boundaries. Don't give them power over your happiness. Don't pick up what they're putting down. Be direct and brief when communicating. Use the new Termination of Membership for truly difficult people and know that it might lead to lawsuits. Consult your insurance company for proper coverage.

## Questions?



# Treasurer – Money Talks

Ashley Snell, LAPTA Treasurer  
Treasurer@LouisianaPTA.org  
LouisianaPTA.org/treasurer

## Sign-Ups & Downloads:

Visit [LouisianaPTA.org/treasurer](https://LouisianaPTA.org/treasurer). Register at [LouisianaPTA.org/register](https://LouisianaPTA.org/register). Download **LAPTA Toolkit: Treasurer**. Create an account at [PTA.org](https://PTA.org). Get a binder to organize your files which can be digital. Online file sharing is a bonus.

## All money must be authorized, documented, tracked, and verified.

- **Authorization** comes from the General Membership's vote of the Annual Budget at the first meeting of the year.
- **Documentation** involves receipts for expenses and deposits organized in a binder.
- **Tracking** is through a ledger or accounting software which generates monthly reports such as MoneyMinder.com, free WaveApps, or QuickBooks.
- **Verification** is through the annual IRS tax filing, Audit Report, and portions of the Active Affiliation Report.

## Getting Started:

- **Update bank signers** to have at least three authorized signers. You cannot sign a check payable to yourself. All checks need two signatures. The school principal and school employees cannot be signers.
- If you use CheddarUp.com, confirm that the account is linked to a current officer. If not, "transfer account" using an officer's personal information.
- **Order debit cards** for the bank signers (not allowed in Caddo). The PTA name and the person's name both need to be on the debit card. This needs to be authorized in the minutes for the bank.
- **Chair the Budget Committee** and create the budget. Present the budget at the first General Membership Meeting. A motion needs to be made to accept the proposed budget and authorize spending.
- **Assist the Audit Committee** with any questions as they conduct the Audit Report on the previous year. Members may not be authorized bank signers.

## Monthly Duties

- Use on-line accounting software and track income and expenses.
- Attend all PTA meetings and present the Budget Report.
- Reconcile the bank account monthly. Present the reconciliation report at all Board meetings.
- Review all Expense and Deposit Forms for the month to get any missing information or receipts ASAP.
- Have monthly bank statement reviewed and signed by a non-signer.
- Make sure dues are submitted at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership). All PTAs submit \$3.50 for each of their members to LAPTA. LAPTA pays \$2.25 to National PTA and retains \$1.25 for itself (\$4.50 for 2025). PTAs can pay dues for people. Maybe offer paying dues for someone if they volunteer for an event.

## Treasurer's Binder \*\*\*THIS CAN BE DIGITAL! See fillable PDF forms online.\*\*\*

- Accounts, debit cards, & passwords summary sheet; Board roster
- Expense Forms and receipts
- Deposit Forms and receipts (Mobile deposits are acceptable.)
- Monthly bank statements and reconciliation reports
- Budgets and Reports
- Agendas and minutes
- Charter info: IRS tax filings, Bylaws, Standing Rules, LAPTA Toolkit, Articles of Incorporation Annual Report, Audit Reports, insurance policy, etc.
- Miscellaneous papers

## Financial Management Principles

- Only and all PTA money may be deposited directly into the PTA's bank account.
- There is no authorization to spend money until there is an approved budget, except for the previous budget's "Start-Up Funds." This line item has the amount as expense and deposit for a net \$0 on the budget.
- Never sign a blank check or make a check out to "cash" unless you need to get petty cash from the bank.
- Always have two people sign every expense.
- Never pay with cash.
- Issue cash receipt if you receive a cash payment.
- Insurance for the PTA is required, especially for those who handle money.

## Budget

- The budget estimates the PTA's expenses and deposits for the fiscal year which is July 1 through June 30.
- Fundraising is used to support the programs and services of the PTA. Only raise what is needed.
- The Budget Committee creates the budget. The Treasurer is the chair of the committee. See the Bylaws.
- It includes line items for each category or event with amounts for income, expense, and net total. It's better to overestimate income because potential spending is authorized.
- The budget must include **Start Up Funds**. It's simply a placeholder and is not actually used.
- Complete the Budget Approval Form which is part of the Active Affiliation Report.
- Individualize hospitality events, such as Staff Welcome Luncheon, Christmas Luncheon, and Teacher Appreciation Week Luncheon. The IRS says a maximum of 5% of the budget can go to "Hospitality." This is really for a Welcome Committee who might offer a cup of coffee at a sign-in table.
- The Comparison Budget Report is the monthly report that compares the actual amounts to the budget amounts with the net total. This is provided at all PTA meetings.
- If the budget needs to be amended to accommodate increased spending or unexpected income, then the proposed budget amendment needs to be approved by the General Membership.

## Banking & E-Commerce Policy (The full policy is in the Treasurer's Toolkit.)

- All PTAs must have their own checking account under their EIN (Employee Identification Number) with at least three authorized signers. Savings accounts are allowed.
- Debit cards are allowed for authorized signers only (not in Caddo). Two signatures are required on the Expense Form. Credit cards are **not** allowed. Recurring bills may be automatically paid with a debit card.
- Online and point of sale payment collection systems are allowed.
- Venmo and Zelle are **not** allowed. They leave the PTA vulnerable to fraud. PayPal is technically allowed, but there are better alternatives like CheddarUp.com, PTBoard.com, or SquareUp.com.
- All expenses require a completed Expense Form. All deposits need a completed Deposit Form.
- Deposits are counted by two people and should be made promptly.
- Checks may be deposited electronically. Note confirmation number and date. Destroy the check after it clears.
- Transfer money from online accounts at least monthly.
- Bank statements are mailed to the PTA's permanent address which is the school's address. Paperless or electronic bank statements are allowed. Have a non-bank signer review and sign every bank statement.
- Follow up with all NSF checks for repayment plus bank fees.

## Expense and Deposit Forms (Fillable PDF forms at [LouisianaPTA.org/treasurer](https://LouisianaPTA.org/treasurer))

- Staple receipts to upper right. Note if it is a debit purchase or if it is to be reimbursed. Itemize each expense with its budget line item. Note the total for each budget item and the grand total. Get two authorized signatures. Only one is needed if a check is written because it has 2 signatures on it. Complete Treasurer's Use box. If you can write all of the information on the printed receipt, you don't need to have the form.
- Itemize each check with name, check number, and amount. Tally the cash and coin denominations. Total the number of checks. Note the check, cash, and coin totals and the grand total. List the budget items to be credited. Staple deposit slip to back right. Cash deposits require 2 signatures. Note deposit date, amount, and if it is entered into software/ledger.



## MoneyMinder.com, WaveApps.com, CheddarUp.com, or PTBoard.com

- LAPTA encourages the use of online platforms to collect membership dues and to track finances.
- MoneyMinder.com (\$179/year) is simple accounting software for non-profits. It tracks expenses and deposits, has easy budget set-up, runs reports, and maintains history over the years.
- CheddarUp.com works as an online store and a simple website. There are fees that can be paid all or partially by the buyer. If you have MoneyMinder Pro, you get the \$30/month CheddarUp Team Edition free.
- See a CheddarUp sample at **FriendsofLAPTA.CeddarUp.com**.
- An alternative to CheddarUp is PTBoard. Wave Apps is a free alternative to MoneyMinder.
- Annual Renewals: Secretary of State at GeauxBiz.com, the insurance policy, and other online subscriptions. Always look for free alternatives.

## Federal & State Taxes

- Federal tax filing is due 4 ½ months after the fiscal year ends, which is November 15. Nonprofits file a Form 990 with IRS. Form 990-N is for gross income less than \$50,000. Form 990-EZ is for gross income \$50,000 - \$200,000. Form 990 is for gross income over \$200,000.
- When calculating gross income, EXCLUDE member dues paid to LAPTA. For example, if you had \$1200 total membership dues income and paid \$434 to LAPTA for 124 members, you would net \$766. Report the gross income from dues as \$766.
- All money given to the PTA is a tax-deductible donation. “Thank you for your tax-deductible donation.”
- PTAs pay sales tax on all purchases. (Schools do not pay sales tax.)
- PTAs are to pay state sales tax on “Unrelated Business Income.” LAPTA is working to acquire an exemption for each parish, but this is not granted yet. Refer to [www.rev.state.la.us](http://www.rev.state.la.us) for further details.

## Year-End Duties

- Have the Passwords & Accounts Summary Sheet accurate and up to date.
- All Expense & Deposit Forms are documented, complete, and entered into ledger and binder.
- All bank statements, monthly reconciliation reports, budget reports, agendas, minutes, and annual budget are included in the binder.
- Include previous Audit Report, EIN, Articles of Incorporation, IRS tax filings, and insurance policy.
- Review records retention policy and keep required documents.
- Meet with the incoming Treasurer and President. Turn over check book, debit cards, binder, past records, and all PTA papers.
- Transfer any accounts to the incoming officers, such as CheddarUp.com which needs a SSN.

## Summary

- Know the LAPTA Toolkit: Treasurer Section 3.
- Get the budget approved by the General Membership ASAP.
- Active Affiliation Report is due **October 31, 2024**. Work on it now.
- 2023 IRS Tax filing is due **November 15**. Do it now.
- Submit member dues monthly through **LousianaPTA.org/membership**.

## Questions?



# Secretary Training by LAPTA

Secretary@LouisianaPTA.org

LouisianaPTA.org/secretary

## Where to Start

Register at [LouisianaPTA.org/register](https://LouisianaPTA.org/register). Visit [LouisianaPTA.org/secretary](https://LouisianaPTA.org/secretary). Download **LAPTA Toolkit: Secretary**. You are a member of the Executive Committee & the Board of Directors. The Secretary's basic duties are outlined in the PTA's Bylaws and further explained in the LAPTA Toolkit: Secretary.

- Write and then type the minutes for all meetings. The minutes can be directly typed during a meeting.
- Distribute meeting minutes to the members that correlate to the meeting type.
- Have records from previous meetings ready for review.
- As necessary, organize and appropriately store and retain all records. Digital or paper copies are acceptable.
- Keep an up-to-date copy of the Bylaws and Standing Rules.
- Maintain an accurate membership roster.

## Terms

- **Bylaws** are the governing rules of the PTA. The Local PTA Unit Bylaws Template is at [LouisianaPTA.org/bylaws](https://LouisianaPTA.org/bylaws). They expire every 3 years with the expiration date on page one. Email [bylaws@LouisianaPTA.org](mailto:bylaws@LouisianaPTA.org) for a copy.
- **Standing Rules** provide a less formal and more detailed overview of how the PTA functions and are detailed guidelines that contain additional information on who does what within the PTA.
- **Quorum** is the minimum number of members necessary for a PTA to conduct business. The quorum for the Executive Committee (elected officers) and Board of Directors Meetings is a majority of its members. The quorum for General Membership Meetings is listed in Article X, Section 2 of the Bylaws.
- **Board of Directors** is the main governing body of the PTA. It consists of the elected officers (Executive Committee) & Committee Chairs (or heads) which are listed in the Bylaws and (potential) Standing Rules.
- **Parliamentary Procedure** is a set of rules for conducting orderly and fair meetings. PTAs use the book Robert's Rules of Order, Newly Revised which details parliamentary procedure, or **robertsrules.com**. Look at the FAQs.
- **Minutes** are the official record of all meetings, are kept forever, and become the PTA's history. They're available for all PTA members. It is the record of what was done and not everything that was said. Personal opinions & discussions are not recorded. They are written efficiently and concisely and should be typed.
- **Motions** are statements that describe a proposed action or decision that is made by the PTA.

## Contents of the Minutes

- **Heading:** meeting type (Executive Comm, Board, or General Membership), PTA name, date, and location
- **Call to Order:** by [name] at [time]
- **Opening (Optional):** Note what was done and by whom
- **Attendance:** List attendee names or attach sign-in sheet. Include if quorum was or was not established.
- **Secretary's Report:** "Minutes from previous meeting were [read/distributed/emailed] and [approved or approved as corrected]" or "The reading of the minutes was waived and approved as distributed."
- **Treasurer's Report:** The XYZ Bank Account has \$99,999. CheddarUp.com has \$209. (round to whole dollar)
- **President's Report**
- **Principal's Report**
- **Committee Reports:** details for each committee
- **Old Business** (optional)
- **New Business** (optional)
- **Announcements**
- **Adjournment:** Time meeting ended. This does not require a motion to be made.
- The secretary signs their name & dates the minutes in both the draft & approved minutes.

## Taking the Minutes

- Follow the outline or format of the meeting agenda. They can be in outline format or narrative format.
- The agenda is usually done by the President although sometimes the Secretary is asked to do it.
- Take handwritten notes in a bound journal with numbered pages or type the minutes during the meeting.
- If there is a discussion over an issue, only record what the final decision is. Always record in 3<sup>rd</sup> person.
- Ask for clarification during the meeting if you miss something.

## Draft Minutes vs. Approved Minutes

- The minutes should be typed within 5 days of the meeting. Number the pages. Include all reports. Have the President preview the minutes. These are the “**Draft Minutes.**”
- At the next meeting, the Secretary distributes and/or reads the Draft Minutes. (The reading of the minutes may be waived by a majority vote without debate.) The Secretary asks for any corrections which are made in red ink by drawing a line through the error with the correction written above or in the margin. Minutes may be corrected whenever the error is noticed regardless of the time that has lapsed. To correct minutes after they have been approved requires a 2/3 affirmative vote. The Secretary then states that the minutes are “approved as read” or are “approved as corrected,” and signs the minutes. A motion is not needed to approve the minutes. The minutes then become the official **Approved Minutes.**

## Recording a Motion

The process of making motions ensures that all decisions are fairly discussed & voted on. Record the name of the person who made the motion, whether it was seconded, the exact motion verbatim, how the vote was taken (verbal or ballot), and if the motion passed or failed. If a motion is withdrawn, it is as though it never happened and is not included in the minutes. If a motion is not seconded, then it cannot continue to be discussed and it dies. Only record the final version of a motion. There is a Motion Form in the Secretary Toolkit. Use this format:

**A MOTION WAS MADE** by Carl Cleveland and seconded to approve the proposed PTA budget. A verbal vote was taken. **MOTION PASSED.** (If a ballot vote was taken, record the actual tally.)

**A MOTION WAS MADE** by Tay Jones and seconded to purchase a vehicle for the principal. A paper ballot vote was taken with 1 yes and 12 nos. **MOTION FAILED.**

## Records Retention (Digital and paper records are acceptable.)

**Permanent** – Minutes, Bylaws and Standing Rules, PTA Charter

**7 Years** – Contracts, leases, budgets adopted at meetings, financial reports, grant agreements

**3 Years** – Bank statements, Deposit Forms, Expense Forms, general correspondence

**1 Year** – Routine emails, Confidentiality, Ethics, and Conflict of Interest Policy, Insurance Policies and Claims

## Secretary’s Binder

Get a binder to organize your files. Online file sharing is a bonus. Organize it however it best fits you.

**Tab 1:** Summary of PTA accounts, usernames, & passwords; Board Roster

**Tab 2:** Agendas, Minutes, Meeting Rosters, Committee Reports

**Tab 3:** Membership roster or spreadsheet, notes, campaigns, Welcome Packet/Flyer

**Tab 4:** LAPTA Toolkit Sections: Secretary, LAPTA Office & PTA Basics; Board of Directors; Elections & Nominating Committee; Bylaws, Standing Rules, & Articles of Incorporation

**Tab 5:** Charter Info, IRS taxes, Secretary of State annual report, insurance policy, past audit reports

**Tab 6:** Miscellaneous

## Sample Recorded Meeting

A sample LAPTA Board of Directors Meeting was recorded and available to watch at [LouisianaPTA.org/secretary](http://LouisianaPTA.org/secretary). The agenda and minutes are included for you to see what was recorded in the minutes and what was excluded.



# Board Members, Committees, & Membership

LouisianaPTA.org/membership

LouisianaPTA.org/board

## Duties of the Board of Directors

- Perform the tasks assigned to their committee and help find volunteers to join the committee.
- Keep an organized binder or digital files of the annual work that can be easily shared with successors.
- Attend all PTA meetings to ensure a quorum is met and for the success of the PTA.
- Use the Plan of Work PDF to organize tasks.
- Operate under the supervision and guidance of the Executive Committee.
- Exercise the fiduciary responsibilities, which are a duty of care, duty of loyalty, and a duty of obedience.
- Maintain a unified voice and foster collaboration within the PTA.
- Foster the PTA’s good reputation in the community.
- Build positive relationships within the Board and community.

## Committee Types

- **Standing Committees** are established by the President who appoints the chair, subject to Board approval, which conduct work over the course of a full year. The PTA should evaluate its committees and make updates yearly. Add or remove committees by passing a motion at a Board Meeting with an affirmative majority vote.
- **Special Committees** are created and appointed usually for a short-term need as specified in the Bylaws. Its term ends when its purpose concludes. The President or committee appoints its chair. The Nominating, Budget, Audit, and Bylaws Committees are detailed in the Bylaws.

## Standing Committee Examples – The Possibilities Are Endless!

Advocacy	Friday Pantry	Newsletter	Teacher Appreciation
Beautification	Fundraising	Programs	Translation
Communications	Healthy Lifestyles	Reflections	Uniform/Merchandise
DIO or Inclusion	Hospitality	Room Reps	Volunteer
Donation Closet	Male Engagement	Social Media	Welcome
Education	Membership	Student Council	
Family Engagement	Mental Health	Student Involvement	

## Membership Campaign Ideas

Refer to page 4. Please share your successful campaign ideas.

## Questions?



# *Louisiana Parent Teacher Association*

## Training Certificate

All elected officer positions (President, VPs, Treasurer, and Secretary) are required to receive 4 credits of Leadership Training Courses from LAPTA. This is done in-person in August, over virtual meetings in September which are recorded and posted online, or one-on-one with LAPTA. We encourage all Board members to receive training as they are the future leaders of your PTA. In-person Leadership Development Day training satisfies all 4 credits. For details on training, see [LouisianaPTA.org/training](https://LouisianaPTA.org/training).

Trainee's Name: \_\_\_\_\_

PTA's Name: \_\_\_\_\_

Final Workshop Course: \_\_\_\_\_

Thank you for attending the in-person PTA Leadership Training.  
You have received all 2024-25 PTA training.  
We really do appreciate you taking the time to attend.

**Please leave feedback** on the event so that we can improve by scanning the QR Code!



Save this as proof of training for LAPTA Active Affiliation Report. See [LouisianaPTA.org/affiliation](https://LouisianaPTA.org/affiliation).