



**VIRTUAL SUMMER LEADERSHIP TRAINING**  
**June 6 – August 12, 2020**

<b>Workshop</b>	<b>Date and Time/s</b>
President Essentials	June 6, 9:00 am to 10:30 am
Treasurer Essentials	June 6, 11:00 am to 12:30 pm
Secretary Essentials	June 6, 1:00 pm to 2:30 pm
Membership Mondays – Membership Essentials	June 8, 12:00 pm to 1:00 pm and 7:00 pm to 8:00 pm
Advocacy Afternoons - Trauma Informed Care in the Age of Coronavirus	June 10, 12:00 pm to 1:00 pm
Workshop Wednesdays - Reflections – Arts in Education	June 10, 7:00 pm to 8:00 pm
Financial Reviews	June 13, 9:00 am to 10:30 am
Running Effective Meetings with Parliamentary Procedures	June 13, 11:00 am to 12:30 pm
Diversity and Inclusion for Your PTA	June 13, 1:00 pm to 2:30 pm
Advocacy Afternoons - Engaging Military Families	June 17, 12:00 pm to 1:00 pm
Workshop Wednesdays - Bylaws and Standing Rules	June 17, 7:00 pm to 8:00 pm
PTA Communications	June 20, 9:00 am to 10:30 am
Financial Reviews	June 20, 11:00 am to 12:30 pm
Bylaws and Standing Rules	June 20, 1:00 pm to 2:30 pm
Planning Your PTA Work	June 22, 12:00 pm to 1:00 pm
Membership Mondays – Membership Q & A	June 22, 7:00 pm to 8:00 pm
Advocacy Afternoons – Mental Health	June 24, 12:00 pm to 1:00 pm
Workshop Wednesdays - PTA Communications	June 24, 7:00 pm to 8:00 pm

<b>Workshop</b>	<b>Date and Time/s</b>
Transformative Family Engagement	June 27, 9:00 am to 10:30 am
Secretary Essentials	June 27, 11:00 am to 12:30 pm
Raising Grants and Sponsorships	June 27, 1:00 pm to 2:30 pm
Social Media and Today's PTA	June 29, 12:00 pm to 1:00 pm
Membership Mondays – Membership Q & A	June 29, 7:00 pm to 8:00 pm
Advocacy Afternoons - Special Education in Time of COVID-19	July 8, 12:00 pm to 1:00 pm
Workshop Wednesdays - All About Programs	July 8, 7:00 pm to 8:00 pm
VP and Committee Chair Basics	July 11, 9:00 am to 10:30 am
PTA in Elementary School	July 11, 11:00 am to 12:30 pm
Financial Reviews	July 11, 1:00 pm to 2:30 pm
Membership Mondays - Managing Conflict in Your PTA	July 13, 12:00 pm to 1:00 pm
Membership Mondays - Managing PTA Volunteers	July 13, 7:00 pm to 8:00 pm
Advocacy Afternoons	July 15, 12:00 pm to 1:00 pm
Workshop Wednesdays - Council Best Practices	July 15, 7:00 pm to 8:00 pm
Principals and the PTA	July 18, 9:00 am to 10:30 am
Leadership Transitions	July 18, 11:00 am to 12:30 pm
Title I Schools and PTA	July 18, 1:00 pm to 2:30 pm
Membership Mondays – MemberHub Cheat Sheet & Tips	July 20, 12:00 pm to 1:00 pm
Membership Mondays – Membership Drives	July 20, 7:00 pm to 8:00 pm
Advocacy Afternoons – Advancing Equity in Virginia's Schools	July 22, 12:00 pm to 1:00 pm
Workshop Wednesdays - President Essentials	July 22, 7:00 pm to 8:30 pm
Budgets and 990s	July 25, 9:00 am to 10:30 am
PTA in Middle School	July 25, 11:00 am to 12:30 pm
Celebrating Student Success	July 25, 1:00 pm to 2:30 pm
Effective Board Management	August 1, 9:00 am to 10:30 am
VP and Committee Chair Basics	August 1, 11:00 am to 12:30 pm
PTA in High School	August 1, 1:00 pm to 12:30 pm

<b>Workshop</b>	<b>Date and Time/s</b>
Membership Mondays - Membership 101	August 3, 12:00 pm to 1:00 pm
Membership Mondays - PTA Career Ladder	August 3, 7:00 pm to 8:00 pm
Advocacy Afternoons	August 5, 12:00 pm to 1:00 pm
Workshop Wednesdays - What Should PTAs Be Funding	August 5, 7:00 pm to 8:00 pm
Running Effective Meetings with Parliamentary Procedures	August 8, 9:00 am to 10:30 am
Treasurer Essentials	August 8, 11:00 am to 12:30 pm
PTA Q and A	August 8, 1:00 pm to 2:30 pm
Advocacy Afternoons - Advocating for your Special Education Student	August 12, 12:00 pm to 1:00 pm
Parental Coaching: Preparing for Back to School	August 12, 7:00 pm to 8:00 pm

**\*Virtual Summer Leadership training is free; however, registration is required to attend.  
The schedule is subject to change.**

## Workshop Descriptions

Workshop Title/Focus Area	Description
Advocacy Afternoons	PTA was founded by child advocates. Learn more about the latest advocacy focus-areas from across the state and in your local communities. Along with our VP of Advocacy, hear from advocates and experts dedicated to helping students achieve and succeed.
Budgets and 990s	Learn your responsibilities to the IRS and how to develop a budget that works for your PTA.
Bylaws and Standing Rules	Your PTA is a legal entity. Learn more about the guiding document that is the foundation of your PTA. Also, learn how to create standing rules that will enable your PTA board to operate efficiently.
Celebrating Student Success	An exchange of ideas about how you recognize and celebrate students within your school and grow involvement in programs like Reflections and many others.
Communications	PTA success relies on engaging and communicating with your members. Learn how to promote your PTA via your website, newsletters and social media.
Conflict Management	Conflict is unavoidable but learn how to recognize, understand and overcome conflict that may threaten your PTA goals.
Council Best Practices	Learn more about your role as a council leader and how you work together with the district directors and VAPTA leaders to support your local unit PTAs.
Diversity and Inclusion for Your PTA	Learn to keep volunteers motivated by putting an achievable diversity and inclusion plan together for the year.
Effective Board Management	Learn the qualities of a leader and how to build relationships and manage your PTA work through good leadership.
Engaging Military Families	Military parents and students have unique considerations. This workshop focuses on the resources and tools available to help military families and particularly students succeed in your school environments.
Financial Reviews	Learn how to build a financial review team, what they should be looking for in a documents and account review and how to perform this annual task in preparation for the next school year.
Engaging Teachers and Students	Learn how to motivate and encourage teachers and students to join your PTA.
Leadership Transitions	Learn how to develop future leaders and your role as an outgoing leader.
Managing Conflict Within Your PTA	There are no relationships without conflict. But learn how to recognize, understand and manage conflict in order to build and improve relationships among your PTA volunteers.
Managing PTA Volunteers	Learn organization, communication and management skills to assist in coordinating volunteers.
Membership Essentials and Membership 101	Learn how to <b>P.L.A.N.: Picture, Listen, Ask, and Nurture</b> your potential and returning PTA members. Learn the latest in membership drive tips and tools. Let's get ready to build an engaged and enlightened PTA membership.
Membership Matters with MemberHub	Learn the basics of membership and the PTA membership management tool, MemberHub, that can assist you in achieving your membership goals.

<b>Workshop Title/Focus Area</b>	<b>Description</b>
Membership Q and A	You've got questions about PTA Membership? Join us for a wide-ranging discussion about membership—concerns, challenges and opportunities.
President Essentials	An introduction to the roles and responsibilities of the PTA president.
Principals and Partnerships	Mutual understanding, respect, open communication and positive reinforcement are key ingredients for building successful partnerships. We share a common goal but have our rules and regulations to govern us. Join us to learn what a successful principal and PTA partnership looks like.
Programs	From Reflections to the Citizenship Essay, from Family Engagement to School of Excellence, PTA programs provide opportunities, build connections and create a school environment in which our students thrive.
PTA in Elementary School	Learn the role and some best practices of PTA at the elementary school level.
PTA in Middle School	Learn the role and some best practices of PTA at the middle school level.
PTA in High School	Learn the role and some best practices of PTA at the high school level.
PTA Q and A	You've got general questions about PTA? Join us for a wide-ranging discussion about all things PTA. Hosted by VAPTA leaders across the state who are ready to field your questions and hear about your challenges. You won't know unless you ask!
Raising Grants and Sponsorships	Learn the difference between grants and sponsorships, how to secure and achieve success with both and the role donations play in meeting your PTA's goals.
Running Effective Meetings with Parliamentary Procedures	Learn how rules of conduct positively affect PTA decision-making, while ensuring fair and orderly unit meetings and operations.
Secretary Essentials	An introduction to the roles and responsibilities of the PTA secretary.
Social Media and Today's PTA	Learn how to develop social media connections and engage more people in your school and community.
Special Education	All parents are equal participants in the Individualized Education Plan (IEP) development, but IEPs can be confusing and a bit stressful for parents to navigate. Learn the "need to know" things about IEPs to help empower parents to be a more confident and comfortable advocate for their child.
Transformative Family Engagement	Engaging and empowering families is at the heart of PTA's mission. But how do you do it? Learn to identify practical ways your PTA and school can engage families in more meaningful ways.
Trauma-Informed Care	Trauma-informed care is defined as practices that promote a culture of safety, empowerment, and healing. In this unprecedented time of COVID-19, learn about techniques and resources that will help you and your student adapt, adjust and thrive.
Treasurer Essentials	An introduction to the roles and responsibilities of the PTA treasurer.
VP and Committee Chair Basic	An introduction to the roles and responsibilities of the PTA Vice President and Committee Chair.