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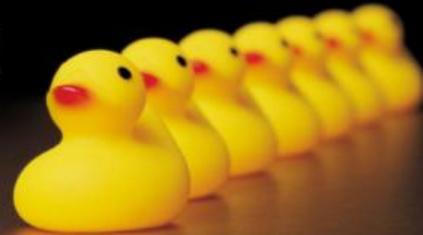
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Getting Your Ducks in a Row



TAX SEASON IS HERE

Tax time for PTAs is right around the corner: **all PTAs must file by November 15th.** If your unit has filed already, please be sure to send copies of your filings to financialreports@peraltadistrictpta.org.

Remember that if your PTA has gross revenues **under \$50,000** your PTA can file a postcard version of the 990 and 199 in just a matter of minutes. Don't forget there's a third filing (an RRF-1) that must be done every year as well.

Note you cannot file for an extension if you plan to file the postcard versions of the 990 and 199...so if your gross revenues are less than \$50,000, plan to file no later than November 15th.

[Tax Filing Support Center at California State PTA](#)

DISASTER RELIEF

What PTAs Can Do

With the recent devastating fires in the North Bay, many families look to their local PTAs as a means to organize a response. [California State PTA](#) is recommending donating to one of two funds: [North Bay Fire Relief Fund](#) or the [American Red Cross](#).

[See More Information About Disaster Relief in the Toolkit](#)

PARLIAMENTARIAN NEEDED

Supporting Units & Councils With Their Bylaws

Bylaws should be updated every three years even if your unit is considering not making any changes. Fortunately, updating bylaws is easy using [e-Bylaws](#), however all bylaws need to be reviewed by a council parliamentarian (if your unit is in-council) and/or by the district parliamentarian.



Our district is in need of a parliamentarian. The district parliamentarian may organize a bylaws review committee in order to help review bylaws submissions from units and councils. Currently there are 80 units in the district that are due to update their bylaws.

Contact Us

REFLECTIONS

"*Within Reach*" is the theme for the 2017-18 Reflections Art Program! Remember that student art entries are due to the Peralta District PTA Reflections committee on December 6, 2017.



Note PTA units in a council (Alameda, Berkeley, Fremont and Pleasanton units) will first submit entries to their council Reflections chairman for judging so check your council calendar. Council PTA Reflections chairmen and out-of-council PTA unit Reflections chairmen submit entries to Peralta District PTA.

When: Wednesday, December 6, 2017 6:00 pm to 8:00 pm

Where: Alameda County Office of Education Lobby [313 W. Winton Ave., Hayward](#)

Any questions? email reflections@peraltadistrictpta.org

COMMUNICATIONS

News and Info at Your Fingertips

Peralta District PTA has many ways of reaching out to unit and council PTA officers. In addition to this newsletter we have a wealth of information on our web site: www.peraltadistrictpta.org. We encourage you to become familiar with its contents - it will save you a lot of time and effort when you need information.



Read More

MEMBERSHIP TOOLS

Automating Membership e-Card Distribution

If you are running out of membership cards you can save a few trees by giving out e-cards instead. By using CAPTA's [form letter merge document](#) and a [membership spreadsheet](#) you can even send e-cards via email. **Learn More**



Remember, per capita dues (\$4.75 per member) for 15 members is due to Peralta District PTA by November 20th for a unit to remain in good standing. Unit insurance of \$228 is due to Peralta District PTA by December 1st.

A SEASON OF THANKSGIVING

Let Your Volunteers Know They Are Appreciated

For all the good things happening in PTA, they wouldn't have come to be were it not for volunteers like yourself. First, Peralta District PTA wants to thank you for all your hard work and we hope you'll spread a word of thanksgiving to your volunteers as well. Here are a bunch of quotes you can use as inspirations in your meetings, in thank you cards or wherever, however you'd like to use them:



Inspirational Quotes

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Serving PTAs in Alameda County



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