

Email sent Sept. 23, 2016

Hello awesome membership chairs and local presidents!

October 1 is quickly approaching - the deadline date SCPTA has set for important documentation to be submitted by all local units to be considered in good standing.

For the record, the items that should be submitted are:

- A local officer report form with contact information for all of your elected officers, if not done so already (or if changes have been made since last May 31)
- Membership dues report
- Completed Financial Review
- An approved PTA budget for this school year

Note, not all of these documents are the responsibility of the membership chair. Your Board works as a team and I trust you will share this reminder with your treasurer. If you have already filed your 990 tax form for 2015-16 with the IRS (deadline Nov. 15), go ahead and send in a copy of that as well. Units submitting all required paperwork by the deadlines will be recognized for their Gold Standards.

This update will focus on the **October Membership Dues Report**.

The 2016-17 dues report form has caused some confusion and has been modified. A copy of the revised form is attached for your use and is also available on the scpta.org website. I have also attached **EXAMPLES of completed forms** to help when filling in your report. If you still have questions, please let me know.

Key things to note about the report:

- Your "Total School Faculty" number equals the number of teachers + principals. This is your "Magic Number" to shoot for for 100% faculty. This number will NOT CHANGE all year.
- Make sure to include your **student enrollment count as of the 10th day of school** in the "Total Students" box. This number will NOT CHANGE all year.
- "Total New School Employee Members" is the number of new PTA members from the school staff who have joined during that reporting period. This number *WILL* probably be different each report except for when there are no new staff employees to report, then it would be -0-.
- There is a box to enter the total NUMBER OF MEMBERS being reported for each report (e)
- There is a box to enter the total DOLLAR AMOUNT of the dues being reported for each report (f).
- You **MUST** include a spreadsheet of members with **every** dues report (template attached, modify as needed). You will only include the names of members included on that report. For example, the members included on December's spreadsheet will not include folks reported in October. Send digitally via email to participate in the MemberPlanet platform - office@scpta.org
- **A check must be included with the report.** Payable to SCPTA. Two signatures. Mailed to 1826 Henderson St, Columbia, SC 29201
- **Report is due October 1.** Since this falls on a Saturday, dues reports & checks may be postmarked **Monday, October 3.**

How to report members on the Excel spreadsheet

Sometimes you will have a person or family purchase more than one PTA membership. This is great! Remember, we need to assign a person to every membership. That purchaser can provide names of grandparents, aunts, uncles, anyone who could proudly say, "Yes! I support this school!" Memberships may be "sponsored" and presented to bus drivers, substitute teachers, after school caregivers, School Board trustees, cafeteria & custodial staff. But please no "ghost" members - like a pet's name. These member names will be going into your membership database and you will want this data to be helpful, not over inflated. If you have exhausted all resources in assigning memberships to individuals and still have "extra" purchased memberships, you may indicate the number of memberships purchased by the benefactor. That one person's

name will be included in the database one time while your unit will be credited with the number of memberships purchased.

Fun updates:

- Thank you and congratulations to the 55 local units who accepted the optional September dues report challenge and submitted dues for 100% faculty memberships!
- Huge congratulations to Plain Elementary (District 1 in the Upstate) and Fort Dorchester Elementary (D23 in the Lowcountry). They won the random drawing from the 55 units with 100% faculty. Each will receive \$100 to help pamper their faculty and staff.
- Since Sept. 1, an additional 12 units have already reported membership dues - THANK YOU!
- Congratulations to Bethel Elementary School (District 1) for winning the August "Hit me with your Best Shot" photo contest. The theme was Back to school events. Check out the description & photos on Facebook @SouthCarolinaPTA
- SCPTA is sponsoring another "Hit me with your Best Shot" photo contest for September. The theme is Grandparent's Day events. Deadline is Sept. 30 to vpprograms@scpta.org

GOALS, GOALS, GOALS

In addition to challenging each local unit to reach 100% faculty membership, each local unit has a unique membership goal this year. If you are unsure of yours, please drop me a line. The goals are based on past membership levels and student enrollment. SCPTA is recognizing improvements in membership **percentages**, not just numbers. We are trying to welcome ALL parents and teachers. Those units reaching the membership goal by the October 1 report will be recognized as **Goal Pace Setters**.

For some of you, this is your first Membership "Newsletter" because SCPTA did not have your contact information confirmed until recently. Copies of my previous newsletters can be found on the scpta.org website under the membership section: <http://scpta.org/main.php?pid=46>

Thank you for all you do for our children and for serving in PTA. I look forward to celebrating all of your many successes this year!

I am here to serve you and make your job a pleasant, meaningful experience so don't hesitate to reach out with questions.

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