

**ACSA REGION XV
CHARTER ACTION PLAN 2019-2020**

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|---|-----------|---|
| <i>This Action Plan, Council/Committee member list, and Membership List update is due before September 25 for full Rebate:</i> | Charter | <u>Baldwin Park Organization of Administrators and Supervisors</u> |
| | President | <u>Christine Heinrichs</u> |
| | Year | <u>2019-2020</u> |

Region Responsibilities

| | | | | | |
|------------|------------------------------------|------------------------|--|---------------------|--|
| 9/25/19 | Action Plan Due | Charter Presidents | | Kevin Despard | |
| 9/25/19 | Region Leadership Assembly | Charter Presidents | | Glendale Library | |
| 10/24/19 | Women's Leadership Network | Members | | Pasadena Legion | |
| 11/6-9/19 | ACSA Leadership Summit | Members | | San Francisco Hyatt | |
| 11/1/19 | Every Student Succeeding Due Dates | Charter Presidents | | | |
| 11/21/19 | Every Student Succeeding | Charter Presidents | | Hacienda La Puente | |
| 1/16/20 | Award nominations due | Charter Presidents | | Community Center | |
| 1/22/20 | Region Leadership Assembly | President /Pres | | Glendale Library | |
| | | Elect/Membership | | | |
| 3/4/20 | Student Oratory Contest | Members | | Pasadena Legion | |
| 3/7/20 | Region Conference | Members | | Monrovia HS | |
| 4/19-20/20 | Legislative Action Day | Members | | Sacramento | |
| | | | | Robert Allard | |
| 4/15/20 | Region Leadership Assembly | President /Pres | | Glendale Library | |
| 4/30/20 | Spring Awards Banquet | Elect/Membership | | Castaways/Burbank | |
| 6/17-19/20 | Leadership Retreat | Members | | Mike Seaton | |
| | | President /Pres | | TBD | |
| | | Elect/Membership Chair | | | |

| Date | Activity | Responsible / Attendance | | Location or Sent To | |
|-------------|-----------------|---------------------------------|--|----------------------------|--|
|-------------|-----------------|---------------------------------|--|----------------------------|--|

Everyday Legislative Advocacy/Grassroots Efforts

| Date | Activity | Responsible / Attendance | | Location or Sent To | |
|-------------|---|---------------------------------|--|----------------------------|--|
| May | Sharing after the Legislative Action Date | Richard Noblett | | District Office | |

Charter Membership Promotional Activity

| Date | Activity | Speaker/ | Topic | Location | Budget |
|-------------|-----------------|-----------------|--------------|-----------------|---------------|
|-------------|-----------------|-----------------|--------------|-----------------|---------------|

| | | | | | |
|----------------------|---|--|----------------------------|------------------------|-------|
| | (Breakfast, Dinner, etc.) | Attendance/ Responsible | | | |
| July 18, 2019 | Breakfast at Leadership Charge Event, Membership Recruitment | Christine Heinrichs Maria Rios Laura Rodriguez Josefina Steinmetz | Membership | Olive Middle School | \$600 |
| October 1, 2019 | Membership Meeting and Fall Social | BPOSA Board | Membership | Board Room | \$300 |
| February 26, 2020 | Spring Fundraiser and Membership Meeting | Christine Heinrichs | Membership and Scholarship | Restaurant | \$300 |
| June 5, 2020 | Social and Membership Meeting | Board | Membership and Reflections | Board Room | \$300 |

Charter Activities

| Date | Activity (Breakfast, Dinner, etc.) | Speaker/ Attendance/ Responsible | Topic | Location | Budget |
|-----------------------|---|---|--------------------------------|-----------------|---------------|
| July 15, 2019 | BPOSA Board and Committee Meeting | Christine Heinrichs/ Josefina Steinmetz | Activities, Budget, Membership | SACR | \$0 |
| August 19, 2019 | BPOSA Board Meeting | Christine Heinrichs/ Josefina Steinmetz | Activities, Budget, Membership | SACR | \$0 |
| September 23, 2019 | BPOSA Board and Committee Meeting | Christine Heinrichs/ Josefina Steinmetz | Activities, Budget, Membership | SACR | \$0 |
| October 21, 2019 | BPOSA Board Meeting | Christine Heinrichs/ Josefina Steinmetz | Activities, Budget, Membership | SACR | \$0 |
| December 2, 2019 | BPOSA Board and Committee Meeting | Christine Heinrichs/ Josefina Steinmetz | Activities, Budget, Membership | SACR | \$0 |
| January 27, 2020 | BPOSA Board Meeting | Christine Heinrichs/ Josefina Steinmetz | Activities, Budget, Membership | SACR | \$0 |
| February 24, 2020 | BPOSA Board and Committee Meeting | Christine Heinrichs/ Josefina Steinmetz | Activities, Budget, Membership | SACR | \$0 |
| March 23, 2020 | BPOSA Board Meeting | Christine Heinrichs/ Josefina Steinmetz | Activities, Budget, Membership | SACR | \$0 |
| April 27, 2020 | BPOSA Board and Committee Meeting | Christine Heinrichs/ Josefina Steinmetz | Activities, Budget, Membership | SACR | \$0 |
| May 11, 2020 | BPOSA Board Meeting | Christine Heinrichs/ Josefina Steinmetz | Activities, Budget, Membership | SACR | \$0 |

Charters should have at least four membership meetings per year (monthly meetings are best).

Maintain Charter Section of acsaregionxv.com

| | | | | | |
|--------------------------|--|--|--|--|--|
| When the website is up - | Update the website by President and Vice Presidents of Programs and Membership | Christine Heinrichs/ Josefina Steinmetz | | | |
| June 2020 | Update the website by President and Vice Presidents of Programs and Membership | Christine Heinrichs/ Josefina Steinmetz | | | |

Charter Social Activities/Programs

| | | | | | |
|-------------------|--------------------------------|--|--|-----------------|---------|
| December 13, 2019 | Winter Breakfast and Toy Drive | Noreen Iwai-Ito and Ana Lopez | | PAC | \$300 |
| February 11, 2019 | BPOSA Oratory Contest | Christine Heinrichs/ Josefina Steinmetz | | District Office | \$300 |
| May 14, 2020 | Joint Scholarship Event | Alma Canal | | District Office | \$3,100 |

* IRS Required Information

Total \$ 5,200

I acknowledge that the above budget analysis highlights where rebate funds will be expended.

On or before June 1, 2020 a list of all rebate funds issued for scholarships/grants; the name/complete address of the recipient will be forwarded to the Region Controller. In addition a list with the amount of funds paid to individual(s) and/or company/organization and W-9 will be forwarded to the Region Controller.

Christine Heinrichs

Signed

6/21/19

Date

This form will be kept on file in the Controller's Office for State ACSA audit purposes.