

Employer Identification Number (EIN)

To identify non-profit or 501(c)(3) associations, each PTA is assigned an EIN as required by the IRS. Georgia PTA completes the necessary paper work and applies to the IRS for each unit's number when each PTA unit is organized. You should **never** share your EIN number with any other association or individual.

If you are unsure of your EIN number, please contact the state PTA office, or your district director for this information. Please note: From time to time, your PTA may be required to verify its non-profit status and/or EIN number (e.g. applying for a grant, opening a bank account). If this situation arises, call the state PTA office and request an EIN letter for your PTA.

Local Unit Number (LU#)

Each PTA, when it is chartered, is issued a local unit number (also known as National ID#) from National PTA. As long as the unit is affiliated with National PTA, this number never changes. You can find this number (example: 00123456) on the label of any material received from National PTA. This number is important and should be kept with your permanent records.

Membership cards require a local unit number. All Georgia PTA forms, from new officers to dues transmittal, require a local unit number. If you are unsure of your local unit number, please contact the state PTA office or your district director for this information.

Local Unit in Good Standing and Meeting Core Requirements

In the bylaws, Georgia PTA defines a local unit *in good standing* as one that meets the following requirements:

- Pays State and National dues on a monthly basis, and annually by April 15.
- Has approved bylaws on file at the state office.
- Submits an annual audit report to the state office by the last business day of September.

Local units must be in good standing in order to participate in the Reflections Program; apply for Georgia or National PTA scholarships and/or grants (including Georgia PTA scholarships for students); submit reports and be eligible for awards; and attend state or national convention as voting delegates.

In addition to being in good standing, Georgia PTA encourages all PTAs to be incorporated and have insurance coverage to meet core requirements.

Dues and Membership

The amount of dues is stated in the local unit bylaws. At the beginning of the school year, conduct an annual membership drive. Continue to encourage others to join throughout the year. **Membership dues may be accepted at any time.** A member may enroll in more than one PTA by paying dues to each local PTA and thus becomes a voting member at multiple local units.

Membership in each local PTA is open, without discrimination, to anyone who believes in and supports the Mission and Purposes of the National PTA. The membership card shows that the dues paid to the local PTA and includes membership in the state and national PTAs as well.

The annual individual membership dues include three portions:

- National portion, as provided in the national bylaws.
- State portion, as provided in state bylaws.
- Local portion, as provided in local bylaws.

Georgia and National PTA keep their portions of the dues nominal to make membership for all interested individuals possible in each PTA in which they desire membership. The state and national portions of dues must be collected for each person enrolled as a member.

Payment of Dues

Reference: Treasurers Guide

Individual members pay dues directly to the local unit. The local treasurer keeps the records of national and state portions of dues separate from the general funds belonging to the local unit. The local unit treasurer sends the state and national portion of the dues and a Dues Transmittal Form to the state office at the end of every month in which dues are collected.

No matter how much a local unit PTA charges for membership in its PTA, every month each local unit must remit \$2.75 per new member (\$1.00 State & \$1.75 National dues) to the state PTA office.

Contributions to Georgia PTA scholarships, memorials, endowment funds, incorporations fees and the like may be included in the same check with membership dues. (Use the Donations Transmittal Form in the Treasurers section of this leadership resource.)

The membership chairperson is responsible for maintaining a list of all members that have joined their PTA unit and working with the treasurer to ensure the accuracy of reporting membership dues.

Membership Cards

- Local PTA presidents or their designee, while attending Georgia PTA's Annual Convention and Leadership Training, will receive membership cards equal in number to the local unit membership at the end of the preceding year.
- Distribute (promptly) a membership card to every individual who joins your PTA unit.
- Local units may obtain additional cards from the state office if dues have been paid for at least 75 percent of cards received to date. Cards are valid until the beginning of the new school year.
- Your card must be presented, with credentials, by members registering as voting delegates at state and national conventions, and at council and district meetings, as well as local unit meetings.

Membership Lists

National PTA requires a complete list of names and addresses (including email addresses) of PTA members. The membership chair, in cooperation with the secretary and treasurer, is responsible for keeping an accurate list of the current PTA members. Please refer to the Online Membership Data Reporting PLUS (OMDR PLUS) system managed by *Just Between Friends*.

Membership Awards

Georgia PTA recognizes membership achievements of local units with the following:

- The Visionary Pin and Certificate
- The Pacesetter's Certificate
- The Early Bird Certificate
- The Platinum Membership Award
- The Gold Membership Certificate
- The Silver Membership Certificate
- The Bronze Membership Certificate
- The Community Partnership Membership Certificate
- The Oak Tree Membership Certificate
- The President's Membership Award

Councils and districts may apply for a membership award as well. Please refer to the Membership Section in the *Committees* section of this *Leadership Resource*.

BENEFITS OF PTA MEMBERSHIP

Member Benefits

Reference: PTA Membership Quick-Reference Guide

National PTA, Georgia PTA, councils and local units offer a variety of "Member Benefits" to PTA members from businesses and organizations. Many of these benefits are seasonal or event related, while others last for an entire membership year. It is important that all members are familiar with and able to take advantage of these "Member Benefits." Members should keep their PTA membership card with them at all times to take advantage of all benefits.

Member benefits are changing all the time. For a complete list of member benefit providers with details of the benefits visit Georgia PTA's website at www.georgiapta.org and click on Member Benefits. ***Browse our new Gaptaperks.com website. In addition to member benefits, Georgia PTA also offers local unit benefits such as a designated local unit email address and an easy to manage membership database through a Georgia PTA Community Alliance Partner (CAP) account. Now more than ever, we are making it easy for local units to capture the contact information for our members so Georgia PTA is able to mobilize our 300,000 members when needed.***

On Your Behalf, Georgia PTA (Dues \$1.00)

- Maintains and staffs the state office at 114 Baker St. NE Atlanta, GA 30308.
- Makes possible the Georgia PTA Annual Convention/Leadership Training Conference (CLT) to provide leadership training information, workshops and input into policy-making by the membership.
- Provides leadership training through PTA Universities, district conferences and workshops.
- Provides members of the Georgia PTA Board of Directors to conduct district, council, and local PTA leadership training and to provide assistance upon request.
- Defrays expenses of the State President and Board of Directors (all volunteers) when representing Georgia PTA at various meetings on the state and national level.
- Distributes state and national PTA publications, membership cards, and program materials.
- Maintains a nonprofit status with the IRS for its participating units.
- Finances special activities and projects for the welfare of children and youth.
- Provides Reflections Program to encourage participation in the Arts by children and youth. Georgia PTA's Reflections Program includes a special division for entries from students with special needs. These entries will be judged and awarded separately at the state level.
- Represents local units at the state legislature, state board of education and other education and child-focused organizations. The Legislative Chairperson keeps the legislature informed of PTA positions on issues relating to children and youth, and keeps the membership apprised of the proposed legislative issues that affect children and youth.
- Seeks and secures funding and awards for grants and scholarships.
- Maintains a website with all support services and Capitol Watch, an advocacy tool.
- Offers Parent/Family Involvement workshops/programs and training for constituent units.
- Provides a toll-free number for constituent units and members.
- Publishes *PTA Voice* newsletter and maintains its distribution list. Publishes leadership training materials. Publishes *e-Voice* electronic newsletter. Provides public and Members Only section website.
- Facilitates the incorporation process for units and provides information on cost effective insurance protection for PTA volunteers and units.
- Negotiates member benefits for all PTA members. (See Member Benefits at www.georgiapta.org)

On Your Behalf, National PTA (Dues \$1.75)

- Maintains a website with a wealth of information on topics, PTA programs, Taking Action, Community PTA Blog, bulletin boards, You Tube, Facebook, multimedia library, Running a PTA, conferences and events and much more. Many of these resources are available only to PTA members and require the use of your username and password (located on the back of your membership card).
- Provides every local unit *Quick-Reference Guides* mailed with the Back to School Tool Kit
 - *PTA President's Quick-Reference Guide* - created to help you be an effective leader.
 - *PTA Money Matters Quick-Reference Guide* - created to support your duties as treasurer.
 - *PTA Membership Quick-Reference Guide* - created to help you increase and sustain membership in your unit.
 - *PTA Programs Quick-Reference Guide* - created to help you implement and manage PTA programs.
- Maintains and staffs the National PTA offices in Chicago and Washington, D.C.
- Makes possible the National PTA convention, which provides information, training, and policy-making for state and local PTA leaders.
- Offers the Reflections Program, an arts recognition and achievement program established in 1969. Since that time, over 10 million students have participated nationwide. The goal of the program is to celebrate all children's gifts and talents, and to give children who never have tried creating a work of art a chance to experiment and increase their self-esteem.
- See the *Reproducible Materials* on National PTA's website, www.pta.org.
- Prints and distributes to state PTAs annual membership cards and many National PTA publications.
- Publishes and mails to each PTA President a subscription to *Our Children*, the national publication that contains news about current programs and projects, as well as items from the field of education.
- Provides publications, tool kits and newsletters to local units for planning, assistance, and action.
- Pays expenses for the officers and other members of the National PTA Board of Directors (who donate their time and services) and for the National PTA Field Service staff for leadership training and consultant services to the various states.
- Provides a National PTA representative at each state convention and field service as requested.
- Channels information and resource materials to state PTAs, helping them carry on effective PTA programs in every community.
- Makes possible the National PTA legislative conference and colloquium, which are normally held annually in Washington D.C. Provides national representation on Capitol Hill, U.S. presidential appointed committees and before other education, health and child advocacy organizations.
- Represents local units in the legislative process, provides resource material for legislative chairpersons, and seeks to influence legislation affecting children and youth.
- Provides public and PTA members-only section website, including E-learning courses, *Programs to Go*, reproducible brochures and handouts and articles on numerous topics. (The Username and Password are printed on the back of the PTA membership card.)
- Offers webinar training, brochures, listserve, presenters' website and funding for state PTAs.
- Publishes *PTA Takes Action* and *Local Leaders News* weekly e-newsletters.
- Secures non-dues revenues and builds alliances to support programming for states, units and members.
- Offers E-Learning opportunities on its website.
- Negotiates member benefits for all PTA members. (Visit National PTA website at www.pta.org)

DUES TRANSMITTAL FORM



Purpose:

Use this form to send membership dues from the Local Unit PTA to Georgia PTA.

Instructions:

- Make copies of this form as needed.
- Fill in the information requested below.
- Calculate amount of dues at \$2.75 per member per annum.
- Dues should be submitted on a monthly basis, unless no dues are collected.
- Write one check (or money order) for all forms submitted at the same time.
- Remember, your PTA check must have two signatures.
- If you have achieved Target Membership, you must also submit the Membership Awards Form.
- Submit this form along with payment. Keep a copy of this form for your records.
- Make checks payable and mail to Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366.

Date		Local Unit ID #	
District	Council	PTA Name	
Contact Person		PTA Position	
Address			
City		State	Zip
Cell Phone		Home Phone	
Email			
_____ Check here if you wish to receive email notification that dues payment was received.			

DUES CALCULATION

Total dues are \$2.75 per member per annum (\$1.00 for state, \$1.75 for national).

Number of members _____ at \$2.75 each = \$_____

This payment represents dues collected for new members for the following month:

- | | | | | |
|-------------------------------|-------------------------------|------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> Aug | <input type="checkbox"/> Sep | <input type="checkbox"/> Oct | <input type="checkbox"/> Nov | <input type="checkbox"/> Dec |
| <input type="checkbox"/> Jan | <input type="checkbox"/> Feb | <input type="checkbox"/> Mar | <input type="checkbox"/> Apr | <input type="checkbox"/> May |
| <input type="checkbox"/> June | <input type="checkbox"/> July | | | |

*Note: If no dues are collected during a month, it is **NOT** necessary to submit this form.*

Signature of President or Treasurer: _____

FOR OFFICE USE ONLY:	
Amount Received \$_____	Date Received_____
<input type="checkbox"/> Check/Money Order #_____	<input type="checkbox"/> Cash

MEMBERSHIP

GEORGIA PTA MEMBERSHIP THEME: “LET’S GO GREEN”

Members make it possible for PTA to serve children and youth. The goal of the Membership Committee is to enroll members throughout the school community, including those who may not have children in school but have a vested interest in seeing children succeed. Membership in each local unit PTA shall be open, without discrimination, to anyone who believes in and supports the Mission and Purposes of National PTA. Membership at your local unit should reflect the diversity of your community.

GETTING STARTED

The Membership Chairperson and committee are responsible for promoting the value of PTA, increasing PTA membership and giving everyone in the community an opportunity to belong.

The Membership Chairperson/Committee should:

1. Secure records of membership and procedure book from the previous year’s chairperson.
2. Plan early. Organize your membership committee at once. Involve as many people as you can. Ask for cooperation from the room representatives. Have a membership recruiter in every classroom. Ask your president, principal and Executive Committee to assist you.
3. Work with the Membership Committee to adopt a Plan of Work that includes conducting a membership campaign during the entire school year.
4. Ensure the National Standards for Family-School Partnerships are implemented in all Membership Drives, programs/projects/events.
5. Keep track of all cards... they must be accounted for.
6. Secure lists of parents of children in every classroom if permissible.
7. Send a cordial letter of invitation to join the PTA to each home. Have the president and the principal sign the letter.
8. Begin the membership campaign early as soon as teachers report back to school; at parent/student orientation events; and the first week of school.
9. Enroll all parents, teachers, principals, and staff at your school. Include grandparents, relatives, business partners, and students.
10. Have membership tables at registration day, open house and all PTA events during the year.
11. Issue a membership card for EACH PERSON, not each family. This is a National PTA requirement. Distribute cards to every member promptly upon receipt of dues.
12. Fill out cards completely. Never issue blank membership cards.
13. Collect and count membership money. Use Cash Verification Form in Financial Management section of the Leadership Resource. Turn dues receipts over to the Treasurer as soon as they are received and recorded. Use the members of the membership committee to assist with counting and verifying dues receipts.
14. Remit membership money immediately to the treasurer and request a receipt.
15. Remember that state and national dues are not to be considered as income for the unit or included in its budget. The local unit collects the dues and sends the state (\$1.00) and national (\$1.75) portions (for members previously not remitted) on a monthly basis to the state office.
16. Work with the Public Relations Chair to promote membership through public relations activities.
17. Compile and maintain a list of all persons’ names, addresses and telephone numbers of members who paid dues to your PTA. Do this by individual classrooms or homerooms. Use OMDRplus to simplify collecting and maintaining your unit’s membership roster. Provide a duplicate membership

- roster for the secretary's official book.
18. Be aware of increases and decreases in membership from prior years.
 19. Attend all council and district workshops and Convention Leadership Training to be informed on all PTA issues.
 20. Recommend volunteers, leaders and community members for the Honorary Life Recognition, Founders Award or a National PTA Lifetime Achievement Award. (See Forms in this Guide.)
 21. Evaluate membership efforts at the end of the year. Identify trends.
 22. Return unused membership cards to the state office by the end of the school year.
 23. Pass along materials and knowledge to the next Membership Chairperson.

MEMBERSHIP PROCEDURE BOOK

What does a PTA Membership Procedure Book include?

- a. Directory of PTA board members, faculty, your membership committee, council membership chairperson, district membership chairperson and other necessary contacts
- b. Association bylaws
- c. Current budget
- d. Membership forms including Georgia PTA Honorary Life Recognition Award, Founder's Award and Honorary Lifetime Achievement Award
- e. Membership calendar and your plan of work
- f. The National PTA Membership Quick-Reference Guide
- g. The Membership Committee section of this Leadership Resource
- h. Membership brochures
- i. Job descriptions
- j. Copies of membership articles from the PTA Voice newsletter and Our Children magazine
- k. Membership award information and deadlines
- l. Previous year's membership report with suggestions for improvement

A three ring binder makes the most convenient notebook for a procedure book as pages can be added and subtracted easily for update purposes. Remember that a PTA procedure book is the property of the association and not the person using it for the year.

SELECT A THEME OR SLOGAN

When planning your membership campaign, choose a theme or slogan that will become familiar to everyone in your community. Publicize it and use it often. You may wish to have tee shirts, bumper stickers or other items made up with your slogan printed on them to sell in your school. Use the theme on posters, letters, flyers, and radio announcements and in your PTA newsletter. It will create interest, promote friendship, and make PTA fun. You might even have a contest and present a prize to the person who gives you the best idea for a slogan or theme.

The Georgia PTA membership theme for 2009-2011 is: *"Let's Go Green"*

MEMBERSHIP PROCLAMATIONS

As a means of promoting membership, contact a local, county or regional official and request that August, September or October be proclaimed "PTA Membership Enrollment Month" for your area. Contact this person early so there will be enough time to prepare a proclamation. Take a photograph of the official presenting the proclamation and send it to the local newspaper with an article.

MEMBERSHIP CHALLENGES

For several years, states and regions have challenged each other to increase their PTA membership. Georgia PTA encourages local units and councils to make their membership campaign more exciting by issuing a challenge to another unit or council. Some ways to meet the challenge are:

- Strive for a PTA member for each child enrolled in school.
- Strive for 100% staff membership.
- Increase membership by a specific percentage.
- Reach out to people who do not have a child in school such as grandparents, business people, school board members, etc.
- Set a goal to gain a certain number of new members in February—Founders Day month.

MEMBERSHIP CARDS

1. National PTA provides membership cards to Georgia PTA, which is accountable for the cards.
2. Georgia PTA distributes membership cards to the local unit president at Convention Leadership Training (CLT) and at the state office in August for those who weren't able to attend CLT.
3. The number of cards given to each unit is based upon the number of unit members reported during the immediate past PTA year. The state office will send additional membership cards upon request and payment of dues for at least 75% of the membership cards previously received by the PTA. You cannot obtain cards from the National PTA office.
4. Membership cards are for an annual membership and will remain valid until it is renewed at the beginning of the next school year. Membership cards must be presented, with credentials, by members registering as voting delegates at state and national conventions, and at council and district meetings, as well as local unit meetings.
5. Give a membership card to each person who joins a PTA unit as soon as they pay their dues. Never issue a card in more than one name, such as "Mr. and Mrs. Jones" or "Jones Family."
6. An individual must be a member in a PTA unit to be eligible to vote or to hold office in that unit, Georgia PTA, or National PTA.
7. The membership card entitles its owner to attend and enjoy full participation in any Georgia PTA or National PTA sponsored meeting (conferences, workshops, convention, etc.) Frequently, members are asked to show a current membership card as identification and credential when voting. Carry the card to all PTA meetings.
8. Membership in one unit does not constitute membership and voting privilege in another unit.
9. You must account for every membership card, either by dues sent to the state office or by returning unused or voided cards to the state office by the end of the school year.
10. Never issue blank membership cards. Fill in National PTA Unit ID# (local unit #), name of PTA member, name of PTA, date issued, and date expired. Use the membership template available on the Georgia PTA website to simplify adding this repetitive process.
11. Encourage members to carry their membership cards.

MEMBERSHIP HAS ITS PRIVILEGES

If you are a PTA member:

- You will be supporting children and youth throughout the nation.
- You may participate in all PTA/PTSA meetings.
- You are eligible for office in your PTA/PTSA.
- You can vote at local, state, and National PTA meetings.
- You are a member of Georgia PTA and National PTA.
- You will have informed and trained leadership.
- You will receive numerous Member Benefits from companies and organizations from National and Georgia PTA. Check the website for the latest list.
- You will have a unified voice to influence legislation-affecting children.
- You can advocate for the education, health, safety and welfare of all children and youth.

PTA membership provides an opportunity for you to invest in your child's future.

Invest in your children's future by:

- Advocating for better conditions for children and families
- Promoting quality education and a true partnership between home and school
- Striving to expand the arts
- Encouraging community involvement
- Working for a healthy environment and safe neighborhoods

PTA membership provides a way to influence decisions affecting the welfare of your child.

Communicate with decision makers on issues and concerns facing today's children such as:

- Violence prevention in schools, on television, and on the Internet
- HIV prevention education and comprehensive school health programs
- Parent involvement programs promoting parent and family participation in education
- Drug-free schools and communities

PTA membership provides you with the opportunity to increase your skills both personally and professionally.

Grow personally and professionally by strengthening your skills in:

- Speaking in public
- Conducting meetings
- Planning events and programs
- Building partnerships with other education and health organizations or groups

PTA membership provides you with resources on a wide variety of child-related issues.

Obtain valuable information on parenting, education, health, and safety topics like:

- Resources for encouraging parent/family involvement
- Ideas for making parent-teacher conferences work
- Tips for influencing a child's self image in positive ways
- Programs for promoting school and bike safety

PTA membership provides you with an opportunity to join forces with the National PTA.

Unite with a national association that exclusively advocates on behalf of all children by:

- Supporting and speaking on behalf of children in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children
- Assisting parents in developing the skills they need to raise and protect their children
- Encouraging parent and public involvement in the public schools of this nation

MEMBERSHIP AWARDS

Local Units

- **Visionary Pin and Certificate:** Awarded to PTAs submitting dues for 400 or more members to Georgia PTA by the last business day in August.
- **Pacesetter's Certificate:** Awarded to PTAs submitting dues for 300-399 members to Georgia PTA by the last business day in August, excluding those who achieved Visionary status.
- **Early Bird Certificate:** Awarded to PTAs submitting dues for 200 members to Georgia PTA by the last business day in September, excluding those who achieved Pacesetter's and Visionary status.
- **Platinum Membership Award:** Awarded to all PTAs reporting Target Membership – one paid PTA member for student enrollment plus the number of certified teachers on staff as of the first full week of school) submitted to Georgia PTA by the last business day in September.
- **Gold Membership Certificate:** Awarded to all PTAs reporting Target Membership – one paid PTA member for student enrollment plus the number of certified teachers on staff as of the first full week of school) submitted to Georgia PTA by the last business day in October.
- **Silver Membership Certificate:** Awarded to all PTAs reporting Target Membership – one paid PTA member for student enrollment plus the number of certified teachers on staff as of the first full week of school) submitted to Georgia PTA by the last business day in November.
- **Bronze Membership Certificate:** Awarded to all PTAs reporting Target Membership – one paid PTA member for student enrollment plus the number of certified teachers on staff as of the first full week of school) submitted to Georgia PTA by the last business day in February.
- **Community Partnership Membership Certificate:** Awarded to PTAs having 30 or more community members by the last business day in October (attach list of community members). Community partners include, but are not limited to, business partners, police/fire department members, school board members and senior citizens.
- **Oak Tree Membership Certificate:** Awarded to PTAs having 100% staff membership by the last business day in October (attach list of ALL staff and their positions). Staff includes principal, administrative staff, clerical staff, custodians, social workers, counselors, cafeteria staff, etc.
- **President's Membership Award:** Awarded to one local unit in each district with the highest increase over their target goal. PTA name will go in a pool for all that qualify in each district. The winning PTA will be able to select one of the following awards:
 - a. Two all inclusive registrations to Convention Leadership Training (CLT)
 - b. Two ala carte registrations and one night hotel stay
 - c. Three ala carte registrations
 - d. Two banquet tickets
 - e. Reimbursement for reasonable travel expenses for two; supported by receipts and completion of a Georgia PTA expense form; not to exceed \$250

Council Membership Award

Certificate awarded to all councils with a 5% increase (over last year total) by March 31. Council names go into a pool to receive two CLT registrations; all others receive \$25 PTA Mart gift certificate.

District Membership Award

Certificate awarded to all districts with a 5% increase (over last year total) by March 31. District names go into a pool to receive two CLT registrations; all others receive \$25 PTA Mart gift certificate.

WAYS TO HONOR YOUR MEMBERSHIP

Georgia PTA Honorary Life Recognition

Present a Georgia PTA Honorary Life Recognition award for meritorious and outstanding service on behalf of children and youth. Honorary awards may be presented at local, council, or district meetings and at state conventions. The \$25 fee includes a certificate suitable for framing and a wallet size identification card. The fee does not include a pin that can be ordered for \$25 from the state office. Refer to the Honorary Life Recognition Form in the *Special Awards, Grants and Program* section of this *Leadership Resource*.

This honorary life award does not carry a privilege to vote and/or hold office. They provide guest privileges upon payment of the registration fee at the state convention. However, honorary members may become voting members by joining a local unit PTA.

Georgia PTA Founders Award

The Founders' Award is the highest Georgia PTA honor that a PTA can bestow upon an individual. Generally, it is awarded to someone who has already received a Georgia PTA Honorary Life Recognition. It is an especially significant way to honor a person who has promoted children's well being by serving as an advocate for children. The honoree's name is placed on the Founders Roll and is honored at each convention. The \$100.00 fee includes a certificate suitable for framing and a wallet size identification card. The fee does not include a Founder's Bar that can be ordered for \$25.00 from the state office. Refer to the Founders' Award Form in the *Special Awards, Grants and Program* section of this *Leadership Resource*.

Like the honorary recognition, the Founders' Award does not carry a privilege to vote and/or hold an office. However, the person so honored may become a voting member by joining a local unit PTA.

Georgia PTA Memorials

Local units, councils, districts, or individuals may honor the memory of a deceased individual who has made significant contribution to PTA work by contributing a minimum of \$25.00 as a memorial. (Use the Donations Transmittal Form found in the *Treasurers* section of this *Leadership Resource*.)

National PTA Honorary Lifetime Achievement Award

The Honorary Lifetime Achievement Award is the highest honor that a PTA can bestow upon an individual. It is the most significant way to honor worthy people in your school, community, and state. The honored person is someone who has given outstanding service to children by being an advocate for children. The honoree need not be a member of a PTA nor be well known beyond his or her own area of service. The \$125.00 fee includes a certificate and a lapel pin. Refer to the Honorary Lifetime Achievement Award Form in the *Special Awards, Grants and Program* section of this *Leadership Resource*.

Honorary Lifetime Achievement Awards do not carry a privilege to vote and/or hold office. They provide guest privileges upon payment of the registration fee at the state/national convention. However, honorary members may become voting members by joining a local unit PTA.

Birney Butler Membership

If you don't have access to a local PTA, you may join the Birney Butler Unit of the Georgia PTA. This membership, named after the founders of the PTA, is for individuals who wish to join PTA and become proud card-carrying PTA members. This membership is \$5.00; has voting rights and is entitled to all benefits of such membership.

ADDITIONAL MEMBERSHIP CARDS ORDER FORM



Purpose:

Use this form to request additional membership cards.

Instructions:

- Make copies of this form as needed.
- Fill in the information requested below. Please print.
- To receive additional membership cards, your local unit PTA must submit dues for **at least 75 percent** of the number of cards received to date. (Use Dues Transmittal Form in this section for submitting dues.)
- Please allow one (1) week to process mail requests and two (2) days to process pick up requests.
- Cards will be mailed to contact person listed below.
- **Make checks payable and mail to Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366.**
(A \$30.00 service fee applied for *checks returned for non-sufficient funds.*)

Date		Local Unit ID #	
District	Council	PTA Name	
Contact Person		PTA Position	
Address			
City		State	Zip
Cell Phone		Home Phone	
Email			

Number of Cards Received to Date: _____

Number of Cards Sold to Members: _____

Number of Additional Cards Requested: _____

Dues Submitted to Georgia PTA as of Today: \$ _____
(Please note: Dues are \$2.75 per member.)

Signature of President or Membership Chairperson: _____

FOR OFFICE USE ONLY		
_____ # of Membership Cards Mailed to Contact	Date _____	Initials _____
_____ # of Membership Cards Picked Up by Contact		
Notes:		

MEMBERSHIP AWARDS FORM



Purpose:

Use this form to inform the state PTA office that your local unit PTA has achieved Target Membership

Instructions:

- Make copies of this form as needed.
- Fill in the information requested below. Please print.
- This form must be postmarked by the last business day of the month listed below to qualify for the respective award.
- Dues **must** be paid by the same date. Submit *Dues Transmittal Form* and check with this form.
- **Make checks payable and mail to Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366.**
(A \$30.00 service fee applied for *returned* checks.)

Date		Local Unit ID #	School Enrollment plus Certified Staff#	
District	Council		PTA Name	
Contact Person			PTA Position	
Address				
City		State	Zip	
Cell Phone		Home Phone		
Email				

Check Award Level Earned:

(Please note: In order to qualify for an award level, dues and this form must be postmarked by the last business day of the month indicated for the respective award. The state PTA office will verify Student enrollment.)

- The Visionary Pin and Certificate:** 400 members to Georgia PTA by last business day of August.
- The Pacesetter’s Certificate:** 300 members to Georgia PTA by last business day of August.
- The Early Bird Certificate:** 200 members by the last business day of September.
- The Platinum Membership Award:** Target Membership achieved and dues sent to the state PTA office no later than the last business day in September.
- The Gold Membership Certificate:** Target Membership achieved and dues sent to the state PTA office no later than the last business day in October.
- The Silver Membership Certificate:** Target Membership achieved and dues sent to the state PTA office no later than the last business day in November.
- The Bronze Membership Certificate:** Target Membership achieved and dues sent to the state PTA office no later than the last business day in February.

Calculation of Target Membership (line 1 must equal or exceed line 4):

- Total number of PTA members enrolled and submitted to state office _____
- Student enrollment at the end of the first full week of school _____
- Number of certified teachers at the end of the first full week of school _____
- Total of lines 2 and 3 (# of members required for above awards) _____
- Last Year’s Target Membership _____

Signature of President or Membership Chairperson _____

FOR OFFICE USE ONLY:	
Date Received _____	# of Members Paid to Date _____

THE COMMUNITY PARTNERSHIP AWARD FORM



Purpose:

To recognize the importance of building successful partnerships as stakeholders in school improvement, student achievement and parental involvement through PTA membership. Local units who have **30 or more community partner members** may apply for this award. Partners include: business partners, police/fire department members, school board members, senior citizens, chamber of commerce members, nurses, doctors, community organizations and institutions, etc. Local units will need to issue a membership card to one or more persons affiliated with the business.

Instructions:

- Fill in the information requested below. Please print.
- This form must be postmarked by the last business day of October.
- Attach a list of partner names and type of partnership (business partner, school board, etc.). Required.
- **Mail to Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366.**

Date		Local Unit ID #	
District	Council	PTA Name	
Contact Person		PTA Position	
Address			
City		State	Zip
Cell Phone		Home Phone	
Email			

1. Have 30 or more community partner members joined your PTA? Yes No
 If *Yes*, please attach a list (including their name and type of partnership) to verify their membership in your PTA.
2. Have dues for these members been submitted to Georgia PTA? Yes No
 If *No*, please submit dues payment simultaneously with this form. Remember to use the *Dues Transmittal Form* included in the *Treasurers* section of this resource. Dues are \$2.75 per member.

President's or Membership Chairperson's Signature _____

FOR OFFICE USE ONLY:	
Date Received _____	# of Members Paid to Date _____

THE OAK TREE AWARD FORM



Purpose:

To recognize the value of the school staff as stakeholders advocating for all children through PTA membership. (Staff includes: principal, administrative staff, clerical staff, custodians, social workers, counselors, cafeteria staff, i.e., and personnel assigned or based at the school.)

Instructions:

- Fill in the information requested below. Please print.
- Attach a list of staff members and their positions. (Required.)
- This form must be postmarked by the last business day of October.
- **Mail to Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366.**

Date		Local Unit ID #	
District	Council	PTA Name	
Contact Person		PTA Position	
Address			
City		State	Zip
Cell Phone		Home Phone	
Email			

1. How many staff members are based at your school this school year? _____
2. Has each one of them joined your PTA this school year? Yes No
 If *Yes*, please attach a list (including their name and staff position) to verify their membership in your PTA.
3. Have dues for these members been submitted to Georgia PTA? Yes No
 If *No*, please submit dues payment simultaneously with this form. Remember to use the *Dues Transmittal Form* included in this section. Dues are \$2.75 per member.

President's/Membership Chairperson's Signature _____

FOR OFFICE USE ONLY:	
Date Received _____	# of Members Paid to Date _____