

# GEORGIA PTA CONVENTION AND LEADERSHIP TRAINING 2010



## CALL FOR PRESENTERS

### Purpose

The purpose of this Call for Presenters is to solicit proposals for workshops for the Georgia Parent Teacher Association (PTA) 2010 State Convention and Leadership Training. This "call" requires: workshop course title, description, learning objectives, supplemental learning materials (participant guides, handouts, etc.) and audio-visual needs for **75-minute** workshops.

### Who We Are

#### **The Parent Teacher Association (PTA)**

PTA is the largest and oldest volunteer child advocacy association in the United States. Membership is open to anyone who believes in the Mission and Purposes of National Parent Teacher Association. Individual members may belong to any number of PTAs and pay dues in each. Every person who joins a local PTA automatically becomes a member of both the state and National PTAs. Together we are a powerful voice for children.

**PTA Vision:** Making every child's potential a reality.

#### **The Mission of the PTA is:**

- A powerful voice for all children,
- A relevant resource for families and communities, and
- A strong advocate for the education and well-being of every child.

#### **The Purposes of the PTA are:**

- To promote the welfare of the children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

#### **PTA's National Standards for Family-School Partnerships**

- Standard 1: Welcoming all families into the school community: Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.
- Standard 2: Communicating effectively: Families and school staff engage in regular, two-way, meaningful communication about student learning.
- Standard 3: Supporting student success: Families and school staff continuously collaborate to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.
- Standard 4: Speaking up for every child: Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.
- Standard 5: Sharing power: Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.
- Standard 6: Collaborating with community: Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

## **Target Audience**

Georgia PTA is calling for dynamic presenters for its annual 2010 PTA Convention and Leadership Training. This event is the largest training forum for our membership focusing on core educational and leadership opportunities designed to enable our leaders to become outstanding in their various areas of management. The Georgia PTA Convention and Leadership Training is attended by over 1,500 PTA leaders from across the state—leaders, who engage their communities, connect with their school boards and elected officials, and motivate members to work on behalf of all children. Attendees build and create strong local PTA organizations that provide programs and activities that will impact student success. They influence school decisions and legislation affecting the well being of children and actively seek out programs, ideas, and tools to help their PTAs and school communities. These PTA leaders will share ideas with their schools, their communities, and their PTA's members.

## **Theme**

**Back to Basics: A Road Map for PTA Success!**

## **Workshop Topic Description**

The items listed below are sample topic areas for PTA Convention workshops. The bulleted lists following each topic are examples of workshop topics offered during previous conventions and leadership training. You should not feel limited to these examples. We encourage all presenters to develop and submit original, creative, thought-provoking workshop topics that fall under one of the following categories.

### **Membership**

- Grow Your Membership
- How to Effectively Sell PTA
- Membership Basics

### **Leadership**

- Volunteers – How to Get Them and Keep Them
- ABC's of PTA
- Conflict Resolution

### **Diversity**

- Dad's Overcoming Fatherhood Challenges
- Diversity and Inclusion
- Reaching Out to Latino Parents

### **Financial Viability**

- Preparing, Approving and Amending Your Budget
- Grant Writing
- Fundraising Strategies

### **Organizational Effectiveness**

- Herding Cats or How to Conduct an Effective Meeting
- Ethics
- Effective Power-Point Presentations

### **Advocacy**

- I'm a Legislative Chair – Now What
- Make Advocacy Relevant for Your PTA
- Knowledge is Power: What Every Parent Needs to Know About No Child Left Behind

### **Parent/Family Engagement**

- No Parent Left Behind
- PTA and the Parent-Teacher Connection
- Engaging and Supporting Families with Children Who Have Special Needs

### **Student Success**

- Programs for Middle School and High School
- Connecting Family, School and Community for Student Success
- Connecting the Dots to Find a Pathway for All Students to Achieve

### **Child Health and Safety**

- Feeding Healthy Families: Learn How to Manage the 6 O'clock Scramble
- PTAs and Internet Safety: Leading the Way to Protect All Children
- Ignorance Is No Defense: A Teenager's Guide to Georgia Law

## **Required Deliverables**

Each 75-minute workshop should include core content that is highly interactive and engaging. Each workshop submission will be expected to include the following:

**Due: January 15, 2010**

### **Speaker(s) Biography**

- Biography should be no more than 50 words

### **Workshop Title – no more than 10 words**

### **Workshop Description - no more than 50 words**

### **Learning Objectives**

- Learning objectives should communicate what learners will be able to do as a result of the workshop.
- Learning objectives should be in a bulleted list format.
- Learning objectives can also be used as the workshop description.

Due: April 15, 2010

**Supplemental learning materials** (to be used at the presenter's discretion)

- Agenda
- Handouts – PTA presenters are limited to a maximum of 5 pages front and back

**Facilitator Talking Points**

- Talking Points can be inserted into the note section of each PowerPoint presentation slide or it can be in a separate Word file.
- If PowerPoint is not used it can be in a separate Word file.

**All learning materials must be submitted in final format and virus free for review.**

**Copies of all learning materials due by April 15, 2010**

**Workshop Details**

- All workshop proposals must be submitted by email to Marty Berry, Bylaws Chair at [bylaws@georgiapta.org](mailto:bylaws@georgiapta.org) **Friday, January 15, 2010.**
- All supplemental training materials should reinforce the learning that will occur in the workshop.
- Workshop materials must align with the workshop learning objectives.
- Each presenter should engage the workshop for approximately 45 to 60 minutes and allow an opportunity for the participants to interact and ask questions.
- If there is more than one presenter, the first person listed will be considered the contact person.
- Presenters contribute their services in a volunteer capacity.
- All learning materials should be submitted in final format and free of viruses.
- Handouts not to exceed 5 pages (front and back).
- Once the registration numbers are finalized, any workshops with less than 10 participants will be reviewed and may be cancelled. Workshops with more than 100 (some exceptions) will be divided so that we have 100 or less.
- One or more facilitators are provided for each workshop.
- Georgia PTA will provide flip charts, markers, and screens with prior knowledge. See the Presentation Information section to indicate your needs.
- Please indicate your room setting as requested in the Presentation Information section. Note that we will make every effort to accommodate this request but cannot guarantee it.
- **LCD Projectors will be provided for each workshop. You are responsible for your own Laptops and extension cords for your presentation. Mark on your presenter application any other listed equipment that you will need.**
- **ALL** submitted proposals for workshops will be previewed for approval. Georgia PTA will notify workshop presenters on or by **February 15, 2010**, of their selection.
- Submit a copy of your handouts with this proposal if possible but no later than **April 15, 2010.**
- Presenters will receive an email **by June 11, 2010** confirming the number registered for each workshop.
- Handouts not submitted by the April 15th deadline must be copied at your own expense, and only after Georgia PTA has approved of all handouts being distributed to all delegates.

**ALL Non-PTA presenters:**

- **Are responsible for providing all of their own presentation materials and handouts.**
- **Materials must be the same ones attached to the Call for Presenters Form and approved by Georgia PTA.**
- Must register with the Information Desk, onsite, upon arrival where you will receive a convention packet, identification and room assignment.

**Technical Details**

- Learning materials must be created in one of the following formats:
  - Microsoft Word (*97- 2003 Compatibility*)
  - Microsoft PowerPoint (*97- 2003 Compatibility*)

