

Members Are the Key

Why Should I Be Part of PTA?

PTA is the largest non-profit volunteer association in this country working solely for children and youth. PTA works on behalf of its members to help unite parents, teachers and the community for the common good of all children. Together, PTA and PTSA members can create a healthy, nurturing environment that improves opportunities for all children and youth. This is made possible through:

Partnerships

Local PTAs provide parents, teachers and community members the opportunity to work together to improve the lives of children and youth through programs that address health, education and social concerns.

Local, state and national PTAs cooperate with other children and youth-oriented organization to combine resources in addressing child-related issues.

Legislative Influence

PTA members have clout and a powerful voice in government because of our strong numbers. PTAs have a distinctive record of legislative involvement at local, state and national levels. PTA activities include advocating for the health, safety and education of children and youth at our national capital in Washington D. C. and our state capital in Frankfort. PTA volunteers monitor legislative committee meetings and frequently testify before Congress and the Kentucky General Assembly. When important issues involving children and youth are at stake, PTA is there.

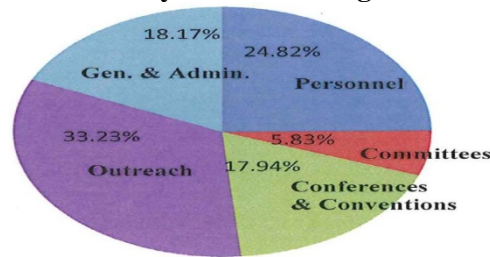
The Membership Chair/Committee

Members make it possible for PTA to serve children and youth. The goal of PTA membership is to build an informed team of individuals working on behalf of all children and youth. The Membership Chair is responsible for promoting and increasing PTA membership and giving everyone in the community an opportunity to belong. The power of PTA is in its membership. The Membership Chair should:

- Go to the National PTA website (pta.org) and review the Membership section of the Back to School Kit. Also review the forms in the Leaders Notebook, e.g.: The Membership Report, and Outstanding Membership Campaign Forms.
- Keep your members informed and create enthusiasm to become an active PTA
- Work with the Membership Committee to plan and conduct membership enrollment efforts
- Set goals for the year
- Collect and count membership money
- Remit membership money immediately to the treasurer and request a receipt

- Remember that state and national dues are not to be considered income for the unit or included in its budget. The local unit collects dues and sends the state and national portions to:
Kentucky PTA, 148 Consumer Lane, Frankfort, KY 40601.
- Complete and promptly distribute membership cards to members upon payment of dues, one card for each member
- Keep names, addresses, telephone numbers and e-mail addresses of members and provide a duplicate copy for the secretary's official book
- Be aware of increases and decreases in membership from prior years
- Attend all district workshops, leadership training and state convention to be informed on all PTA issues
- Evaluate membership efforts at the end of the year
- Pass along material and knowledge to the next Membership Chair

Where does your PTA dues go?



Members Are Key

Members are the most important part of your PTA/PTSA. Members are the key – the key to success, to parent involvement, to advocacy and to empowerment. Without members, there would be no PTA!

Membership is a tool to gain support for your school and for the students. Being a PTA member means getting involved in your community. Our role is big- to pull together the school, the community, teachers, parents and students to build a better neighborhood, a better home, a better town for our children. All over Kentucky, PTA members are working together for children – making a difference, one child at a time.

Membership is outreach-touching the lives of every student and every family in the school community. The importance of including **everyone** is a PTA belief from before the turn of the last century. As PTA's founder, Alice McLellan Birney put it; "Our appeal is to all mankind and to all womankind, regardless of race, color, or condition, to recognize that in the child lies the hope of the race and that the republic's greatest work is to save the children."

The power of PTA is in its membership. Obtaining the maximum membership that you can is crucial to PTA's effectiveness as an advocate for children. **Every** additional member adds power when your PTA goes before the SBDM Council, school board or speaks to a school board member. The number of your PTA's members adds clout when you contact your state and federal legislators. With enough members, PTA can and does improve the education, health and safety of every child.

When are you Truly a PTA Member?

Author Unknown

"A person has truly become a PTA member when their circle of concern stretches beyond their own to include all children. A parent is truly a PTA member when their decisions are decided by a deep and abiding sense of responsibility for other peoples' children as well as their own. Whatever you want for your own children-want for all children."

Your Membership Campaign

Members, involvement and programs are each a part of an ongoing process of strengthening your PTA. An involved PTA membership is a valuable resource to help you start and maintain meaningful programs and projects to benefit children, youth and the community.

The Plan - Summer

- Make sure membership is someone's responsibility
- Membership vice president/chairman and committee members meet. A committee of 2-3 is good.
- Set a goal for growth and put it in writing – e.g. 5% more than last year; 100% staff; at least one (or two) members per student enrolled; 25 more members than last year
- Choose a theme – fun, creative, and visual. Decide on decorations to go along with the theme to use on bulletin boards, in classrooms, in your newsletter, etc.
- Make specific assignments: bulletin boards, newsletter articles, collecting membership forms and dues, table set ups, etc.
- Set a timeline for the membership year
- Brainstorm membership recruitment opportunities
- Decide on incentives for classrooms, grade levels and staff
- If you're a middle school/high school don't forget that students can join – work with a student committee to determine how to recruit and incentives for students
- Think of individuals outside of your school building for recruitment: school board members, community members, etc.
- Check the National PTA Back to School Kit Membership section on the National PTA website for ideas; www.pta.org
- Decide how to publicize your goals and how to progress toward meeting them (e.g. bulletin boards, school/PTA newsletter, posters for each classroom)

- Make plans for having membership information at the following:
 - Orientations
 - Open House
 - Teacher's first day
 - Fall Festivals, etc.
 - Each PTA meeting and program
 - Home sporting events
 - Kindergarten registration
 - In registration info or the first day take home packets
- Create or update a list of your PTA's/PTSA's accomplishments during the last two or three years – Study the results of last year's membership committee plan – Study the program and promotion resources in the Kentucky PTA Leaders Notebook and the National PTA's Back to School Kit Programs section – Promote your Program.
- Make sure funds are included in the budget for such membership promotion items as posters, awards and prizes – Review PTA policies and procedures.

The Big Bang - Fall

- This is a time to put all of your planning into action
- Meet with kindergarten parents the first week of school.
- Send information in any school registration materials sent home or picked up at school before school starts
- Attach a return envelope with all membership materials
- Keep membership materials in the office for families that arrive during the school year
- Have a membership table at orientations, open houses, etc.
- Include information in the school newsletter and on the web page
- Don't forget athletic events and after school programs

The Follow-up – After Winter Break

- Membership is a year-around activity, so keep recruiting
- New families may enroll after the holidays so make sure they get information
- Plan for recruiting during late winter/early spring kindergarten and preschool registrations
- Review the awards categories – page 8 – to see what recognition your PTA/PTSA is eligible to receive
- Submit membership report and awards application by March 15 – form on page 9 in this section
- Evaluate membership efforts at the end of the year
- Pass on materials and knowledge to the next membership chair – number of members, amount of dues sent to state/district, state and national membership materials, etc.
- Bring your procedure book up to date



Your Membership Campaign (Cont'd.)

A Good Start Means Commitment

You can lead the way to a good start. The level of enthusiasm and PTA knowledge that you, as a PTA leader, provide to your PTA will have a ripple effect throughout your membership.

Your local PTA or PTSA is the key communication link between parents, teachers, school administrators and the community.

Parent and Family Involvement

Remember not just Parents can be members of the PTA. Anyone who has an interest in the school or the students can become members. So encourage your students to ask any or all family members to become a member. Keep this in mind when mailing membership information to the student's home use "to the family of..." instead of "to the parents of..."

Family Involvement Activities

- Make labels with the information you need from each member. You can use these at events or to put into packets. An example would be:

Parent(s) Name _____ Student(s) Name _____ Phone _____ Teacher(s) _____ Homeroom (if m.s. or h.s.) _____ Enclosed is \$_____ for _____ members at \$(your dues amount) per member _____ Staff member
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- Stamp or print envelopes to send home or put in the first day of school packet. Attach the envelope to a page that lists the accomplishments of the PTA/PTSA from the previous year on one side and a parent interest survey on the other. Parents can then return membership dues and the interest survey in the prepared envelope.
- When you give membership cards out, have a list of PTA meeting dates attached.
- Ask students to bring a real or "adopted" grandparent to school for lunch, a program, or a tour of the building on a "Grandparents Day". Enroll Grandparents!

Faculty and Staff Involvement

Your principal, faculty, and school staff are the keys to your effectiveness. Creating a working relationship with your administration and staff requires the creation of an ongoing positive partnership. An effective PTA will establish two-way communication with its school staff to determine issues of mutual concern.

Faculty and Staff Involvement Activities

- Hold a Back-to-School Luncheon for your teachers and staff
 - Provide them with a "Menu" of PTA programs that support students
 - Tuck your PTA membership form inside each napkin or place the napkin and flatware inside a membership envelope
- Have a contest among various departments or grades. The first group to achieve 100% membership receives a prize (teachers always love school supplies/gift cards)
- Put all teachers who are members in a drawing. Winners could receive monthly use of a prime parking space, a classroom volunteer for a week, etc.
- Give a flower or small appreciation gift along with a handwritten invitation to join PTA on each teacher's desk on the first day of school.
- Put a "I Joined the PTA/PTSA" card on the teacher's door

Community Involvement

Your community is the PTA's backyard—work with it and you will benefit. PTA involvement is not limited to parents, teachers and students. An open-door policy should be established with local businesses, places of worship, service organizations (like Kiwanis and Rotary) and government agencies (like your health or police departments), as well as other youth and community service groups. Building these relationships will assist overall community efforts to expand parent and community involvement. Your community has senior citizens and other sources of volunteers who can benefit your PTA. But someone must ask for their help and other specific opportunities for their contributions.

Business Sponsorships and Involvement

Business partners and your business community can provide a variety of resources for your PTA. Many of your students are their children, as well as future employees. A good education for all children is critical for their business future. Don't hesitate to take the opportunity to offer membership and other PTA involvement opportunities to your business community.

Membership Cards and Dues

Membership Cards

- Kentucky PTA sends membership cards to the local unit president in July and August. Leaders who attend Convention in July will be able to pick up cards with the local unit packet. Digital cards maybe available. Check with your District President or the KY PTA office for more information.
- The number of cards given to the PTA is based on the number of members reported the immediate past school year.
- Complete and distribute the membership card immediately upon payment of dues. Remember one member = one card. Do not fill in cards for Mr. and Mrs. Jones or Jones Family
- To get additional membership cards at least one dues payment must have been submitted. The request may be made when the payment is sent in either by calling or emailing Kentucky PTA at a later date.
- Membership in one unit does not constitute membership and voting privileges in another PTA/PTSA.
- Please return all unused membership cards to Kentucky PTA Office so they can be reused.

Money

- Remit membership money to the treasurer immediately and request a receipt
- District, state and national PTA dues are not considered part of the local unit budget. The local unit collects the dues for state, national, and district (this varies from district to district)
- Keep member name, address, phone, email and give a copy to the secretary
- Have 2 people count and sign a report stating the amount received. Keep this with a copy of all membership records.
- Remind treasurer to send dues on a monthly basis to the KY PTA with a list of all members.

How is the state and national dues money used?

PTA is able to operate on these limited membership funds because of its large membership base and its dedicated group of volunteer leaders. Your state and national dues money is spent in the following ways.

• Support Services

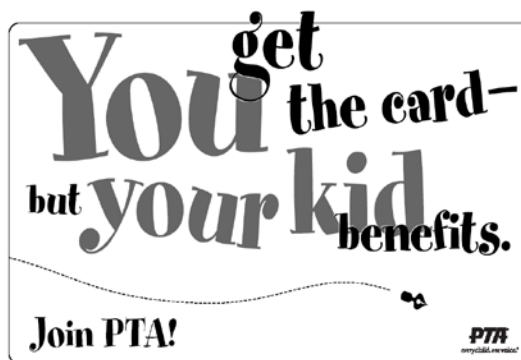
Support Services are provided to PTA and PTSA leaders through Kentucky and National PTA. Kentucky PTA office is in Frankfort www.kypta.org and the National PTA office in Alexandria, VA - www.pta.org.

State and National Resources

PTAs/PTSAs across the country have access to an abundance of information from Kentucky and National PTAs (newsletters, magazines, brochures, reproducible graphics, programs, videos, resource and leadership material, books) covering all facets surrounding a child's life. All Kentucky PTA materials are provided free – one of each item to each PTA/PTSA president. Additional copies and subscriptions may be ordered at minimal cost. Most National PTA materials are also provided free, one to each PTA/PTSA president. Many of the resources are also available online at www.pta.org or www.kypta.org.

• Leadership Development

PTA is committed to developing leaders who can carry on the mission of PTA. By providing skills and information through workshops, videos and written material, PTA prepares members to fill special roles, e.g., advocating for children before government entities, managing finances, working with the media, developing programs and encouraging parent, student and community involvement. PTA/PTSA dues money pays the cost of developing leadership materials and defrays the expenses of PTA volunteers who travel throughout the state and nation providing leadership training. National PTA board members (all volunteers) are sent to state PTA conventions and provide training for state PTA boards. Kentucky PTA board members (all volunteer) are sent throughout the state to provide leadership and assistance to local and district PTAs.



Students Make the Difference

Kentucky and National PTA encourage all middle, junior high, and high schools to become a PTSA. When you put the “S” in PTSA your students can become members, partners in decision making, hold an office and/or chair a committee. PTSA can give students a voice; involve them in their own education; help teach them leadership skills; and get them involved in the community.

Recruiting and Retaining Student Members

- Students should be active members, enjoying full privileges and responsibilities.
- Have students involved in the budget process. Allow them the opportunity to learn how to finance and implement the goals of the budget.
- Allocate some of the agenda planning of each PTSA meeting to students.
- Keep people who make referrals, such as counselors, administrators, and teachers, informed of PTSA programs for students.
- Set up a bulletin board with pictures and notices of PTSA programs in a high-traffic area of the school or community to get more students involved in PTSA.

Student Involvement Activities

- Encourage students to suggest speakers for PTSA meetings.
- Start a student column for your PTSA newsletter. It is often an eye opener to see how issues look from the students’ perspective.
- Use technology to connect with the students, like Facebook, Twitter, or Skype.
- Allow students to give trainings to parents about technology. Most students are proficient when it comes to technology.
- Ask the students what projects the school needs.

- Have students serve in various leadership roles with the adult members acting as advisors.
- Let the students take active leadership roles at PTSA meetings and make every PTSA meeting student-friendly.
- Conduct a recycling program or some other environmental awareness program. The students are very enthusiastic recyclers and environmentalists.
- Sponsor a workshop on summer jobs/internships.
- Involve the students in the planning stage of all of your PTSA projects. Involve them from the beginning.
- Sponsor a game off for students. Students can compete against each other in Wii Sports or using X-Box Kinect.
- Have students help work concessions during dances and other PTSA events.
- Partner with PTAs in your community, giving the students of your PTSA an opportunity to serve as leaders to younger students.
- Sponsor an alcohol and drug free prom after party and/or graduation party. Involve the students in the planning process from the beginning, allowing them to help choose a theme, location, refreshments, etc.
- Encourage student participation in PTA programs like Reflections, Kentucky PTA Kids' Day, and Kentucky PTA Scholarships.
- Recognize students each year for their leadership qualities and positive changes they have made in their community. Honor them with a Kentucky PTA Student Leadership Recognition Award.



**Your students' ideas and responses will allow your PTSA to grow.
Embrace students in the PTSA experience throughout the year.
They are a great asset to your PTSA!**

Reaching Out and Marketing

Reaching Out to Include Everyone

- There are many more groups of people to include in your PTA or PTSA membership besides parents and students (if a middle, junior high or high school). There are the teachers, principals, counselors and other school staff. There are employees at your school district's central office that will join your PTA if you just ask them. There are school board members and other elected officials. There are many potential members who live and work within your school's attendance zone and there are other relatives of your students besides the parents.
- The word "family" is a very important and inclusive word, so try to use that instead of "parents". Keep this in mind when sending letters home to children and their families.
- In the larger sense, family can be a boost to your PTA membership. Encourage students to invite all their relatives to become part of your PTA.
- Prepare hand written personal notes to each member of your school's faculty and staff and place them on the desks, work stations, or in the mailboxes of all your school's employees. Provide special treats for all who join. If you attain 100% faculty and staff membership, hold an appreciation lunch.
- Don't forget the importance of early childhood and preschool PTAs.
- Reach out to the community. Personally visit area businesses and invite them to join your PTA. Visit other community groups and places of worship. Invite them to participate in your PTA.
- Finally, think of your entire school community and its entire attendance zone. Who have you left out? Who has not yet joined? Whoever they are, invite them to join as soon as possible.

Marketing Your PTA/PTSA

Numerous membership marketing tools are available for your use on the National PTA website – Back to School Kit/Membership/Additional Resources. Many of these resources can be personalized with your PTA name, contact person, phone, email or web site information.

Publicize what your PTA actually does. Many think that all PTA does is fundraising. To present an accurate image of what PTA/PTSA really is and does will require a "marketing campaign."

Marketing PTA/PTSA is easy; because there is so much good to tell. Most PTAs/PTSAs have countless successful programs and projects they can share with the public, and most of them do not involve raising funds.

Tips for Marketing Membership

- Emphasize that PTA is an association for everyone. Call attention to the important role all can play in PTA.
 - Use as much personal contact as possible.
 - Never let a meeting go by without making an appeal for membership.
 - Use the PTA/PTSA or the school newsletter, or both, to promote membership.
 - Send special invitations to parents, staff, and the community to join.
 - Ask your Mayor or County Judge to proclaim one or more months as PTA Membership Month.
 - Have contests between classrooms, grade levels, etc.- remember to keep it friendly.
 - Get the students involved in the PTSAs.
 - Ask your principal and teachers to promote PTA membership.
 - Make personal phone calls.
 - Publicize your PTA story on radio, TV, newspaper, etc.
 - Encourage members to volunteer in school.
 - Publicize your PTA's past accomplishments and also your concerns for the current year.
 - Make sure your PTA board has answers to members' questions about PTA.
 - Membership is year round-enroll new members anytime.
 - Use PSAs (Public Service Announcements).
 - Send letters to community businesses soliciting members.
- For more information and marketing ideas, see other sections of the *Kentucky PTA Leaders' Notebook and National PTA's Membership Section in the Back to School Kit*.

Membership Themes

Membership themes can spark interest and excitement in your membership campaign. Choose a theme or slogan that will become familiar to everyone in your community. Use the theme on posters, letters, flyers, radio announcements and in your PTA newsletter. It will create interest, promote friendship and make PTA fun.

Be creative. You want a theme that resonates with your school. Think of a slogan that you can illustrate throughout your campaign.

Examples:

Watch Our Children Grow – Join PTA Today

Members are the Heart of PTA

Take a Step in the Right Direction

Reach for the Stars

PTA – We can Make a Difference

PTA – Connected for Kids!

Children & PTA, the Key to the Future

The Key to PTSA is Success

Don't be the missing piece, Join the PTA

The PTA Membership Year, Abridged

June-July

1. Meet with the membership committee and president.
2. Select a membership theme.
3. Study results of last year's membership committee plan.
4. Study the program and promotion resources in the *Kentucky PTA Leaders' Notebook* and the *National PTA's Membership section of the Back to School kit*.
5. Make sure funds are included in the budget for such membership promotion items as posters, awards and prizes

August

1. Plan to attend as many school functions as possible.
2. Send letters of invitation home with all students inviting their families to join PTA/PTSA.
3. Announce the membership theme . Display posters and promote the membership theme at all PTA and school programs and activities.
4. Keep a record and list of all members.
5. Remind the treasurer to send dues payment to Kentucky PTA office by **August 15** to qualify for the "Back to School" drawing.
6. Set up a PTA/PTSA information table at kindergarten, elementary, junior, middle or high school registration.

September

1. Recruit...Recruit...Recruit! Set up a booth at open house to display PTA materials; discuss the benefits of belonging to the PTA; use this opportunity to build and



demonstrate the partnership between the school and the PTA. Put articles in PTA, school and community newsletters.

2. Meet with the membership

committee and when assigning duties, consider and accommodate the members' busy schedules.

3. Remind the treasurer to send state and national membership dues to Kentucky PTA by **September 15** to qualify for the "Early bird" drawing
4. Pay your district dues on time.

October

1. Organize volunteers to make personal contacts, either by visits or phone calls, to all parents, teachers, and community members who have not joined.
2. Inform your membership of the progress you are making towards your membership goal.
3. Remember, eligibility for awards and scholarships requires at least one dues payment by **October 15th**.
4. Remind the treasurer to send all state and national dues not yet submitted by the **required October 15 deadline**.

November-December

1. Look at your goals and which state and national membership awards you are eligible for, close to getting,

and/or need to apply for; don't miss out on the awards you deserve.

2. Send dues not yet submitted.

January

1. Continue to recruit new members and try to reinstate "drop out" members.
2. Evaluate your progress and plan new approaches .
3. Make your membership list available to the nominating committee.
4. Review state and national membership awards and deadlines; make an extra effort to recruit a few more.
5. Send dues not yet submitted.

February

1. Observe PTA Founders Day near February 17.
2. Honor someone from the PTA or the community with an honorary life recognition, or honor a student member of PTSA with an Student Recognition Award.
3. Send dues not yet submitted.

March

1. Send membership dues by **March 15** to count for membership awards.
2. **Submit your membership report by the March 15 deadline.**
3. Set up a PTA information table at pre-registration for the next school year.

April

1. Bring your procedure book up to date.
2. Evaluate the year's progress and make written recommendations for next year.
3. Return unused cards or pay.

May

1. Celebrate your PTA's/PTSA's accomplishments !
2. Make sure all records are in order and accurate.
2. Turn over all records to next year's membership chair or president; include: accurate financial accounting of number of members and amount of dues sent to state office and district; outline of the year's planning and those responsible for each activity; a list of membership committee's names, addresses, phone numbers; evaluation of this year and recommendations for next year; state and national membership materials.



MEMBERSHIP MONTH

Although most PTAs/PTSAs use August-September-October for their big membership push, you may use whatever is best for your PTA/PTSA.

Kentucky PTA Membership Awards

Your PTA/PTSA, to be considered for any awards, must be a “local unit in good standing” which means:

- Submit Kentucky State and National dues payment as required every 15th of the month to the Kentucky PTA office but one payment must be made on or before October 15th of each year
- Send district dues to district treasurer or Kentucky PTA office as required;
- Send the PTA financial review form to Kentucky PTA office by July 15th;
- Send bylaws for approval by Kentucky PTA every five (5) years; and
- Maintain a minimum of ten (10) members.

Membership Report

***To win an award marked with an asterisk (*) your PTA/PTSA must submit a membership report by the March 15 deadline.**

Local PTA/PTSA Membership Awards requires Membership Report submittal

- **Apple Award*:** for PTAs/PTSAs with 100% of their faculty and staff enrolled as members.
- **Oak Tree Honor*:** for PTAs/PTSAs with membership that includes one (1) member for every student enrolled in the school.
- **Chuck Saylor’s He-Man Award*:** for PTAs/PTSAs with the largest percent of male members based on school enrollment. There is one winner per PTA district.
- **Youth Voice Award*:** for PTSAs with the largest number of student members based on school enrollment. There is one winner per PTA district.
- **Lida Gardner Honor Roll:** for the five PTAs/PTSAs with the largest number of members in the following school enrollment categories:
 - A. 0–300 school enrollment
 - B. 301–600 school enrollment
 - C. 601–900 school enrollment
 - D. 901–1200 school enrollment
 - E. Over 1201 school enrollment
- **Mrs. George Weldon 200+ Award:** for PTAs/PTSAs with an increase of 200 or more members over previous year’s membership.
- **"President's Challenge"** 25-member increase over previous year, your PTA/PTSA will be recognized during Kentucky PTA Convention/Leadership.

Local Unit Drawings & Incentives

- **“Back to School”** drawing for PTAs/PTSA sending payment for 100 or more members by **August 15**.
- **“Early Bird”** drawing for PTAs/PTSAs sending payment for members equal to or greater than the total membership from last year by **September 15**.
- **Strive for Five** drawing for PTAs/PTSAs with a **5% Membership Increase by January 15**.
- **Reaching High for Kentucky Kids** drawing for PTAs/PTSAs with a **10% Membership Increase by March 15**

District PTA Membership Awards

- **Kentucky PTA President’s Award:** for the district with the largest percent increase of members over last year’s membership.
- **June Key Honor Roll:** for districts with 100% of their local unit PTAs/PTSAs who have paid dues on or before October 15th.
- **Acorn Award:** for the PTA or PTSA with the largest percent membership increase in each PTA district.

Reminders:

- #1. **October 15 is a required dues payment.** Send all dues not previously reported by the October 15 deadline to remain a PTA/PTSA in good standing.
- #2. State and National Dues must be paid in a timely manner, that is by the next monthly due date after receipt.
- #3. At the beginning of the school year, the president of your PTA/PTSA will be sent membership cards based on the previous year’s membership. To receive more membership cards, a PTA/PTSA must make a dues payment and request the number of cards needed.
- #4. A request on the Membership Dues Payment Form will be sufficient.
- #5. Always include a current list of members along with their e-mail address, if available.

Required Kentucky and National PTA Dues Payment Form

Please make several copies of this form to use for dues payments throughout the year.

Dues payment dates:

August 15th "Back to School" September 15th "Early Bird" October 15th "Required"

This dues payment is for _____ (month).

At least one dues payment must be made by October 15th to be a unit in good standing.

You must be a unit in good standing to be eligible to participate in any PTA program (insurance, scholarships, Reflections, awards, etc.). You must send in your monthly membership dues by the 15th of each month.

Complete this Form and Attach a Numbered List of the Names of Members Covered by this payment.

To be a Unit in *GOOD STANDING* All PTAs/PTSAs MUST:

- Send at least one National and Kentucky PTA dues payment (\$3.50 per member) to the Kentucky PTA office no later than October 15th
- Send district dues to district treasurer or Kentucky PTA office as required
- Send the PTA financial review form to the Kentucky PTA office and school principal by July 15th
- File 990 IRS Tax Form by Nov. 15 and mail a copy to the Kentucky PTA office
- Send bylaws to the Kentucky PTA office for approval every 5 years

Mail Completed Form and Check to:

**Kentucky PTA
148 Consumer Lane
Frankfort, KY 40601**

Make check payable to "Kentucky PTA"

Your check must include both state and national dues

State dues are \$1.25 per member

National Dues are \$2.25 per member

TOTAL dues are \$3.50 per member

_____ Members @ \$3.50 \$ _____

Number of Male Members: _____

Number of Student Members: _____

Number of Faculty and Staff* Members: _____

Total number of PTA/PTSA Members: _____

Date _____

Grades _____ to _____

County _____

PTA District _____

Have You Attained:

___ 100% Membership Based on School Enrollment?

___ 100% School Faculty and Staff Membership Enrollment?

Staff* includes classified (cafeteria, custodian, staff, instructional assistants)

Name of PTA/PTSA _____

Name of President _____

School Address _____

Street/P. O. Box

City

State

Zip

Phone Number: (____) _____ Email: _____

Name of Treasurer _____

Phone Number: (____) _____ Email: _____

Address _____

Note #1: It is the treasurer's responsibility to send state and national membership dues to the Kentucky PTA office by the 15th of each month.

Note #2: Membership cards are distributed at the beginning of the school year, based on a PTAs/PTSAs number of members the previous year. To receive more membership cards, a PTA/PTSA must submit a Membership dues payment to the Kentucky PTA. Email kentuckypta@bellsouth.net or call 502-226-6607.

Please return all unused membership to the Kentucky PTA.

Note #3: **ALL INFORMATION HAS TO BE FILLED OUT COMPLETELY** in order to be considered for ANY membership awards given at the Kentucky PTA Convention.

Required District Dues Payment For Local PTAs and PTSAs

Use this Form to Send District Membership Dues.

Donations to your district's projects, such as scholarships (if applicable), may also be sent with this form.

Please Copy this Form. You May Need to Use it Several Times.

Deadline: Contact your district president or treasurer.

At least one dues payment of national and state dues must be made by October 15th to be a unit in good standing.

Mail Completed Form and Check to: Your District Treasurer or President

District Dues are _____ Per Member (See back of this page for district dues amounts)

Make Check Payable to: _____ District PTA

If no district leadership, send district dues payment to Kentucky PTA office when submitting state and national dues.

Complete this Form

Date _____ Members @ _____ \$ _____
 Grades _____ to _____ Donation to _____ District PTA _____
 County _____ Program _____
 PTA District _____ TOTAL Amount Enclosed _____

Name of PTA/PTSA _____

Name of President _____

Address _____

Street/P. O. Box City State Zip

Telephone: Day (_____) _____ Evening/Cell (_____) _____

E-mail address _____

Name of Treasurer _____

Address _____

Street/P. O. Box City State Zip

Telephone: Day (_____) _____ Evening/Cell (_____) _____

E-mail address _____

Contact Your District President for your district treasurer's name, address, telephone number and your district dues deadline date. See the back of this page for a list of districts/counties and dues amount.

If you need help with the name, address or phone number of your district president you may contact the Kentucky PTA office at: 148 Consumer Lane, Frankfort, KY 40601 phone 502-226-6607; fax 502-226-6610 or E-mail: kentuckypta@bellsouth.net

For District Use:

_____ District Treasurer

Phone (_____) _____

E-mail _____

**To be a Unit in *GOOD STANDING*
All PTAs/PTSAs MUST:**

- Send at least one national and Kentucky PTA state dues payment (\$3.50 per member) to the Kentucky PTA office no later than October 15th
- Send district dues to district treasurer or Kentucky PTA office as required
- Send the PTA financial review form to the Kentucky PTA office and school principal by July 15th
- File 990 IRS Tax Form by Nov. 15 and mail a copy to the Kentucky PTA office
- Send bylaws to the Kentucky PTA office for approval every 5 years



Districts of the Kentucky PTA

District	District Dues	Counties
1 st District	\$.15 per member	Ballard, Caldwell, Calloway, Carlisle, Crittenden, Fulton, Graves, Hickman, Livingston, Lyon, Marshall, McCracken and Trigg
4 th District	\$.25 per member	Hopkins, McLean, Muhlenberg, Union and Webster
5 th District	\$.15 per member	Butler, Christian, Logan and Todd
6 th District	\$.15 per member	Daviess, Hancock, Henderson and Ohio
7 th District	\$.25 per member	Breckinridge, Grayson, Hardin and Meade
8 th District	\$.25 per member	Allen, Edmonson, Simpson and Warren
9 th District	\$.20 per member	Barren, Hart, Metcalf and Monroe
11 th District	\$.25 per member	Adair, Bullitt, Clinton, Cumberland, Green, LaRue, Marion, Nelson, Russell, Taylor and Washington
12 th District	\$.10 per member	Anderson, Franklin, Scott, Shelby, Spencer and Woodford
13 th District	\$.10 per member	Carroll, Henry, Oldham, Owen and Trimble
14 th District	\$.25 per member	Boone, Bracken, Campbell, Gallatin, Grant, Kenton, Pendleton, and Robertson
15 th District	\$.20 per member	Jefferson County (billed by 15 th District PTA)
16 th District	\$.25 per member	Fayette County
18 th District	\$.15 per member	Bath, Bourbon, Clark, Fleming, Harrison, Mason, Montgomery, and Nicholas and Rowan
19 th District	\$.15 per member	Boyle, Garrard, Jessamine, Madison and Mercer
20 th District	\$.20 per member	Casey, Lincoln, Pulaski, Rockcastle and Wayne
21 st District	\$.25 per member	Bell, Clay, Harlan, Knox, Laurel, McCreary and Whitley
23 rd District	\$.15 per member	Estill, Jackson, Lee, Menifee, Owsley, Powell and Wolfe
24 th District	\$.15 per member	Breathitt, Leslie, Letcher, Knott and Perry
26 th District	\$.25 per member	Boyd, Carter, Elliott, Greenup, Lawrence and Lewis
27 th District	\$.25 per member	Floyd, Johnson, Magoffin, Martin, Morgan and Pike

