

# **VIRGINIA PTA 90th ANNUAL**

**CALL TO CONVENTION**

***IMAGINE BELIEVE ACHIEVE***

**November 4—5, 2011**



**Holiday Inn  
Koger Executive  
Center  
Richmond, Virginia**

**Time Sensitive Registration  
Information Enclosed**

**Read Now**

Dear PTA Leaders and Friends:

It is my pleasure, on behalf of Virginia PTA, to extend to you a special invitation to attend the 90<sup>th</sup> Annual Convention at the Holiday Inn Koger Center in Richmond, November 4-5, 2011. This will be a busy time as we conduct the important business of our association. Our hardworking convention committee, under the direction of Convention chair, Jean Farrar, has worked over the last many months to provide an interesting, informative and fun event complete with the opportunity for you to attend a mini Emerging Minority Leaders Tract and the opportunity for all attendees to *"Imagine Believe Achieve"*.



This is an election year for Virginia PTA. Delegates will elect new state officers for the term running 2011-2013. President-elect, Anne Carson, and the other officers elected during convention will begin their important service to our association following your direction as we debate proposed amendments to Virginia PTA Bylaws; and discuss proposed Resolutions that have the potential to become a part of our annual legislation program. Please read carefully the new format for voting at this election on page 12.

Joining us from National PTA is Delcencia Jones, Director of Urban Development for National PTA. She will present workshops that are a part of the Emerging Minority Leaders tract as well as speak to our delegates during general session. I hope you will take the opportunity to come and meet Delcencia and other PTA members.

Attending convention, our only annual business meeting of Virginia PTA, is a legitimate expense of your PTA. It is extremely important to the success of each local unit to have informed leaders sharing the information they receive at convention with the members of their unit in order to better serve the education, health and welfare needs of Virginia's children. Plan to send at least one delegate NOW!

Please take the time needed to review this packet and be sure to take advantage of our online registration. I look forward to seeing you at convention where we will celebrate the successful programs, projects, and members of PTAs throughout Virginia, while honoring our students, educators, and volunteers for their outstanding service to our association. Join us at our annual convention and prepare to *"Imagine Believe Achieve"*.

Looking forward to being with you in Richmond!

*Debi*

Debra Abadie, Virginia PTA President

## 2011 CONVENTION MANAGEMENT COMMITTEE

**Jean Farrar, Chair**

**Felicia Bailey, Vice Chair**

**Mary Jo Padula, Secretary**

**Sarah Gross, Local Arrangements**

**Mary Voss, First Timers/Gifts**

**Karen Fellows, Vendors**

**Denise Bolton, Vendors**

**Karen Molloy, Communications**

**Donna Colombo, Workshops**

**Colleen Lynch, Registration**

**Jennifer Young, Eventbrite**

**Brenda Sheridan, 2010 Convention Chair**

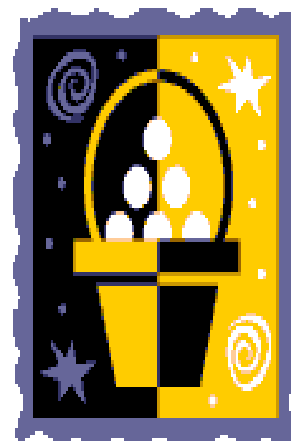
**Debi Abadie, State President, ex-officio**

**Anne Carson, State President Elect, ex-officio**

### *The Virginia PTA 90th Annual Convention Scholarship Basket Drawing*

To celebrate our 90th State Convention, we will hold a drawing for a beautiful handmade basket. This basket will be filled with 90 items vital to running an efficient PTA. All ticket sales will all go to benefit the Virginia PTA Scholarship Program. Come prepared to take this wonderful basket home.

The Virginia PTA scholarship is available to all graduating seniors who are pursuing a career working with children.



# **TENTATIVE SCHEDULE**

**(SUBJECT TO CHANGE)**

## **Friday**

8:00 a.m. – 6:30 p.m.	Convention Registration
8:00 a.m. – 6:30 p.m.	Credentials Open
8:30 a.m. - 9:30 a.m.	First Timers Coffee
9:00 a.m. – 7:00 p.m.	Exhibit Hall/PTA Store <i><u>(closed during General Sessions)</u></i>
10:00 a.m. – 11:30 a.m.	Workshop Session I
11:45 a.m. - 12:15 p.m.	Boxed lunch pickup (ticket required)
12:30 p.m. – 2:00 p.m.	Workshop Session II – <i>Lunch and Learn sessions</i>
2:30 p.m. - 5:00 p.m.	General Session I
After General Session – 6:00 p.m.	Convention Bylaws/Resolutions Briefing—Parliamentary Q & A Session
6:00 p.m. - 7:00 p.m.	*Bylaw & Resolution Amendment/Parliamentary Help Desk Open
6:00 p.m. - 7:00 p.m.	Exhibit Hall/PTA Store Open
7:00 p.m.	Dinner on your own

## **Saturday**

8:30 a.m. - 3:00 p.m.	Convention Registration Open
8:30 a.m. - 3:00 p.m.	Credentials
8:30 a.m. - 9:30 a.m.	*Bylaw & Resolution Amendment/Parliamentary Help Desk Open
8:30 a.m. – 11:30 a.m.	Election Polls Open (if necessary)
8:30 a.m. – 11:30 a.m.	Exhibit Hall/PTA Store Open
9:45 a.m. - 11:15 a.m.	Workshop Session III
11:45 a.m. - 2:00 p.m.	General Session II
2:00 p.m. - 3:00 p.m.	New Officer Dessert Reception
3:00 p.m. – finish	General Session III (Closing)

\*see Convention Rules

## DELEGATE REGISTRATION INFO

To Register Online (recommended) [www.2011vaptaconvention.eventbrite.com](http://www.2011vaptaconvention.eventbrite.com)

For directions to assist you with online registration see page 13.

Note: **All registrations are non-refundable but transferable**

*Early Registration (by September 27, 2011)	\$110.00
*Regular Registration (by October 18, 2011)	\$150.00
*Late Registration (no later than October 27, 2011)	\$200.00
On-site Registration (NO MEALS)	\$200.00
Non Member Rate	\$250.00
Lifetime Member	FREE

Registrants using Free Lifetime Member registration may pay \$50.00 to participate in the lunches provided and shall not be eligible to vote or speak in the business portion of the meeting.

\*All Early, Regular and Late registrations include boxed lunch on Friday and a plated luncheon on Saturday—**All** other meals *on your own*.



*imagine believe achieve*

## LODGING INFORMATION

Holiday Inn—Koger Executive Center

1021 Koger Center Boulevard, Richmond, VA 23235-4756

To reserve call: 1.800.397.1034 and request the special “PTA” rate of **\$87.00** per night. Or reserve online with our *Hotel link* on the Convention website at

[www.vapta.org](http://www.vapta.org)

*Rooms are very limited. Don't wait, reserve today!*

Rate may increase after October 19, 2011

**FRIDAY SESSION ONE****10:00 a.m.—11:30 a.m.****101 MOTIVATING, MANAGING, & RECOGNIZING PTA LEADERSHIP Part I**

This is a two-part, interactive session that will allow the participants to assess and identify their leadership style; learn what motivates leadership volunteers and how to keep them motivated; mobilize leadership volunteers into action; and receive tips on how to recognize leadership volunteers. Participants are urged to attend both sessions to get the most out of this workshop.

**Presenter: Sharon Weigh—National PTA Trainer**

*Target Audience: General interest*

**102 HOW TO RUN YOUR PTA**

Review the PTA President's duties and the roles and responsibilities of officers and committee chairs. We will discuss creating and training your board, building a working relationship with your principal and school staff. We will discuss effective leadership techniques and where to go for help when you need it.

**Presenter: Virginia Board of Managers member**

*Target Audience: Presidents, Presidents-Elect, Officers*

**103 BULLYING: ITS NOT JUST FACE TO FACE ANYMORE**

Bullying is a pervasive activity. It happens not just in the school yard but over the internet as well. Did you know the way you type words in your electronic device can be perceived as being aggressive? You will learn what to expect when you or your child navigate the airways on your electronic devices every day.

**Presenter: Henrico County Police Department School Resource Officers**

*Target Audience: Parents, students, committee chair*

**104 COMMON THREADS OF PTA BASICS (EML TRACK)**

Examine the history of PTA, its impact on children, families and education. Learn about the common threads that join PTA and the National Congress of Colored Parents and Teachers to other educational organizations. Learn about the journey of PTA and the importance of this association. Determine the importance of diversity in the association and how you, as emerging minority leaders can shape the PTA's future.

**Presenter: Delcenia Jones, Director of Urban Development National PTA**

*Target Audience: EMLC Attendees, Officers, Membership Committees, First Time Attendees, General Interest*

**105 WHY YOUR UNIT NEEDS JUST BETWEEN FRIENDS**

Discover how to grow and strengthen your unit's membership with Just Between Friends – the official PTA communications and membership management online system which is offered *free* to all PTA units. Using Just Between Friends, a private and secure system, you can communicate with your entire school community; create directories; print membership cards; and earn revenue. It's easy to email all parents in your school community – enabling you to efficiently recruit new members and retain current members. And, when you use Just Between Friends for communications, you're eligible for revenue-share! Find out how in this motivational workshop.

**Presenter: JBF Representative**

*Target Audience: Membership, Volunteer Chairs*

**FRIDAY SESSION TWO LUNCH AND LEARN****12:30 p.m.—2:00 p.m.****201 MOTIVATING, MANAGING, & RECOGNIZING PTA LEADERSHIP Part II**

This is the second of a two-part, interactive session that will allow the participants to assess and identify their leadership style; learn what motivates leadership volunteers and how to keep them motivated; mobilize leadership volunteers into action; and get tips on how to recognize leadership volunteers. Participants are urged to attend both sessions to get the most out of this workshop.

**Presenter: Sharon Weigh—National PTA Trainer**

*Target Audience: All PTA Leaders*

## 202 REFLECTIONS ROUND UP! Arts In Education Workshop

Now that you're in the final stages of your Reflections Program, you've noticed there are many changes this year. Come to this round table workshop where we'll discuss the changes, go over the steps to be sure you have it right, and share everyone's experience and advice! A great workshop for all PTA Reflections chairs; local unit, council and district!

**Presenter: Jane Brooks, Virginia PTA Arts in Education Committee Chair.**

*Target audience: Reflections Chairs—Local, Council, District leaders*

## 203 TREASURER'S ROUND TABLE

Now you have been the Treasurer for a few months, there are probably many questions you would like to ask and shortcuts to learn as you continue in your PTA role. Sit down over lunch to discuss the ins and outs of being a PTA Treasurer.

**Presenter: TBA**

*Target audience: Treasurer's and Presidents*

## 204 CULTURAL DIVERSITY: BECOME THE CHANGE AGENT YOU ARE MEANT TO BE (EML TRACK)

Discover the sources of cultural programming that often guide our behaviors and day to day actions. Through interactive and thought-provoking exercises, this workshop will reach beyond the apologies and identify why we offend and why we get offended. Participants will work together to break through the barriers of acknowledging differences and valuing the diversity within us all and truly make strides towards becoming change agents in their PTA and their community.

**Presenter: Delcenia Jones, Director of Urban Development National PTA**

*Target Audience: EML Attendees, Officers, Membership Committees, First Time Attendees, General*

## 205 SOCIAL NETWORKING—ARE YOU SAFE?

We all think that the "privacy" settings will help keep us out of harm's way. Do privacy setting really protect our families? Learn the best way to protect our families and our organization from those that may not have your best interest at heart.

**Presenter: Henrico County Police Department School Resource Officers**

*Target audience: PTA Leaders, parents, students*

## FRIDAY AFTERNOON SPECIAL SESSION—IMMEDIATELY AFTER GENERAL SESSION I

### 1000 BYLAW AND RESOLUTIONS BRIEFING—PARLIMENTARY Q & A

Have questions on the bylaw changes being presented or about the resolutions being discussed? Interested in submitting a motion? This special workshop will review the proposed bylaw amendments and resolutions being presented during General Session III. Find out what you need to know before voting begins. Are you confused about the parliamentary procedures that we will follow at your convention? Stick around after General Session I to have your questions answered.

**Presenters: Sharon Weigh, Convention Parliamentarian; LaTonya Miller, Virginia PTA Bylaws Chair; Kathy Burcher, Virginia PTA Legislation/Resolutions Chair**

*Target Audience: All*

**No registration required for this workshop, all delegates are encouraged to attend**

**SATURDAY SESSION THREE****9:45 a.m. —11:15 a.m.****301 HOW DID THEY SEE MY POST?**

If you think you know how to “hide” things on your computer, think again. Our children are “cyber smart” because they are the first generation raised in the computer/social networking world. This workshop will help you determine if they are really safe. Sometimes they think they are and we believe they are, but where there is a will there is always a way so lets learn how to protect them.

**Presenter: Henrico County Police Department School Resource Officers**

*Target Audience: Parents, students, committee chair*

**302 PTSA AND ME—STUDENT/PARENT LEADERSHIP PANEL**

This workshop will host a table of both parent and student leaders of PTSAs. Learn the secrets to having strong student leadership enhance your PTSA. How do the students feel about being part of what some feel is a “parent” organization. Do you include students as leaders on your board? What do students want from PTSA and what do you want from them? Bring your questions and ideas and enjoy a spirited discussion of the how, why, and when of getting more student’s involved in your PTSA.

**Moderator: Virginia Board of Mangers Member**

*Target Audience: PTSA Leaders—Students and Parents*

**303 VIRGINIA PTA— A VOICE FOR ALL CHILDREN**

Virginia PTA is one of the leading child advocacy organizations in the state. You will learn how we are gearing up for this session of the General Assembly. Learn about the legislative process that we use to determine our positions and the role every member of Virginia PTA plays in the process. Hear more about how one member can affect change and how our voices, collectively, have become one of the most powerful for our children. Learn more about how our “Take Action Virginia” Network makes contacting your legislator easier than you ever imagined. We will discuss details about our 2012 legislative priorities as well as our new positions.

**Presenter: Kathy Burcher, Virginia PTA Legislation/Resolutions Chair**

*Target Audience: Legislation Chairs, Officers, Child Advocates*

**304 SPREADING THE SPIRIT OF AN INCLUSIVE PTA (Emerging Minority Leaders EML Track)**

Do you want to increase the diversity of volunteers that participate in your local PTA unit? Are you looking for strategies that you can implement today? This interactive workshop discusses how to find and place volunteers more effectively while meeting the diverse needs of your PTA and the volunteers.

**Presenter: Delcenia Jones, Director of Urban Development National PTA**

*Target Audience: EMLC Attendees, Officers, Membership Committees, First Time Attendees, General Interest*

**305 WHY PARENTS NEED JUST BETWEEN FRIENDS**

Discover how Just Between Friends helps parents in your school community organize their family’s activities and become more engaged in your unit’s activities. Just Between Friends, the official PTA communications and membership management online system, is offered *free* to all PTA units and parents in your school community. When parents accept your invitation to join your communications group in Just Between Friends, a private and secure system, they’ll always receive your email messages – in their email box; on their personal start page; and posted to their calendar. Plus, they benefit from family organizational tools. Hear all about them in this insightful workshop.

**Presenter: JBF Representative**

*Target Audience: Membership, Volunteer Chairs*

# ARE YOU A VOTING DELEGATE?

The Virginia PTA Convention is the annual business meeting of our association and is open to all members. The Convention is the one opportunity each year for Virginia PTA members to vote on critical issues and, biennially, to elect officers to lead and represent PTA's positions, goals and mission. The business of Virginia PTA is conducted during General Sessions while workshops are issue-oriented to help local unit leaders keep abreast of current trends and topics. Convention attendees are considered delegates and, unless otherwise stated below, must register and pay the registration fee to receive a badge and other materials entitling them to admission to the Convention activities.

All delegates, including commuters, are encouraged to pre-register online or via mail to the state office. On-site registration will be available **ONLY** if space permits; however, registration materials and meal tickets will not be available for on-site registrants.

## OFFICIAL VOTING DELEGATES

Members of a unit in good standing who are authorized, or "credentialed", by the unit president are considered to be official voting delegates. In accordance with our bylaws, voting privileges are limited to members of the State Board of Managers, Council Presidents or authorized alternates, and accredited delegates from local units. Each local unit should be represented by its president or alternate and by two delegates or alternates for the first 250 members or less, and additional delegates based on unit membership, as shown on the chart below:

President plus the following delegates:

<u>Members</u>	<u>(or alternate) plus</u>
1-250	2 delegates
251-350	3 delegates
351-450	4 delegates
451-550	5 delegates
551-650	6 delegates
651-750	7 delegates
751-850	8 delegates
851-950	9 delegates
951-1050	10 delegates
1051-1150	11 delegates

## MEMBERSHIP CARDS

To be eligible to vote, every delegate **MUST** bring his/her 2011-2012 PTA/PTSA membership card to Convention.

## CREDENTIALING PROCESS

Attendance at the Convention is **NOT** limited to PTA officers or board members. ANY PTA member may participate, bringing his/her opinions to the debates, discussions and voting. Voting privileges are granted through the credentialing process, whereby the unit president confirms membership enrollment. Unless a unit exceeds the permitted number of delegates, all members who choose to attend Convention, and pay the necessary fees, should be credentialed for voting. Similarly, all members who attend Convention and are eligible to vote should register as voting delegates and should check the appropriate voting box on his/her registration form.

## **ARE YOU A VOTING DELEGATE? (cont.)**

Local units may opt to pay for selected members' Convention expenses. The selection of these delegates is determined by each local unit, as is the number for which the unit will pay. Each voting delegate will receive a credentials card that certifies the delegate meets the official voting requirements outlined above. These cards will be provided at the Convention Registration Desk and must be shown when voting takes place at General Sessions and upon casting a ballot at the polls. A \$1.00 fee will be charged for replacement of a lost credential card and proper documentation will have to be presented again before re-issue.

### **ALTERNATE DELEGATE**

An alternate delegate substitutes for a pre-registered person who cannot attend ANY part of the Convention. The local unit president is responsible for confirming the attendance of all pre-registered delegates. IF NECESSARY, ALTERNATE DELEGATES MAY BE CERTIFIED BY THE PRESIDENT on the Alternate Delegate Form included in this packet (or exact copy thereof). Upon presentation of the Alternate Delegate Form at the Convention Registration Desk, the alternate will receive the materials previously prepared for the pre-registered delegate who cannot attend ANY of the Convention.

### **VISITING DELEGATES**

Visiting delegates are persons who desire to attend only part of the Convention as non-voting delegates or those delegates who are attending in addition to the quota for their local unit. Visiting delegates do not have the privilege of making motions, debating, or voting during General Sessions or elections.

### **VIRGINIA PTA HONORARY LIFE MEMBERS**

These individuals attend the Convention activities without voting privileges and are not required to pay a registration fee. Honorary Life Members must report to the Convention Registration Desk, present proof of life membership at the Convention Registration Desk to receive a badge. Those wishing to participate in the planned lunches, must pay \$50.00 to cover their cost. An Honorary Life Member intending to vote must be a member of a local unit, and be certified by that president as part of the quota of delegates from that unit and must pay the \$110.00 early registration fee, \$150.00 regular registration fee, or the \$200.00 on-site registration fee.

### **SPECIAL GUESTS**

Special guests are invited guests, pre-credentialed members of the Press, and members of the Local Arrangements and Credentials Committee. The Virginia PTA President or designee will extend special invitations to representatives of cooperating or allied organizations in the state, program participants, and pre-credentialed members of the Press. Members of the Local Arrangements Committee may attend, as non-voting delegates, any function of the Convention without payment of the registration fee. Special invitation attendees must report to the Convention Registration Desk to sign in and receive a badge admitting them to various activities of the Convention. Members of the Press must be credentialed by the President and/or the Convention Management Committee Chair.

## DELEGATES PLEASE READ—NEW BUSINESS PROCEDURE

We recognize the frustration felt by delegates with the business process at convention. In order to streamline our business and to reduce the challenge the head table faces in keeping straight the order of motions; reduce the number of motions that can be written incorrectly and thought out when submitted quickly; as well as requiring delegate to write motions at the microphone; the Convention Rules Committee, with the cooperation of the Convention Chair, have made the following changes to our convention rules:

- \*All main motions or amendments must be presented in writing on a motion form.
- \*No motion forms will be needed for extending/stopping debate, referring to committee.
- \*Amendments can only be made to the “Resolved” portions of the resolutions. The Resolution committee will amend the Whereas as applicable.
- \*Subsequent motions to an amendment may be made on the floor of convention.
- \*All motions must be submitted to the *Bylaw/Resolution Amendment Parliamentary Help Desk* which will be open Friday after the close of General Session One until 7:00 p.m. The *Desk* will re-open from 8:30 to 9:30 a.m. on Saturday of convention. The amendment must be presented on an official motion form by a credentialed voting delegate.
- \*The Resolution and Bylaw Committees will conduct a briefing to help delegates understand the resolutions and bylaws amendments and will be present at the Help Desk to assist delegates.

We encourage all delegates to review the power point presentation of this new business process that will be available on the Virginia PTA website no later than September 30. At the convention, during our first general session on Friday, delegates will be presented with a motion to adopt the convention rules that follow on the next page. At that time we will open the floor to discussion and then vote to adopt these rules. After adoption these rules will serve to govern our business during this convention.



**The Virginia PTA will continue the effort to reduce our *carbon footprint* with Convention this year. To help keep registration costs down, and maybe save a few trees, workshop materials will be provided on our website after October 29. Please visit the website after that date to download any materials you would like to have.**

# CONVENTION RULES

Delegates will approve Convention Rules during General Session One.

## Admission

1. All delegates, guests, and visitors shall wear badges at all times. No one shall be admitted without a badge.
2. Cell phones and other electronic devices shall be silenced during all business meetings and workshops. Video cameras and recording equipment, other than those approved by the president, shall not be permitted in the assembly hall or in the workshops.
3. All messages and announcements must be given to a page or other designated person.
4. Minutes of the convention shall be audited by three members of the Board of Managers and shall be approved by the Board of Managers.
5. The president shall approve all materials prior to its distribution at the annual convention.

## Speaking and Voting Procedures

1. Only voting delegates will be recognized to speak from the microphone. Delegates shall not seek to use the microphone unless they wish to speak to the question under discussion or for a point of order, point of information, or other appropriate motion.
2. Delegates wishing to speak from the floor shall:
  - a. Sign in at the appropriate microphone. Time shall be recorded by the microphone attendant.
  - b. Approach the microphone and wait to be recognized by the chair.
  - c. Give their name and the name of the PTA body which they are officially delegated to represent.

## Rules of Debate

1. The chair shall recognize delegates speaking “for” and “against” motions in alternating order.
2. No motion or resolution shall be debated for more than twenty (20) minutes, exclusive of all points of order and points of information.

## Rules of Debate *continued*

3. The method of voting used shall be as the chair directs.
4. No delegate may speak “for” or “against” a resolution for more than two (2) minutes at a time.
5. No delegate will speak for the second time until all delegates seeking recognition have had the opportunity to speak.
6. During a rising counted vote, the doors will be closed and admission will be granted only after the chair announces the results of the vote.
7. Primary amendments to a resolution or bylaws must be submitted on an official motion to Bylaw/Resolution Amendment Help Desk after the close of General Session 1 until 7:00 p.m. on Friday and from 8:30 a.m. to 9:30 a.m. on the Saturday of convention. The amendment must be presented on official motion form by a voting delegate. Only the resolved clauses of resolutions shall be amended. Secondary amendments may be made at the appropriate microphone.

## Resolutions

Emergency resolutions pertaining to events, which have become public knowledge after the submission deadline must be submitted in person by the maker of the resolution to the chairperson of the Resolutions Committee no later than 7:00 p.m. on the first day of the convention and must be brought to the convention floor for consideration with a two-thirds (2/3) vote of the delegates. (*Direct quote from VAPTA Bylaws*).

## Elections

Election of Officers in odd years.

Voting shall be by ballot, and a majority vote shall elect. However, if there is but one (1) nominee for office, election for that office may be by voice vote.

\*Candidates seeking an office or position shall abide by the bylaws and the policy on elections adopted by the board of managers.

## ONLINE REGISTRATION INSTRUCTIONS

## 2011vaptaconvention.eventbrite.com

These simple steps get you registered in a snap:

In the 'Ticket Information' section, choose which ticket type(s) you want to purchase. You may purchase tickets for multiple members by choosing a number from the drop down list. You will have to complete separate registration information, including workshop selections, for each attendee.

Click the 'Order Now' button, located at the bottom of the 'Ticket Information' section.

You will come to the 'Convention Registration Information' page. Some of the fields will be already filled for you. Fill out the required information (mandatory fields are marked with an \*) in the 'Ticket Buyer', 'Home Address' and 'Other Information' fields.

To select your workshops, use the dropdown menus for each of the sessions. If you choose to skip a session, select NONE from the dropdown.

There are 5 workshops in each session. If you do not see the workshop listed, it is already at max capacity so there are no more seats available. Don't forget to select your food choices for your free lunches.

If you selected more than one registration, you will see BOTH registrations listed. You will need to fill out the information for each attendee. Each ticket is labeled with a #.

When you have completed the form and you are ready to check out, you have 2 choices: checkout with Paypal (recommended) and pay by check. To pay by check you must click 'Show' beside that choice at the very bottom of the section. (See steps for paying by check in # 13 below.)

If you choose Paypal, you will be taken to the Paypal website to execute the transaction. Paypal is a well-respected online payment vendor. **You do not have to have a Paypal account to pay by credit or debit card in Paypal.**

If you do not have a Paypal account, click the 'Continue' link that is located on the left side, near the credit card logos.

10. Fill out the information in the fields provided, click 'Review Order and Continue'.

11. Review your order information as provided and click 'Submit'.

12. If you have a Paypal account, log in on the first screen and submit your payment as usual. A payment to 'Virginia PTA' will appear on your statement.

13. If paying by check, click 'Show' beside that choice at the bottom of the section. This will reveal a 'Pay by Check' button.

14. Click 'Pay by Check'.

15. This is the last step before submitting your order, so make sure you are ready to proceed. Click 'OK'.

16. The system will save your order and present you with a confirmation. YOU'RE DONE! Note: Enclose a copy of the electronic registration form if you choose to mail in your payment.

17. If you chose to pay by check, send your payment to the following address: Virginia PTA c/o LTC, 1027 Wilmer Avenue, Richmond, VA 23227-2419

### **Here are a few other things you can learn and do on the Convention Registration page:**

- If you have Facebook, click 'Connect with Facebook' to automatically post this to your profile. We appreciate the advertising!
- You can add the dates to your calendar by clicking the 'Add to my Calendar' link in the 'When' section on the right side of the page.
- You can map your route to the conference location in the 'Where' section on the right side of the page.
- See who else is registered by looking at the 'Attendee List' section at the bottom of the page.

We hope adding online registration has made this process easier for you. Please send comments to [communications@vapta.org](mailto:communications@vapta.org).

## REGISTRATION INSTRUCTIONS

Please use one form per person. If you are attending in a large group, send your registrations together.

Fill out the entire form. Check appropriate boxes.

Deadline for early registration is (postmark of) September 27, 2011-Save **\$50** per person by registering by this date!

Workshops may close earlier if enrollment limits are met. Be sure to mark your 2nd and 3rd choice selections.

Enclose a check for the TOTAL AMOUNT DUE for all registrations along with copies of your registration forms. Make checks payable to VIRGINIA PTA and forward to: Virginia PTA, c/o 2011 LTC, 1027 Wilmer Avenue, Richmond, VA 23227- 2419



# What's in it for me?

Attendance at the 90th Annual Virginia PTA Convention offers you the opportunity to participate in the business of the organization, network with other local, state and national PTA leaders, decide and vote on proposed bylaw changes, vote on Resolutions which affect Virginia PTAs positions, vote for Virginia State officers for the next term, learn about today's hot PTAs issues, exchange ideas, enjoy the awards luncheon, and visit interesting exhibitors that offer fresh new ways of fundraising and valuable programs. This is a legitimate PTA expense.

## ***IMAGINE***

**WORKSHOPS ON TODAY'S ISSUES**

**NETWORKING**

**STUDENT LEADERSHIP ROUNDTABLE**

**EMERGING MINORITY LEADERS TRACK**

**EXHIBITORS**

## ***BELIEVE***

**FRESH IDEAS**

**ADVOCACY**

**MAKING A DIFFERENCE**

**NEW CONNECTIONS**

## ***ACHIEVE***

**LEADERSHIP KNOWLEDGE**

**AWARDS**

**SUPPORT**

**KNOWLEDGE**

**Don't wait, sign up today. Registration/hotel rooms are limited.**

**Register online: [2011vaptaconvention.eventbrite.com](http://2011vaptaconvention.eventbrite.com)**

**Email with Questions: [2011convention@vapta.org](mailto:2011convention@vapta.org)**