

2016-2017 LOCAL UNIT MEMBERSHIP & DUES REPORT



LOCAL UNIT INFORMATION

PTA/PTSA Name		Report Date	
Mailing Address		PTA Unit ID#	
City, State, Zip		SCPTA District #	
Federal EIN#		Bylaws Expiration Date	

LOCAL UNIT LEADERSHIP INFORMATION

President		Email	
Membership Chair		Email	
Treasurer		Email	

MEMBERSHIP REPORT DETAILS

Total School Faculty	a.	Total New School Employee Members	c.
Total Students	b.	Total New Student/Parent Members	d.
<input type="checkbox"/> Check here to certify that a Membership Roster has been submitted electronically to office@scpta.org that includes all new members in this reporting period.		Total New Members this Report @ \$3.25ea	e.
		Total Due this Report	f.

INSTRUCTIONS TO COMPLETE FORM AND CALCULATE DUES

- The SCPTA membership year begins on July 1st and ends on June 30th. *Local units are required to use this form to submit membership dues on the following dates: October 1, December 1, and March 1.*
- A check *made payable to SCPTA* in the amount provided in box f. above must accompany this form at the time of submission. All checks should have two signatures.
- **Box a.** – To calculate the total for this box, add the total number of teachers plus the total number of administrators at your school. For this case, “teachers” are only defined as those who issue grades to students. Similarly, “administrators” are only defined as principals, assistant principals, and administrative assistants. This number does NOT include other faculty such as librarians, counselors, aides, nurses, etc. For help with this calculation, contact your school principal. This number indicates the number of teachers/students at yo
- **Box b.** – This total represents the number of students enrolled in your school as of the 10th day of school. Contact your school’s Data Clerk for this information.
- **Box c.** – To calculate the total for this box, add the total number of teachers, administrators *AND* all other school employees (including counselors, aides, etc.) who have joined your PTA during this reporting period (since the last report).
- **Box d.** – To calculate the total for this box, add the total number of other members, including parents, grandparents, community members, etc., who have joined your PTA during this reporting period (since the last report).
- **Box e.** – To calculate the total for this box, add the total in box c. to the total in box d.
- **Box f.** – To calculate the total for this box, take the total in box e. and multiply it by \$3.25. This should be the amount of your check. Of this total, \$1.00 stays with SCPTA and \$2.25 is paid to National PTA. Therefore, all members of your local unit also hold membership in SCPTA as well as National PTA.
- Membership chairs should maintain copies of this form for Local Unit records.
- **Membership Roster Reporting** – To remain in good standing as a 501(c)3 non-profit organization, each local unit must comply with the IRS regulation that requires a roster of all PTA members be compiled. The most effective reporting can be done using the Membership Roster template found on www.scpta.org. All Membership Rosters should be emailed to office@scpta.org.
- For questions regarding this form or other membership issues, contact SCPTA Vice President of Membership, Carol Beard at vpmembership@scpta.org. For other questions, contact Executive Director, Lorene Welch at lwelch@scpta.org.