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This is effective July 11, 2015

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 or fax to (304)420-9577.

Name of PTA _____

Date: _____

Item	Format Sent	Due to WVPTA Office	Notes
Local Unit Officer Form	Electronically, mail or fax	July 1st	Must have new form every year even if there are no changes
Membership Dues (for local units only)	Electronically or by Mail, with Dues Reporting Form	Monthly (only if reporting new members)	Payment of a minimum 10 members must be received by October 1 st
Review/Audit of Finance Records	Electronically, mail or fax	120 days after end of fiscal year	Refer to Money Matters Guide
Copy of IRS 990 form	Electronically, mail or fax	30 days after submission to the IRS	Extensions filed with the IRS must be filed with WVPTA
Proof of general liability and bonding insurance	Electronically, mail or fax	Annually	Each local unit is required to submit proof of insurance by October 1 st
Bylaws	Electronically with signature page mailed, or entire packet mailed	Every three years	Bylaws should be reviewed and submitted for approval

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.

7/2015