



Its easy bein' green!

**Illinois
PTA[®]**

everychild.one voice.[®]

DISTRICT 36 Fall Conference

Big Green Ideas for PTA

October 16, 2008

Wiesbrook Elementary School

2160 Durfee Road

Wheaton, IL 60187

6:15-7:00 PM	Registration
6:30 PM	Dinner (optional)
7:00 PM	Greetings from IL PTA – Jean Razunas, Illinois PTA President
7:05 PM	Presenter - Kay McKeen, Director and Founder of SCARCE “Go Green Initiatives”
7:30 PM	Presenter - Laura McDonnell, Patterson PTA “Implementing Green Ideas at PTA & School”
8:00 PM – 8:45 PM	Mini Course Offerings (see below)

SERVICE PROJECTS/**GREEN** INTITIAIVES to help **REDUCE** our impact on the environment.

Shoe Rescue Project: Got gym shoes that your family has outgrown and are destined for the trash? We will be collecting gym shoes (any brand, any condition, light up shoes are ok) that will be **RECYCLED** into playgrounds.

Super Crayons: Don't know what to do with those broken and used crayons? Bring them to fall conference; they will be melted down to form super crayons to be **REUSED** by disabled children.

REGISTRATION

Contact Name:	
Phone:	Email:
<i>Indicate the number of guests planning on attending each course in the space provided.</i>	
Mini Course Offerings (See Page 2 for Course Descriptions)	Number of Guests
Secretaries Course - “How to be the best secretary you can be”	
Vice-Presidents Course - “Tips for Defining this Role”	
Conflict Resolution – “Another Tool to Help Presidents Succeed”	
Technology - “ A Gizmo for Growing a Greener PTA”	
Dinner will be provided by Atlanta Bread Company at a cost of \$10.00 per person.	
Cost includes gourmet sandwiches, chips, salad, dessert, and a beverage	
Number of Guest for Dinner:	

Mail Registration and Dinner Payment by **October 14th** to:

Praseeda Govindadas, 3408 Grassmere Road, Naperville, IL 60564 Phone: (630) 544-6490

Registration Questions - Email: prasadag@hotmail.com

Other Questions to Jean Donovan – Email: jm.donovan@comcast.net or (630) 961-9127

Make Checks Payable to: IL PTA District 36

Course Descriptions

Secretaries Course - “How to Be the Best Secretary You Can Be”

Learn Illinois PTA guidelines for taking of minutes, standard responsibilities that go along with being secretary, filing and saving of documents, corresponding with your membership and beyond and ways to follow the rules of a 501C3 organization while still staying in tune with the electronic age we all live in.

Instructor: Angie Gaul, IL PTA District 36 Secretary

Who should take this course? Any PTA member is welcome and particularly, secretaries and presidents.

Vice-Presidents Course - “Tips for Defining the Role”

Sometimes undefined, often overlooked, learn how to best utilize the vice president position. Review possible vice president job descriptions utilized by some PTA's. Hear a success stories from PTA's who have charted a different path for their vice president role in this day of fewer volunteers and busy schedules. Wraps up with a roundtable discussion.

Team Facilitators: Radhika Bhandari and Peter Barnard, Fry PTA President and Vice President

Who should take this course? Any PTA member is welcome and particularly, vice presidents and presidents or someone interested in future PTA leadership.

Conflict Resolution – “Another Tool to Help Presidents Succeed”

The hardest part of any position is often the most important. Dealing with conflict often goes hand in hand with leadership. Learn ways to work with challenging parents, executive board members and building administrators in a professional and non-threatening way, while remembering not to lose your sanity. Based on a course taught by National PTA. Instructor: Jean Donovan, Director, IL PTA District 36

Who should take this course? Any PTA member is welcome and particularly, presidents or anyone interested in future leadership. Principals are welcome as well.

Technology - “A Gizmo for Growing a Greener PTA”

This class will offer tips on how to use technology to make your office and PTA greener. Some topics that will be discussed include creation of electronic filing systems, electronic review and proof reading of documents, paperless communication, and other paperless office tips. There will also be time to share your green initiatives with the group.

Instructor: Rachell Kitchen, IL PTA District 36 Leadership Development Chair

Who should take this course? Anyone interested in making your office and PTA a little greener.

The PTA Store Will Be Open!

**Fun board gifts such as PTA Staplers, Key Chains, Note Pads and much more
will be available for purchase.**