

CUCPTSA MEMBERSHIP TIPS

R E M E M B E R . . .

- ALL officers and chairpersons **MUST** be members of your PTA.
- Ask your principal to remind and encourage all teachers and staff to join PTA.
- Don't forget to include family members such as grandparents, aunts, uncles, and more ...
- A current list of individual members should be maintained by each unit's membership chairman. The president, parliamentarian, treasurer, and recording secretary should also have a copy of the list. CUCPTSA only needs to know your number of members. OMDR (Online Membership Data Reporting,) the National PTA database is not available at this time.
- Ask business members of your community, your school board members, and others who support your school programs to join your PTA. The more, the merrier!

D E A D L I N E S . . .

Membership Dues are collected at every council meeting. California State PTA deadlines are listed in the Toolkit. These are CUCPTSA deadlines which allow for processing time by council and district. Be sure to write the following deadlines on your calendar:

SEPTEMBER 14: Early Bird* (at least 15 memberships.)

Our goal is 100% unit participation.

OCTOBER 12 : 1st required remittance. All units that did not meet the previous deadline must turn in memberships by this date.

Chairman's Club* (at least 50 memberships.) Our goal is 100% participation.

MARCH 8: Final remittance for 2009-2010 school year.

All dues received after this date will be credited to the following school year.

** Councils must meet the deadlines for Early Bird and Chairman's Club in order to qualify for district awards and certificates from state. Scholarships may also be available to qualifying units.*

APRIL 13: Membership Envelope orders for 2010-11 are due.

D U E S . . .

\$ 4.10 per member must be forwarded to CUCPTSA by every unit.

The breakdown of membership dues collected is as follows:

- \$ 1.75 to National PTA
- \$ 1.25 to California State PTA
- \$ 0.60 to Fourth District PTA
- \$ 0.50 to CUCPTSA

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- Payment for membership dues must be made by separate check from all other payments, including membership envelopes.
- Please include a “Remittance Form” with each payment. Forms are downloadable [www.CUCPTSA.com] and available at council meetings.
- Dues are given to me, either by mail or in person. A receipt will be forwarded to your unit for your records.
- Be sure that all totals and payments are correct and that you retain copies for your records.

M E M B E R S H I P C A R D S . . .

The “**Expiration Date**” is always October 31. The California State PTA membership year is July 1 to June 30. Our membership card expiration date is October 31, allowing a grace period for our members to renew their membership.

The “**Issue Date**” is important. Only persons who have been members for 30 days are entitled to make motions, debate, and vote at PTA meetings. A person must be a member for at least 30 days prior to being nominated for a PTA office.

The **number of membership cards** your unit is given is equal to your total memberships from last year, rounded up to the nearest 10. Additional cards may not be available. Be sure to keep one master page for copying, in case you need to print your own. Please return any excess pages to your mentor or to me for distribution to schools in need of additional cards.



Your **National PTA Unit ID #** must be printed or stamped on each card. All Unit ID#s have 8 digits. Your Unit ID# can be found in your Bylaws.

Be sure to **test print** a single card page prior to printing multiple pages of cards to be sure that everything lines up correctly.

Each card should have the **member’s name** filled in. Do not use “Mr. & Mrs. Smith” or “Smith Family” (each member = one card.)

E N V E L O P E S . . .

Envelope orders [www.CUCPTSA.com] for the following school year are due by the April council meeting. The cost is \$20 per 1,000 or \$10 per 500, payable to CUCPTSA.

W E B S I T E S . . .

www.PTA.org | www.CAPTA.org | FourthDistrictPTA.org/membership.html | www.CUCPTSA.com

Q U E S T I O N S ? ?

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