

Idaho PTA Policy -- Standards of Affiliation

PTA Affiliate Name: _____ **Year:** _____

President: _____

Standard of Affiliation	Submit on or Before	How to Submit	Date Completed
1. *Officer/Chair list to State PTA	June 1	Download form from Idaho PTA Website, mail to state office or email list	
2. *Volunteer Service Hours	September 15	Download form from Idaho PTA Website, mail to state office	
3. *Dues paid to Idaho PTA and National PTA	November 1	Send check for \$7.50 per member to the Idaho PTA office. Idaho PTA will send the appropriate dues on to National PTA	
4. Membership list to Idaho PTA (5 member minimum)	November 1	Email spreadsheet with pertinent information (especially emails) to Idaho PTA	
5. *Insurance Premium sent to Idaho PTA	November 1	Send check payable to Idaho PTA to PTA office. Idaho PTA will forward insurance payments to the insurance provider.	
6. *File IRS 990 form	November 15 or May 15, depending on your fiscal year	Mail or email confirmation to the Idaho PTA office, also keep in local files	
7. Approved Annual Budget	November 30	Keep in local unit files	

8. Adopted Standing Rules/ Local Unit Bylaws	November 30	Download from Idaho PTA website and personalize to your unit; have membership approval. Send approved copy to Region Director, keep in local unit files	
9. Financial Records, Minutes, and other records as indicated in "Money Matters" guide from National PTA	ongoing	Keep in local unit files	
10. Attend training provided at Region training sessions, Idaho PTA training sessions, or Idaho PTA Convention	ongoing	One elected leader or their designee must attend at least one training session annually.	

Revised 8/2014

***Indicates this action is necessary for a unit to be considered in "good standing". Units not reporting any dues/membership by November 20th will not be in good standing, and will not be allowed to participate in any PTA sponsored programs, including Reflections, and will not be eligible for any PTA awards or grants.**

Any items that need to be emailed to the state office should be sent to: idahopta@idahopta.org

Any items that need to be mailed to the state office should be sent to: Idaho PTA, 1655 W. Fairview, Suite 109, Boise, Idaho, 83702

For all other questions please call 208-344-0851