

MONTHLY LOCAL UNIT MEMBERSHIP & DUES REPORT

Date:	<i>Month:</i>	<i>Day:</i>	<i>Year:</i>

PTA/PTSA Name:			
School Address:	<i>Street:</i>		
	<i>City:</i>	<i>Zip:</i>	

PTA Local Unit ID#:	
Unit Federal ID #:	
County:	
WV PTA Region:	

For assistance in completing this form,
email membership@westvirginiapta.org
or go online to submit via MemberHub.

<u>TOTAL New Members:</u>	
State dues = \$1.50 National Dues = \$3.25	x \$4.75
<u>TOTAL MEMBERSHIP DUES:</u>	= \$
<i>Founders Day Donation (optional)</i>	+ \$
<i>West Virginia PTA Scholarship Fund Donation (optional)</i>	+ \$
<u>TOTAL ENCLOSED:</u>	= \$

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.

Monthly Report Date: <i>(check month that is being reported)</i>					
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:	

Mail form and payment to:
West Virginia PTA • P.O. Box 3557 • Parkersburg, WV 26103-3557

Office use only
Check Number: _____
Amount: \$ _____