



# CADDO DISTRICT PTA

Margie Rayburn, President  
8305 Forest Cove Drive  
Shreveport, LA 71107  
318.929.5313(H) 318.929.5302 (F)



## Important: Summer In-service - August 7, 2010

To: Principals, PTA Leaders  
CPSB Representatives

From: Margie Rayburn, President  
Caddo District PTA

Date: May 1, 2010

Re: Summer In-service,  
August 2010

**Please forward this to the 2010-2011 PTA President and other officers for the upcoming year.**

It is **urgent** that we receive the incoming president's name, mailing address, email, and phone numbers immediately for distribution of all correspondence. **A form is on the website at [www.caddodistrictpta.org](http://www.caddodistrictpta.org)**

Submit new presidents information to **Margie Rayburn** and in-service registration to **Kim FitzGerald, 10141 Thornwood Drive, Shreveport, 71106, or [kim.fitz@comcast.net](mailto:kim.fitz@comcast.net)**

Please mark your calendar and invite all your officers and chairmen (**especially the President, Treasurer and Membership Chair**) to attend our training session on Saturday, August 7, 2010, at the Caddo Parish School Board. Registration is only \$5.00 per person.

The District PTA calendar for the year will be distributed which contains many very important dates and contest deadlines. Additionally, you will receive your procedure book with updated and useful treasurer and membership information. **Your attendance at this meeting is vital.**

A tentative schedule is listed below:

### Saturday, August 7, 2010

Registration and Vendor Visitation 8:00 – 8:30 AM  
Greetings from Dr. Gerald Dawkins, Superintendent – 8:30 – 8:40 AM  
Opening Session 8:40 – 8:55 AM  
First Breakout Session 9:00 – 9:30 AM  
Vendor Visitation and Refreshments 9:30 – 10:00 AM  
Second Breakout Session 10:00 – 10:30 AM  
District Information and Door Prizes!! 10:35 AM – 11:00 AM

Breakout Sessions include: “Presidents’ Pointers”, “PTA Money Matters” and “Membership: Great Ideas to Increase your Numbers!”. Each attendee will select TWO breakout sessions. Be sure to attend this fun, lively, and informational meeting!!

cc: Dr. Gerald Dawkins, Superintendent  
Cluster Directors

**Registration**  
**Caddo District PTA Summer In-service**  
**August 7, 2010**

Local PTA Unit \_\_\_\_\_

Names: \_\_\_\_\_ cost per person \$5.00

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

Total Enclosed: \$ \_\_\_\_\_

 Cut here & save bottom portion for reference.....

**Deadline: August 1, 2010**

**Make checks payable to Caddo District PTA**

**Mail to: Kim FitzGerald, 10141 Thornwood Drive, Shreveport, LA  
71106**

**Caddo District PTA In-service - Saturday, August 7, 2010**

**Registration: 8:00 - 8:30 AM**

**Meeting begins promptly at 8:30 AM**

**Location of meeting: Caddo Parish School Board  
1961 Midway  
Shreveport, LA**