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**This is effective for 2026-2027 School year**

**Local Unit and County Council Standards of Affiliation**

To be eligible for donations and grants, tax exempt status, and to remain a PTA, all local units and county councils need to be in "good standing" with the West Virginia PTA. The following items must be sent to West Virginia PTA by email office@westvirginiapta.org or mail to P.O. Box 3557, Parkersburg, WV 26103-3557.

Name of PTA \_\_\_\_\_

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

<b>Item</b>	<b>Format Sent</b>	<b>Due to WVPTA Office</b>	<b>Notes</b>
Local Unit Officer Form	Givebacks	July 1st	Must have new form every year even if there are no changes
Membership Dues	Givebacks	Monthly (only if reporting new members)	Minimum of 10 members due prior to October 1 <sup>st</sup>
Financial Review (form & checklist)	Givebacks	Within 90 days of fiscal year end	Forms found on PTA site -- westvirginiapta.org
Copy of IRS 990	Givebacks	Within 30 days after submission to the IRS	Due to the IRS by the 15 <sup>th</sup> day of the 5 <sup>th</sup> month after fiscal year end
Proof of general liability and bonding insurance	Givebacks	Annually	To be submitted after renewal is completed each year
Bylaws	Google form sent from WV PTA	Review and renew every three years	Send google form to <a href="mailto:bylaws@westvirginiapta.org">bylaws@westvirginiapta.org</a> ; upload approved approved set to Givebacks. Form on website -westvirginiapta.org

*A benefit of being a PTA is a central location for all your important paperwork. As part of our service to you, all information will be kept in each unit/council's file.*