Fourth District PTA
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FALL TRAINING WORKSHOPS
2026

SATURDAY, OCTOBER 10, 2026
8:30 AM – 1:00 PM

ORANGE COUNTY DEPT OF ED | 200 KALMUS DR COSTA MESA, CA 92626

Online registration fee

$20

The online registration fee is for each person and will close on

Monday, October 5, 2026 @ 11:55 pm

If you miss the online registration deadline, you can still register in person for **$25**.
This option is limited to available space and will be on a first-come, first-served basis.

Register Now

www.fourthdistrictpta.org/fall-training/

Payment must be made via credit card. If you cannot pay by credit card or need financial assistance or have other questions, please send an email to **president@fourthdistrictpta.org.**

SCHEDULE OF EVENTS

8:30 am – 1:00 pm
Check-in & Registration

9:00 am – 1:00 pm
Training Classes

NO CHILDCARE WILL BE PROVIDED

CLASSES TO CHOOSE FROM

CHOOSE ONE FULL SESSION

President Basics 9 am – 12:15 pm
Learn the fundamentals of running your PTA.

Treasurer Basics 9 am – 12:15 pm
Learn the fundamentals, requirements, and procedures of PTA finances.

OR SELECT A SESSION OR TWO FROM BELOW

Food Safety Compliance 9 am – 11 am
An Orange County Heath Care Agency Representative will be speaking on food preparation and safety guidelines for events including best practices.

Parliamentarian 9 am – 11 am
Learn what it means to be a parliamentarian. Learn about the Bylaws & how to update them & how to prepare for an election - second half of the class focuses on FutureFund.

Membership 9 am – 11 am
Learn how to manage and grow your membership - second half of the class focuses on Totem.

Family Engagement/Programs/Fundraisers 11:15 am – 1:00 pm
Learn more about family engagement events and what is required when planning and booking your programs and fundraisers.

Reflections 11:15 am – 1:00 pm
Hands-On Training: Advancing Reflections—what qualifies, how to prepare an entry, and how to complete the spreadsheet. Please bring your laptop.

Financial Reviewer 11:15 am – 1:00 pm
Learn the fundamentals, requirements, and procedures of PTA finances.

Secretary 11:15 am – 1:00 pm
Learn how to take the minutes and what actually goes into them.