



SUBMIT MEMBERSHIP DUES

Only members have the right to bring motions, debate, and vote on PTA business at General Membership meetings. In addition, the local PTA may offer member-only benefits like a directory, no-waiting access at events, discounts on school supplies or spirit wear, etc. Because people can join in a variety of ways, it is important to create one master roster that is shared with the President, Treasurer, and Secretary. The membership roster should not be shared elsewhere.

1. The first step to processing memberships is to go to LouisianaPTA.org/submit-unit-dues. Click "PAYMENT LINK" which brings you to CheddarUp.com. Purchase the number of individual memberships sold by the PTA. The cost is \$3.50 each. Local Units must purchase a minimum of 30 memberships from LAPTA per year. The exact number of memberships sold to their members must be purchased. It is important to properly account for all members. LAPTA forwards the National PTA dues portion of \$2.25 to National PTA.
2. Download the Excel spreadsheet called "LAPTA Local PTA Membership Report" by going online to LouisianaPTA.org/membership. This is the format used for Membership Reports. See below. Rename the file with the [PTA name] Member Report [date]. In the spreadsheet, enter the information in the top section and then last name, first name, and email for every member into the spreadsheet. After submitting dues, **email the Membership Report to office@LouisianaPTA.org**.
3. Repeat the process above monthly. Memberships are good for one year, expiring on June 30.
4. Send out a thank you note to all members by email or paper note at least monthly. Include LouisianaPTA.org and PTA.org for members to check out. A sample is at the end of this section.

LAPTA LOCAL UNIT MEMBERSHIP REPORT 2022-23	
After submitting dues, email this Member Report to office@LouisianaPTA.org .	
PTA Name: _____	Today's Date: _____
School Name: _____	School's Student Count: _____
School City: _____	School's Teacher/Admin Count: _____
School Parish: _____	Your PTA's Membership Goal: _____
Your Name: _____	Total Memberships Year to Date: _____
Your Email: _____	New Memberships for this Report: _____

Member Last Name	First Name	Email Address
<i>Last</i>	<i>First</i>	<i>Email</i>
<i>Last</i>	<i>First</i>	<i>Email</i>
<i>Last</i>	<i>First</i>	<i>Email</i>
<i>Last</i>	<i>First</i>	<i>Email</i>

MEMBERSHIP DUES

When someone joins a Local Unit, they also become a member of Louisiana PTA (LAPTA) and National PTA. Each unit submits to LAPTA the portion of dues collected for state and national dues. Currently, that is \$3.50 per member. National PTA receives \$2.25 and LAPTA receives \$1.25. LAPTA has the responsibility of forwarding National PTA's portion. National PTA and LAPTA dues must be submitted for each member. The Local Unit is obligated to remit dues for every person who joins their PTA. A unit's Active Affiliation could be in jeopardy if it, for example, it collects dues from 100 members but only remits dues to LAPTA for 30.

Membership in a unit is required for the privilege of voting, holding office, and attending the LAPTA and National PTA Conventions as a voting delegate. Board members are required to submit membership dues. See the Roster Form at the end of this section to help track who still owes dues. Joining one PTA does not give voting privileges in another PTA. Dues must be submitted to each separate PTA. Membership is valid from date of issue through June 30 of each year.



The Treasurer shall deposit any checks or cash collected from the membership drive at their school as soon as possible. Memberships shall be submitted monthly to LAPTA. March 15 is the cut-off date to qualify for LAPTA membership awards. Dues received after March 15 are included in the current year's total members to National PTA but are not considered in the count for membership awards. See "Submit Membership Dues" in this section for details on submitting member dues to LAPTA.

The LAPTA and National PTA's portion of a unit's dues of \$3.50 are not part of a unit's gross income. Only the portion the unit charges above the \$3.50 is considered income when reporting income to the IRS.