

# INCOMING OFFICERS FORM



**Purpose:**

Use this worksheet to record contact information for incoming officers. Submit information online at [www.georgiapta.org](http://www.georgiapta.org) as soon as officers are elected but no later than May 1 in order to ensure that new officers will receive Convention Leadership Training registration materials.

**Instructions:**

- Complete worksheet. Submit online at [www.georgiapta.org](http://www.georgiapta.org). Print two copies. Send copies to your council president and district director.
- Information for the upcoming school year will only be mailed to newly elected officers.
- Please **do not use the school's address for officers**, as we will mail information during the summer.
- If your unit has co-presidents, please list the person who will receive National PTA mailings as president. List the other person as co-president. Georgia PTA will send communications to both co-presidents.

District	Council	Local Unit ID#	
PTA Name		School Name	
Principal		School Phone	
School Address			
City		State	Zip
School District		Superintendent	
School is: <input type="checkbox"/> Elementary, 750 and below <input type="checkbox"/> Elementary, 751 and above <input type="checkbox"/> Middle/Jr. High <input type="checkbox"/> High			

President		
Home Address		
City	State	Zip
Cell Phone	Home Phone	
Fax	Email	

Vice President		
Home Address		
City	State	Zip
Cell Phone	Home Phone	
Fax	Email	

Other Vice President (if applicable)		
Home Address		
City	State	Zip
Cell Phone	Home Phone	
Fax	Email	

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Other Vice President (if applicable)		
Home Address		
City	State	Zip
Cell Phone	Home Phone	
Fax	Email	

Other Vice President (if applicable)		
Home Address		
City	State	Zip
Cell Phone	Home Phone	
Fax	Email	

Secretary		
Home Address		
City	State	Zip
Cell Phone	Home Phone	
Fax	Email	

Other Secretary (if applicable)		
Home Address		
City	State	Zip
Cell Phone	Home Phone	
Fax	Email	

Treasurer		
Home Address		
City	State	Zip
Cell Phone	Home Phone	
Fax	Email	