

# 2016-2017 MONTHLY LOCAL UNIT MEMBERSHIP & DUES REPORT



Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

PTA/PTSA Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

PTA Local Unit ID#		<b><u>TOTAL New Members</u></b>	
Unit Federal ID #		State dues = \$1.50 National Dues = \$2.25	x \$3.75
County		<b><u>TOTAL MEMBERSHIP DUES</u></b>	=
WVPTA Region		<i>Founders Day Donation (optional)</i>	+
For assistance in completing this form, email <a href="mailto:office@westvirginiapta.org">office@westvirginiapta.org</a> .		<i>West Virginia PTA Scholarship Fund Donation (optional)</i>	+
		<b><u>TOTAL ENCLOSED:</u></b>	=

The membership year is July 1 to June 30. To remain in good standing as a 501(c)3 non-profit organization, each unit must comply with the IRS regulation that requires an official roll of all PTA members be compiled annually. A unit that does not report a minimum of ten (10) members by October 1, are considered not in good standing.

**Monthly Report Date:**

Local Unit Membership Report is to be sent to the state office by the 15th of each month (only if memberships were sold for that month). Please mark the box below for the month reported.

<input type="checkbox"/> July	<input type="checkbox"/> August	<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December
<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April	<input type="checkbox"/> May	<input type="checkbox"/> June

Local Unit President: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Local Unit Treasurer: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Mail form and payment to:**  
 West Virginia PTA • P.O. Box 3557 • Parkersburg, WV 26103-3557

Office use only
Check Number: _____
Amount: \$ _____