

Important Unit Information



*File this information in the secretary's notebook. Give a copy to each officer.
Complete a new one each year.*

Name of PTA Unit _____ Code # _ _ - _ _ _

NYS Tax Exempt Number _____ Federal ID # (FEIN) _____

Date bylaws are due for updating or revision _____

Insurance premium paid June 1 _____

Number of members _____ Dues submitted to NYS PTA by Nov. 1 _____

Member of council _____

Region PTA Information: _____ Region PTA Meets _____

Assistant Director _____ T: _____

Region Director _____ T: _____

Dates of Region, State or National PTA events to attend this year.

Region PTA Fall Conference _____ Legislative Breakfast _____

Region PTA Spring Conference _____ PARP Conference _____

Presidents – Principals Lunch/Dinner _____ National Convention _____

State PTA Convention: November _____ NYS PTA Summer Leadership
Conference _____

Legislation/Education Conference _____ Other Region PTA workshops or events

Region PTA Board Meetings _____

Websites

National PTA – www.pta.org NYS PTA – www.nyspta.org

Region PTA - _____

NYS PTA One Wembley Square, Albany, NY 12205 T: 1-877-569-7782