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President's Message – Make Yourself Heard!

The Virginia General Assembly is now in session. Do you know what the most powerful sentence that you can utter to your legislator is? **“I am a voter and I live in your district!”** The Virginia State Senate and House of Delegates will pass hundreds of bills during this session, many of which will have a direct effect on schools and children. It is important for all of us to pay close attention to what is happening because things can change very quickly as alliances shift and the language within bills changes in the course of days or even hours. At our Virginia PTA convention in November, convention delegates passed several resolutions with legislative intent. Go to www.vapta.org, and click on “Legislation”, to see a complete list of all of the current positions of the VAPTA. This reflects our legislation program that local units voted on this fall. This is what PTA is all about. This is how we advocate for what our schools and our children need in order to be successful. Mike Griffin, our Parliamentarian, and I are learning everyday what a difference the PTA can make when it comes to Legislation that involves children. We both sit on the Capital Committee, a subcommittee of the VAPTA Legislation Committee. We are each assigned a day to sit in on subcommittee and committee meetings, speak to legislators and report back what's happening. Please sign up for the e-newsletters and respond to e-mail alerts that you receive. It only takes a few minutes and it can have a remarkable impact. See the article, “Now is the Time For Advocacy” inside this newsletter for additional information.

I attended our State PTA Convention in November. It was a wonderful opportunity to participate in the Legislative process and it offered several seminars and workshops which I took advantage of. I also saw other attendees from Henrico County that included PTA Leaders from Donahoe ES and Rivers Edge ES. Mark your calendars for October 26-28th in Portsmouth for this year's VAPTA Convention! I would love to see many more Henrico PTA/PTSA units attend! This is a justifiable PTA expense.

Don't forget that Membership drives should continue year round. New students have arrived and potential new members will attend all of your planned activities. They can always take advantage of what PTA membership has to offer!

Speaking of getting involved and making yourself heard....This is the time of year when units are electing their nominating committees and preparing to form their leadership for the coming year. We are doing the same thing at the Council level. If you need any assistance in accomplishing these tasks please contact your Area VP or any board member for assistance. Most importantly, take the time to review your PTA/PTSA units Bylaws for the procedure for your unit. *Thanks again for all you do for the children of Henrico County.*

Anne Carson
HCCPTA President 2006-2007
president@hccpta.com

President's Checklist:

FEBRUARY

- Check PTA/PTSA Bylaws for Nominating Committee information
_____ Advertise the need for committee members
_____ Elect Nominating Committee
- Ask your Executive Board to let the Nominating Committee know of their intentions for the coming year.
- Remind your Treasurer that all dues collected since December 1 must be in to the State Office no later than March 1.
- Attach Virginia Bylaws Amendments to Bylaws (in State packet).
- Paperwork Check - Items due in by February 1, 2007 (if not done already):
_____ Copy of 2005-2006 Audit on file at State Office
_____ Copy of filed IRS Form 990 on file at State Office

MARCH

- Review your PTA budget.
- Arrange for the Audit of the books when they close at the end of the fiscal year.
- Have the Nominating Committee report the slate of officers to the executive board (may be done in April).
- Remind board members to update their procedure books and include any recommendations for next year.

The Pupil Transportation Department for Henrico County Public Schools is experiencing a serious shortage of bus drivers at this time. The shortage is due to many reasons including unfilled vacancies, extended illnesses, daily absences, etc.

Any help you and your PTA can offer to help advertise this shortage would be greatly appreciated. These are full-time positions (7-hours per day) at \$11.04/hour with benefits (health insurance, etc.). New drivers must go through a 48-hour state certified class which takes about 2 ½ to 3 weeks to complete.

County Council Banquet

The Annual County Council Banquet will be held on Tuesday, May 1st at Hermitage High School in Commons A. The theme this year is keeping in line with our Moody Scholarship walk "Footsteps to the Future." Registration will begin at 6:00 p.m. and dinner will start promptly at 6:30 p.m. The **deadline** for all materials, **including volunteer of the year** for your school will be **April 3rd**, so be planning for that. If you have any questions or concerns, please do not hesitate to contact us at Banquet@hccpta.com

PTA Day at the General Assembly

PTA Members from around the state gathered in Richmond on Monday, January 29, to help fulfill the third Purpose of PTA: **To secure adequate laws for the care and protection of children and youth.**

Attendees were greeted by the Virginia PTA Legislation Committee and Capital Committee and were briefed about the status of the 2007 Legislation Action Items (LAI) that were previously adopted by the general memberships at the local unit level. PTA Members were given the task to go and speak to their legislators about the PTA position on the LAI and other education- or child-related legislation.

Governor Timothy Kaine addressed the group and asked PTA members to support his efforts for early childhood education. He stressed the importance of keeping money in the General Fund for services such as education and public safety.

PTA members from Henrico County, the City of Richmond, and Chesterfield County met privately with Senator Walter Stosch, who represents the western part of Henrico County and part of Goochland County and the City of Richmond. Senator Stosch updated members on the status of two bills that he is supporting--SB 749: The Community College Transfer Grant Program, and SB 759: Tuition Assistance Grant Program for Students with Disabilities. For more information on these bills, go to <http://leg1.state.va.us>.

What is OMDR?

OMDR stands for Online Membership and Data Reporting and is the National PTA's new online membership roster program. VA PTA is one of only nine states selected to implement this national program.

Some FAQs about OMDR

What are the benefits of using OMDR?

Local units are required to maintain membership lists. Many units maintain these lists on Excel-type spreadsheets and must update this information every year. OMDR makes this unnecessary. Information entered into the secure OMDR system stays there. So, in subsequent years, members can be renewed, instead of having to be reentered into a spreadsheet. Additionally, macro features in OMDR allow you to only have to enter some information once.

Is OMDR required? OMDR use is being mandated by National PTA as part of their initiative to meet IRS guidelines as well as providing better service to PTA members and is required of all VA PTA units beginning this year. While there is currently no penalty if you do not use this system, this may soon change.

What if members do not want to provide their address? How should this be entered? First of all, assure your members that any information they disclose will neither be used to send promotional materials nor shared with anyone else. If they are uncomfortable sharing this information, you can use your school's address.

Where do I find my username and password? Instructions and ID numbers should have been sent out to unit Presidents in May 2006. If you do not have this information, you can contact Sharon Dunkum, Richmond District Director at RDD@vapta.org for further assistance in accessing OMDR. Also trained on OMDR are Claire Pollock, HCCPTA Secretary/Membership Chair and Anne Carson, President, HCCPTA. Contact them with any other questions you may have on OMDR.

Now is the Time For Advocacy!

The Virginia General Assembly opened on January 10th. What does that mean? It means that if you don't know who your state Senator and Delegate are, you need to find out right now by going to <http://legis.state.va.us/> and click on "Who's my legislator?" Contact those people right now and share your PTA's concerns and wishes regarding decisions that are likely to be made this year. All too often when our state PTA legislative committee and capitol committee members meet with legislators in Richmond, they hear "we haven't heard from our constituents about this." The most powerful phrase that you can say to your Delegate or Senator is **"I am a voter and I live in your district."** It never hurts to communicate with all the members of a particular committee or all the representatives from a geographic area but the most effective communication is to speak with the legislators from your own district. Let your local school PTA members know who their legislators are and how to reach them. Develop an e-mail list of PTA members who you can contact to write or call their Delegate and/or Senator when an issue important to your school or community comes up. It is true that PTAs cannot endorse specific candidates or political parties but a Virginia House or Senate bill that would impact schools could... in fact, SHOULD... garner input from your PTA. Representatives from the state PTA are in Richmond every day during the legislative session lobbying positions that were voted on by PTA members through the PTA Legislative program and Resolutions process. While it can be a powerful message that the members of the Virginia PTA have voted to support a particular position, it doesn't even come close to the power of having several individuals say **"I am a voter from your district and I want you to vote yes (or no) on this bill."** Be sure to monitor your email over the next month. You will find that Virginia House and Senate bills move quickly in and out of various committees with changes in wording sometimes occurring several times within a single day. If a bill that will positively or negatively impact the schools and children of Virginia needs to pass a committee, the Virginia PTA will send out ACTION ALERTS asking members to contact their legislators to vote for or against and often those communications need to happen quickly to be effective. Go to www.vapta.org to sign up for ACTION ALERTS. This is how citizens participate in democracy. Advocacy is the real work of PTA. This is how we speak for children. Virginia PTA. *everychild. onevoice.®*

HCCPTA Positions Open

HCCPTA is looking for officers and board members for 2007-08. Please look at the list on the first page of this newsletter and check our website for info on the various positions. If you have questions or would like to be nominated, please contact Anne Carson at president@hccpta.com or members of the nominating committee listed on our website at www.hccpta.com. This is a great opportunity to get involved at the County level!



everychild.onevoice.®

NEW ADMINISTRATOR FOR STATE OFFICE

Peggy Christmas of Richmond begins work later this month as Virginia PTA's new Office Administrator. As such, she is the point person for services to local, council and district PTAs, the Board of Managers and state office staff. She succeeds Jewell Hicks. When ever you get a chance to thank the fine people who continue to serve us in the state office it is so welcome. They include Betty Shakoor, Administrative Assistant, Imelda Tran, Bookkeeper, and Deborah Samuel, Clerical Assistant.

At the recent Board of Managers meeting, Marion Adkins, Tidewater District Director has been elected Parent Involvement Chair and Stella Edwards, current Legislation Chair, was elected Education Chair. She resides in the Richmond District.

We are fortunate to have two of our County Council board members serving on the VAPTA Board of Managers. Sharon Dunkum, our Area VP of the Tuckahoe District serves as the Richmond District Director and Anne Carson, our County Council President was elected Field Service Committee Chair this past November. Also serving the State PTA from HCC are Mike Griffin and Anne Carson. They are on the Capital Committee; a sub-committee of the Legislation Committee.

Check out the VAPTA website....many changes have occurred. Hopefully you will find it more user friendly!

www.vapta.org

E-Newsletter Subscriptions

VA PTA VOICE and ACTION ALERT

VA PTA VOICE is the official electronic newsletter of the Virginia PTA/PTSA and is published twice a month on the first and third Monday's. The Public Relations Committee will bring highlights of the Virginia PTA to your e-mail box. This is a subscription service and you may unsubscribe at any time by following the instructions at the bottom of each newsletter. Be sure to click on the VA PTA button when you sign up. The Action Alert is an electronic notice urging action on pressing legislative and education matters. Action Alerts explain PTA's position and provide contact information.

Mid-year budget look-see needed

Whether drowning in dollars from the fall fund-raiser or coming up a little bit short, PTA units are counseled to take a second look at their budgets at this time of year. The general membership needs to approve any budget transfers larger than the amount specified in each local PTA's bylaws. Making mid-year adjustments now will make sure that PTA complies with this important accounting procedure and give the local unit a clean audit at year's end. For more information, contact Bill Levey, state Treasurer, at treasurer@vapta.org.

Tax information required

Federal and state law requires each PTA to send its federal Employer Identification Number (EIN) and contact information for PTA officers to the Virginia PTA state office EACH YEAR to protect its tax-exempt status. If you are not sure if your PTA has fulfilled this requirement contact the state office at info@vapta.org. Bill Levey, state Treasurer, can answer questions at treasurer@vapta.org.

PTA Founders Day - February 17, 2007

PTA was founded in 1897 to take action on behalf of children, support parents, and encourage family involvement in schools. Times have changed, but the PTA Mission is just as relevant now as it was 110 years ago. That's why, today, we celebrate PTA Take Your Family to School Week in conjunction with Founders Day, February 17.

Pension Act & PTA: But we don't have employees!

Even if they've never had an employee, PTA units are affected by several parts of the federal Pension Protection Act of 2006 signed into law in July. Provisions that affect all non-profits:

1. ALL donors need receipts. Donors must be able to produce a canceled check, bank record or receipt showing the name of the organization to which the contribution was made (PTA), the date and the amount to be able to claim a tax deduction for their donation—no matter what the amount. In the past, such documentation was only needed for donations above \$200.

2. ALL need to file tax form. In the past, non-profits with gross receipts of less than \$25,000 a year didn't have to file an annual report, Form 990, with the Internal Revenue Service (IRS). That has changed. As of 2008, non-profits must report their receipts each year. Failing to do so for three consecutive years will result in loss of tax-exempt status.

3. ALL business income is public. The public-disclosure requirements for Form 990s have been extended to include a tax-exempt organization's unrelated business income, the Form 990-T. Both forms are now public documents and must be made available upon request.

Also, there are provisions of the Sarbanes-Oxley Act of 2002 that are being applied to non-profits. These have to do with whistle-blower protections and document destruction. It is important for PTAs to follow the document-retention schedule recommended in the "Money Matters Quick-Reference Guide" (found on the VAPTA website under Financial Library) for how long PTA documents need to be held.

More information from the IRS about the Pension Protection Act of 2006 at the following web link:
<http://www.irs.gov/charities/article/0,,id=161145,00.html>

PTAs also may reference an article on this subject in the current issue of **National PTA's Our Children magazine**, which has been placed on the Virginia PTA website.

KUDOS to the following PTA Units who received awards at the State Convention held in November:

Two Henrico County PTAs recently won one of the 10 Family Fitness Grants given by the Virginia PTA in the amount of \$300 to assist them with Programs they were doing for their schools. Congratulations to Ward ES PTA and to Crestview ES PTA. Information on Ward ES PTA's program was included in November's newsletter. Stay tuned for details of Crestview's program. Congratulations again!

Tuckahoe Elementary School PTA wins a Superior Membership Award - Second Place in Division 5 having attained 124.76% Unit Membership for 2005-2006 Congratulations!

Local Unit Standards Certification (based on criteria form received June 15, 2006)

Crestview Elementary PTA
Hungary Creek Middle PTA
Laburnum Elementary PTA
R. B. Pinchbeck Elementary PTA

Gayton Elementary PTA
Jackson Davis Elementary PTA
Maude Trevvett Elementary PTA
Ruby F. Carver Elementary PTA

Greenwood Elementary PTA
J. R. Tucker High PTSA
Tuckahoe Elementary PTA
Short Pump Elementary PTA

Two PTA units in Henrico Receive Awards of Recognition for their plans for PTA Take Your Family to School Week, February 11-17, 2007

PTA was founded in 1897 to take action on behalf of children, support parents, and encourage family involvement in schools. Times have changed, but the PTA Mission is just as relevant now as it was 110 years ago. That's why, today, we celebrate PTA Take Your Family to School Week in conjunction with Founders Day, February 17. Over 300 Local PTAs submitted applications for Take Your Family to School Week Awards, outlining their plans and activities to observe this important event. More than 84,000 PTA members and 205,000 students in 46 states will take part in Take Your Family to School activities. PTA Take Your Family to School Week will also be celebrated in Department of Defense schools outside of the United States.

Congratulations to our very own Gayton ES PTA and Short Pump ES PTA who submitted applications and received Awards of Recognition. The top award in Virginia went to a Richmond District PTA, Bailey Bridge MS in Chesterfield! Congratulations Bailey Bridge MS! For information and ideas on Take Your Family to School Week, go to: www.pta.org.

County Level of the National PTA Reflections Program 2006-2007 Theme - “My Favorite Place”



**“Escape to the Sea”
Jennifer R.
Outstanding Interpretation
Visual Arts
Douglas Freeman High School**

On January 22, 2007, the Henrico County Council of PTAs recognized 228 entrants in the National PTA Reflections Program from all over the county. Ninety nine were awarded at the County level of judging. Our 20 Outstanding Interpretations were sent on to the District level for judging. We are awaiting those results now! Congratulations to everyone who participated. A complete list of award recipients will be included in our program at the HCCPTA Annual Banquet on 5/1/07! Local units should give a special thank you to their Reflections Chairs for all of their hard work making this program a success in our schools! Many thanks also to those local chairs that stepped up and helped us at the County level including: Suzanne Sease, Robin Lehmann, Julie Johnson and a PTA Member from Pemberton who stepped in to help.

Here are the facts:

- At the local level, 2647 students participated from around the county.
- 41 Schools/PTA/PTSAs participated.
- Participants by Category:
 - Literature – 862
 - Musical Composition – 36
 - Photography – 446
 - Visual Arts – 1258
 - Dance Choreography – 13*
 - Film/video Production – 28*

*Two new categories added this year!

Congratulations to the following Schools/PTA/PTSAs who participated:

Adams ES PTA	Arthur Ashe Es PTA	Baker ES PTA	Carver ES PTA
Crestview ES PTA	Donahoe ES PTA	Echo Lake PTA	Gayton ES PTA
Glen Allen ES PTA	Geenwood ES PTA	Highland Springs ES PTA	Jackson Davis ES PTA
Lakeside ES PTA	Nuckols Farm ES PTA	Pemberton ES PTA	Pinchbeck ES PTA
Ridge ES PTA	Rivers Edge ES PTA	Seven Pines ES PTA	Shady Grove ES PTA
Short Pump ES PTA	Skipwith ES PTA	Springfield Park ES PTA	Three Chopt ES PTA
Trevvett ES PTA	Tuckahoe ES PTA	Twin Hickory ES PTA	Varina/Mehfoud ES PTA
Ward ES PTA	Brookland MS PTA	Byrd MS PTA	Hungary Creek MS PTA
Moody MS PTA	Pocahontas MS PTA	Rolfe MS PTA	Short Pump MS PTA
Freeman HS PTSA	Godwin HS PTSA	Henrico HS PTA	Hermitage HS PTSA
Tucker HS PTSA			

2007-2008 Reflections Theme: “I Can Make A Difference By...”

HCPS Parent Resource Center – Upcoming Workshops

Event:	Exceptional Education Night Exceptional Education & Support Services present three educational opportunities for parents of special needs children. A team of professionals providing pertinent information with practical suggestions for parents will present each topic. A light snack will be provided.
Location	Hungary Creek Middle School
Date & Time	February 15, 2007 6:30-8:30 p.m.
Presenters	Inclusive Recreational Opportunities and Services for Children with Disabilities Elaine Olay, Therapeutic Recreation Coordinator II and staff
Presenters	Understanding the Special Education Process Ray Heatwole, Educational Specialist, and SEAC member
Presenters	Transitioning the Preschool Special Education Student into Kindergarten Allison Strickland, Department Chairman for Preschool Programming Sandy Wilberger, M. Ed., Co-Director/Program Specialist, VCU School of Education
Meeting:	Special Education Advisory Committee Exceptional Education Budget Presentation SEAC Sub-Committee Reports
Location	Brookland Middle School Library
Date & Time	February 27, 2007 6:30 p.m.
Program:	Preparing Parents for SOL Testing in Elementary School Parents will be offered ideas on helping their children to do their best on the SOL tests. Discussions will center on test anxiety and preparing their children academically and emotionally.
Presenter	Mike Hill, Retired Educator
Location	TBD
Date & Time	February 28, 2007 6:30-7:30 p.m.

SAVE THE DATE!

Henrico County Council of PTAs General Meetings 2007

*Tuesday, February 6, 2007 7:00 p.m. Godwin HS
“HCPS Proposed Budget Presentation”
Joint Meeting with Lay Advisory

Tuesday, May 1, 2007 6:00 p.m. Hermitage HS
“Annual Meeting, Awards and Recognition Banquet”
*6:30 p.m. Meet and Greet before these meetings.

MARK YOUR CALENDARS

State Leadership Training Conference* (LTC) July 13 -15th, 2007

A two day session, on the campus of Longwood University, offering a variety of workshops on basic PTA training and topics related to current issues. Meet PTA members and leaders from across the state and share ideas.

**This is a justifiable PTA expense and in fact one that all PTAs Leaders should attend!

Check out our Website!

Check the HCCPTA Website (www.hccpta.com) for useful information.

THE FOLLOWING LOCAL UNIT BYLAWS ARE DUE FOR REVISION BETWEEN THE DATES OF JULY 1, 2006 AND JUNE 30, 2007

Jacob L Adams Elem., 10/29/2001
Harry Byrd Middle, 6/24/2002
Deep Run High, 6/09/2002
Douglas Freeman High, 6/25/2002
Glen Allen Elem.,9/21/2001
Mount Vernon Middle, 6/09/2002
Nuckols Farm Elem., 6/24/2002
Sandston Elem., 11/12/2001

Also the following units are now overdue for Bylaws revisions:

Fairfield Middle School 8/20/2000

Go to www.vapta.org , click on “Bylaws” to find directions on how to revise your Bylaws. If you have any additional questions, please contact us. The process to revise your Bylaws can take up to 90 days.

The proposed **2007-2008 school calendar** has been posted on the Henrico County Public Schools website: www.henrico.k12.va.us. You have an opportunity to provide input and feedback. The comment period will be open through February 16, 2007. All comments should be mailed to pckinlaw@henrico.k12.va.us. The School Board will review comments and make any necessary adjustments in the proposed calendar and adopt a calendar on February 22, 2007

UNITS MAY APPLY FOR NATIONAL PTA AWARD

Local PTAs can receive a national PTA recognition award if they meet eligibility requirements and apply by March 15. To receive a 2006-07 Unit Achievement Award, a PTA must have met four requirements:

- Obtained a 5 percent net increase in members or a minimum of one member per student in the unit's school(s).
- Conducted at least one program or project that provided an opportunity for parents to be involved in the school.
- Conducted at least one program or project that increased awareness among parents about issues that affect student achievement or school success
- Participated in the state convention or other state-sponsored event.

The application is available for download on the National PTA web site. It can be faxed to National PTA at 312-670-6783 or emailed to info@pta.org. Deadline is March 15.

Footsteps to the Future

Walkfest



To Benefit the Henrico County Council of PTA's Scholarship Fund

When: Saturday, March 24, 2007

Time: 10 a.m. to 12 p.m.

(Check-in begins at 9:30 a.m.)

**Where: Tucker High School
(Rain or Shine)**

Come join the fun and help our graduating seniors!

We are asking each Henrico County School to help us achieve our goal of providing need based scholarships for Henrico County students to better their lives. As our theme (Footsteps to the Future) implies, small steps at the school level will allow these students to reach milestones. Donations of any amount are welcome and will make a difference.

This year our event is called "WALKFEST". Why? Because this year, we're not only going to walk, we're going to also have a festival. We will have entertainment from our schools, local radio stations, and vendors giving out information on health and fitness as well as food at reasonable prices. COME JOIN THE FUN!!!!

Please see our website www.hccpta.com for more information and a registration form.

Registration Fee: a minimum donation of at least \$10.00 per person

(Registration fee includes entrance to the event, entertainment, a souvenir water bottle and your assistance to a graduating senior!)

How can you change the future for some of our own?

- Collect change before and after school or during lunch
- Have a competition between homerooms with a non-monetary reward such as extra reading time or a kickball game.
- Have a bake sale designating the earnings for the scholarship fund
- Gather your friends and come to Tucker High School on March 24th for the Walkfest (minimum \$10 donation per person)

Please funnel all monies through the PTA or school to consolidate into manageable funds or a check made out to Henrico County Council of PTA's. Money may be brought to the Walkfest or sent to our County Council Treasurer, Kim Harris at 4682 Rollingwood Lane, Glen Allen, VA 23060.

Our Scholarship Fund is in honor of George H. Moody

Dr. George H. Moody was former teacher, principal and Superintendent of Schools, who retired in 1969 after 38 years of service. George H. Moody's integrity and dedication to improving the quality and standards of education within the county have been well documented. He left an indelible mark on Henrico County Public Schools during his 13 years as Superintendent. The Henrico County Council supports Dr. Moody's level of drive and enthusiasm in supporting our graduates as they follow their educational goals.

VAPTA Scholarships

Virginia PTA scholarships are open to high school seniors who are residents of Virginia and who attend a Virginia high school that has a local PTA in good standing. Applications were mailed to high school guidance departments and PTA presidents in December. They are also on the Local Unit Resource Guide (LURG) CD mailed to local and council PTA presidents last summer and on the web site. Scholarship requests must be on the official application form and sent to the Virginia PTA state office, postmarked by March 1. Faxes will not be accepted. Contact Virginia PTA Vice President, Morgan Bell at vp@vapta.org or the state office at info@vapta.org. More information is in the Members-Only section of the web site.

AXA Achievementsm Community Scholarship

A key component of AXA Achievement is the AXA Achievementsm Community Scholarship, which will award \$2,000 scholarships to up to 365 students nationwide this year.

Graduating high school seniors are encouraged to apply before the **February 16, 2007 deadline**. Information about the program and how to apply is available on the [AXA Foundation Web site](#).

The [AXA Foundation](#), the philanthropic arm of AXA Equitable, is a Proud National Sponsor of PTA.

Scholarship Donations Needed

Our goal this year is to raise at least \$18,500 by May, so that we can award at least nine scholarships to HCPS graduates who want to further their education. Please discuss with your board the possibility of making a contribution. Please note that this program is a PTA/PTSA sponsored activity; that it is completely reliant on your generosity, and the success of our scholarship fundraiser; Walkfest this year, and that all of the money contributed; goes directly towards educational scholarships for HCPS graduates. If your PTA/PTSA would like to support this program, please send your donation to the "HCCPTA Scholarship Fund," Attn: Kim Harris, Treasurer, HCCPTA, 4682 Rollingwood Lane, Glen Allen, VA 23060. Additional information about the scholarship program is available on our website at www.hccpta.com.

Many thanks to the PTA/PTSAs that have already made a donation to the Scholarship fund this year!



Henrico County Council of PTAs Scholarship Fund

In honor of Dr. George H. Moody

LOCAL UNIT DONATION REMITTANCE FORM

School or PTA Name: _____

Amount Donated: _____

Please submit your donation via PTA check made payable to HCCPTA:
Scholarship Program
c/o Kim Harris
4682 Rollingwood Lane
Glen Allen, VA 23060

**Thank you in advance for all your support of this very worthy cause.
Together we can make a difference in a graduating senior's future!**

New Requirements Affect Local PTAs



As nonprofit organizations, PTAs must comply with a wide variety of regulations. PTAs that do not comply with nonprofit regulations risk losing their tax-exempt status and the financial advantages tax-exemption offers them. Therefore, PTA treasurers should know how their PTAs may be affected by new requirements contained in the Pension Protection Act of 2006 and by provisions of the Sarbanes-Oxley Act of 2002.

Pension Protection Act of 2006

Although you wouldn't guess it from the name of the act, the Pension Protection Act of 2006, signed into law on August 17, contains several provisions (having nothing to do with pensions) that affect nonprofits, including PTAs. PTAs should become familiar with the pertinent provisions and consider what steps they need to take to comply.

*** Modification of record-keeping requirements for donors.**

To claim a deduction for a charitable contribution of money to a PTA, *regardless of the amount*, a donor must have a canceled check, bank record, or receipt that shows the name of the organization to which the contribution was made and the date and amount of the contribution. Previously, a receipt or other proof was required only for donations exceeding \$250.

*** Notification requirement for tax-exempt organizations.**

Tax-exempt organizations must file with the Internal Revenue Service (IRS) an annual notice containing basic contact and financial information, regardless of the amount of their annual gross receipts. This provision affects PTAs with gross receipts of less than \$25,000, which previously did not need to file an annual notice. If an organization fails to file for three consecutive years, it will lose its exemption and will need to reapply for tax-exempt status. Specifics on how to comply with this provision will be available soon at www.irs.gov.

*** Public disclosure of information concerning unrelated business income.** This provision extends the public disclosure requirements applicable to Form 990, the return of a tax-exempt organization, to cover Form 990-T, the unrelated business income tax return of a tax-exempt organization. Previously, Form 990-T was not a public document and did not have to be provided to

the public upon request. Now, both Form 990 and Form 990-T are public documents and must be made available upon request.

Further information on the Pension Protection Act of 2006 can be found on the IRS website (www.irs.gov) in the Charities & Non-Profits section.

Sarbanes-Oxley Act of 2002

The Sarbanes-Oxley Act of 2002 (Sarbox) was not directed at nonprofits, but rather was enacted in response to corporate scandals. Many state governments, however, have adopted provisions from Sarbox to regulate nonprofits in their states. In addition, the U.S. Senate Finance Committee has been reviewing many recommended changes in nonprofit regulation that are based on Sarbox. The provisions added to the Pension Protection Act of 2006 are just a few of the recommendations the committee has discussed. PTAs can expect more changes in the future.

Two of Sarbox's provisions in particular pertain to nonprofits: the whistle-blower provision and the document destruction provision.

*** The whistle-blower provision** states that an organization may not retaliate against anyone who blows the whistle on illegal activities suspected in the organization. PTAs, especially those with staff, should develop procedures for handling complaints about the organization.

*** The document destruction provision** makes it illegal to alter, cover up, falsify, or destroy any document, or persuade someone else to do so, to prevent the document's use in an official proceeding. Document destruction of a legitimate nature must be monitored, verified, and approved by an authorized person.

Following the latest nonprofit regulations and maintaining your PTA's tax-exempt status are essential parts of serving the children in your community. With a bit of time and discussion, these new requirements can be understood, and compliance procedures can be put in place. **OC**

Chuck Saylor is PTA national secretary-treasurer. Ardith Stansell is a deputy executive director of the national PTA organization.