**2019-2020 MONTHLY LOCAL UNIT MEMBERSHIP & DUES REPORT**

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| --- | --- | --- | --- |
| ***Date:*** | ***Month:*** | ***Day:*** | ***Year:*** |
|  |  |  |

|  |  |
| --- | --- |
| ***PTA/PTSA Name:*** |  |
| ***School Address:*** | *Street*: |
|  | *City*: | *Zip*: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***PTA Local Unit ID#:*** |  |  | ***TOTAL New Members:*** |  |
| ***Unit Federal ID #:*** |  |  | State dues = $1.50 National Dues = $2.25 | x $3.75 |
|  ***County:*** |  |  | ***TOTAL MEMBERSHIP DUES:*** | = $ |
| ***WV PTA Region:*** |  |  | *Founders Day Donation (optional)* | + $ |
| For assistance in completing this form, email membership@westvirginiapta.org or go online to complete at [www.westvirginiapta.org](http://www.westvirginiapta.org). |  | *West Virginia PTA Scholarship Fund Donation (optional)* | + $ |
|  | ***TOTAL ENCLOSED:*** | = $ |

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 15th, are considered not in good standing.

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| Monthly Report Date: *(check month that is being reported)*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. |
| 🞏 July | 🞏 August | 🞏 September | 🞏 October | 🞏 November | 🞏 December |
| 🞏 January | 🞏 February | 🞏 March | 🞏 April | 🞏 May | 🞏 June |

|  |  |
| --- | --- |
| **Local Unit President Name:** |  |
| **Phone Number:** | **( ) -** | **Email:** |  |
|  |
| **Local Unit Treasurer Name:** |  |
| **Phone Number:** | **( ) -** | **Email:** |  |

Office use only

Check Number: Amount: $

**Mail form and payment to:**

**West Virginia PTA** **P.O. Box 3557** **Parkersburg, WV 26103-3557**