

# Chapter 2

## **Forms & Online Instructions**

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# Local Unit Due-Dates Checklist

Every local unit is responsible for turning in the following items every year.  
Failure to turn in required items may compromise insurance coverage.

- Year-End Financial Report -Due no later than November 30<sup>th</sup>
- Yearly Audit Report - Due no later than November 30<sup>th</sup>
- Officers' List - Due no later than November 30<sup>th</sup>
- Liability Insurance Payment - Due no later than November 30<sup>th</sup>. Paid membership is required for valid insurance
- Standing Rules - Due no later than November 30<sup>th</sup>
- Budget - Due no later than November 30<sup>th</sup>
- IRS 990/990EZ/990N - Due to IRS by November 15<sup>th</sup>; and a hard copy printed and sent to Oregon PTA by November 30<sup>th</sup>
- Copy of CT-12 (if incorporated) - Due to Oregon DOJ by November 15<sup>th</sup>; to Oregon PTA by November 30<sup>th</sup>
- Membership List and Dues - Due monthly by last day of the month. All officers and committee chairs are required to be members of their local unit by November of the year in which they serve. Failure to report membership for more than a one year period may result in the unit being declared inactive and insurance invalid
- Three (3) officers of each local unit or their designees must attend one (1) basic leadership training annually. For recording purposes, annually includes training received during the state convention through March 1<sup>st</sup> of the next membership year. Leadership training is defined as:
  - ◆ Designated convention workshop
  - ◆ Oregon PTA sponsored officer training
  - ◆ Council sponsored officer training
  - ◆ E-Learning courses from National PTA
  - ◆ Other Training as pre-authorized by the Oregon PTA Leadership Committee

## E-Learning through National PTA's Web-Site

As a volunteer, you lead a busy life. E-Learning provides a solution for PTA Unit leaders and members looking to learn more in less time. This is also a step toward achieving PTA's goal of making all members informed advocates by 2020.

Each E-Learning course takes about 45 - 50 minutes to complete and counts as one-half a training credit for your Unit.

Go online at [www.pta.org](http://www.pta.org)  
Click on *Leadership Resources*  
Click on *Leadership Training*  
Click on *E-Learning*. You will need the members only password here. It is on the back of your membership card.  
Choose your course and begin.

When you finish the course, print out your certificate. Fill in your name.

On the back, put your Unit name and the date you completed the course. Tell us what you learned from and/or felt about the course. Please list both positive and not-so-positive opinions.

To have your training credit recorded toward Unit recognition, send a copy of the certificate (front and back) to:

Oregon PTA  
4506 SE Belmont St., Suite 108-B  
Portland, OR 97215-1658

## Oregon PTA Privacy Policy

Oregon PTA requests personal contact information (address, telephone, e-mail) in order to compile accurate officer and membership lists. This data is gathered to provide PTA with correct membership numbers and to best provide information to members in an efficient manner.

Oregon PTA respects the privacy of its members. Oregon PTA does not share, sell or rent member information to other organizations, telemarketers, mailing list brokers, or any other companies. Oregon PTA may, however, disclose personal information when required to do so by law or when such action is necessary or appropriate to comply with legal process served on Oregon PTA, to protect and defend the rights or property of Oregon PTA, or to protect the personal safety of users of [www.oregonpta.org](http://www.oregonpta.org). We reserve the right to contact the appropriate authorities in our discretion when visitor's activities appear to be illegal or inconsistent with our policies.

Finally, Oregon PTA may sometimes share aggregate statistics and non-personal information with the media, government agencies, advertisers, and other third parties. For example, we may publish statistics on the number of members in particular areas of the state, or the number of visitors to [www.oregonpta.org](http://www.oregonpta.org). These aggregate statistics do not allow anyone to identify member names or other personal information.

Adopted by the Oregon PTA  
Board of Directors  
July 15, 2007

### Nondiscrimination statement for Oregon PTA local unit/council use:

[Insert your PTA name here], as an affiliated constituent of Oregon PTA, pledges that membership in PTA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA.

**Note:** It is recommended that this be printed in italics and no smaller than a six (6) point font.

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# Online Officers/Leaders List Reporting Instructions

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1. Navigate to Oregon PTA web page at [www.oregonpta.org](http://www.oregonpta.org).
2. Click on the “Members Only” button.
3. Click on the link as directed to log in. Enter your members-only password (located on the back of your membership card). For 2010/11 the members only sign-in will be:  
username: Together, password: WeCan
4. Click on “Officer List.”
  - a. Here you must enter your local unit National ID number, leaders password, local unit mailing address, and submitter’s name and phone number. (If you do not know your password, contact last year’s unit president or secretary, your region director, or the Oregon PTA Office.)
  - b. Be sure the school year is listed correctly.
  - c. Click the “Submit” button.
5. Enter each new officer.
  - a. Enter the full name, phone number, email address, and mailing address. Please do not use the school address.
  - b. Select the *Leadership Position* from choices offered.
  - c. Complete the box if position is “Other.”
  - d. Click the Add Leader button.
  - e. Repeat the above for each new officer.
6. Select the “Display Leaders” button.
  - a. Print a copy for yourself.
  - b. Print a copy for your secretary.
7. At any time you can click “Display Leader List” to check for errors and edit as necessary.
8. Update the list as necessary if officers and/or leaders change during the year. Use the “Edit” function to delete names of people who no longer hold the office. This is only necessary when you make changes during the year, not when you enter your officers for the first time.
9. Contact your region director or the Oregon PTA office with any questions and/or for assistance.

## IMPORTANT

Your list of officers and leaders is the most vital piece of information you give to Oregon PTA. It is how you stay current and up-to-date on PTA happenings in Oregon and Nationally.

In this world of ever-growing electronic communication, email addresses are essential to expedite the sharing of information.

See the Oregon PTA privacy policy to be assured your information is used for PTA business only.

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# Online Membership Reporting Instructions

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1. Navigate to Oregon PTA web page at [www.oregonpta.org](http://www.oregonpta.org).
2. Click on the “Members Only” button.
3. Click on the link as directed to log in. Enter your members-only password (located on the back of your membership card). For 2010/11 the members only sign-in will be: username: Together, password: WeCan
4. Click on “Online Membership.”
  - a. Here you must enter your local unit National ID number, membership password, local unit mailing address, and membership contact person and phone number. (If you do not know your password, contact last year’s unit president or secretary, your region director, or the Oregon PTA Office.)
  - b. Click the “Submit” button.
5. Enter each new member.
  - a. Select the *type* of member: Parent, Teacher, Staff, Community, Student, etc.
  - b. Enter the full name, phone number, email address, and mailing address.
  - c. Click the submit button *only once*.
  - d. Repeat the above for each new member.
6. Select the “Roster” button.
  - a. Print a copy for yourself.
  - b. Print a copy for your secretary.
7. Select the “Print Membership Cards” button.
  - a. Practice with a blank piece of paper to check your printer’s alignment.
  - b. If alignment is correct, print again onto your membership card sheet. (These will be available in the local unit packets at summer leadership training. These materials will be sent to the local unit president if not received at leadership training.)
8. Select the “submit Roster” button.
  - a. Always select “New Form.” (The dated forms will be your past entries and are available for your review, for reconciliation, and/or tracking purposes).
  - b. Print a copy for your records.
  - c. Print a copy for your treasurer
9. Remit payment, as indicated on the remittance form, to the Oregon PTA office within seven business days.
  - a. Your National ID number, PTA name, and address are printed on the form, as well as your region number.
  - b. The program calculates the number of members and the amount that should be sent in. The split amounts that print on the bottom of the form are for internal use of Oregon PTA only.
10. Reconcile total membership numbers to membership dues remitted **at least monthly** by clicking on the “Roster” button. Here you will see when each member was entered into your database and on what date the membership dues payment was received. **NOTE:** Remember for local unit award purposes, membership dues payments must be received by the last day of each month.
11. Contact your Region Director or the Oregon PTA office with any questions and/or for assistance.

# Sample Standing Rules

(Due No Later than November 30<sup>th</sup>)

Name of Unit \_\_\_\_\_

Employer ID Number \_\_\_\_\_ National PTA Number \_\_\_\_\_

Council Affiliation \_\_\_\_\_ Region # \_\_\_\_\_

**State Affiliation** (*Unit name*) is affiliated with National PTA and Oregon PTA and as such is governed by the Unified Local Unit Bylaws and the Oregon PTA Bylaws.

**Annual Dues** Annual local unit dues shall be \_\_\_\_\_ which includes \$1.75 to National PTA, \$7.25 to Oregon PTA, and \_\_\_\_\_ to the local unit.

**Fiscal Year** \_\_\_\_\_ to \_\_\_\_\_ (*recommended July 1<sup>st</sup> to June 30<sup>th</sup>*).

**Quorum** Quorum for each general meeting shall be \_\_\_\_\_ voting members.

**Meetings** Regular (general) meetings of this association shall be held \_\_\_\_\_ (*day of each month*) at \_\_\_\_\_ (*time*).

Executive board/committee meetings of this association shall be held \_\_\_\_\_ (*day of each month*) at \_\_\_\_\_ (*time*).

**Officers** The officers of this association shall be: (*President, one or more Vice Presidents, Secretary, Treasurer, and others if needed*).

Elections of officers shall be in \_\_\_\_\_ (*month*) and the officers shall assume their duties on \_\_\_\_\_ (*month and date*).

## Order of Business

The order of business for meetings of this association shall be:

- |                                    |                        |
|------------------------------------|------------------------|
| 1. Call to order                   | 6. Unfinished business |
| 2. Reading of minutes and approval | 7. New business        |
| 3. Financial report                | 8. Program             |
| 4. Correspondence                  | 9. Announcements       |
| 5. Reports                         | 10. Adjournment        |

## Standing Committees

The standing committees of this association shall be: (*list those needed to carry on the work of your unit*)

Membership	Programs	Newsletter	Publicity
Legislation	Ways and Means (fundraising)		Volunteers
Reflections	Hospitality	Clothing Center	
Room Representative	Budget	Historian	

## Special Committees

The President of this association may, with the approval of the Executive Board, appoint special committees as deemed appropriate. Special committees go out of existence when the work is completed and the final report is received by the board.

## Nominating Committee

The Nominating Committee of this association shall consist of \_\_\_\_\_ (*number*) members and shall be elected by the general membership at the \_\_\_\_\_ (*month*) meeting. (Suggested: Members elected this year are ineligible to serve for \_\_\_\_\_ (*number*) year(s).)

The report of the Nominating Committee is required at the \_\_\_\_\_ (*month*) meeting of the executive committee/board. Once that report has been received, the work of the committee is complete.

## Convention Delegates

Delegates (voting representatives) from this association attending the annual meeting of Oregon PTA (convention) shall be (elected OR appointed) at a meeting of the (general membership OR board of directors OR executive committee) in \_\_\_\_\_ (*month*).

These standing rules shall be read at the first general membership meeting of the school year and may be read by request at any meeting. They may be amended or rescinded by a two-thirds vote at any general meeting. If notice of the proposed action is given at a previous meeting or in the call for the meeting, they may be amended or rescinded by a majority vote.

Date approved: \_\_\_\_\_

President \_\_\_\_\_ Secretary \_\_\_\_\_

## **Standing Rules:** Guidelines

We have provided a “sample” or “template” for you to use for your Standing Rules. However, we have noticed over the years that many PTAs do not understand what “could-a/should-a/would-a” be covered in a Standing Rules document.

To review, nothing in your Standing Rules may conflict with the laws of the state (that is, the State of Oregon) nor with the National PTA Bylaws, nor Oregon PTA Bylaws. Your Standing Rules are the rules under which your PTA operates and conducts business. They may be as broad or restrictive as a local unit deems necessary. (For the record, we recommend that when you consider your Standing Rules, you do not make them so narrow as to ‘paint yourself into a corner,’ nor so broad that they are open to eleven different interpretations by eleven different members.)

And, please remember, Standing Rules, unlike bylaws may be set aside. For example, if your standing rules say your nominating committee will be elected at the January meeting and that did not happen, at your next meeting a motion may be made to set aside the standing rules regarding the nominating committee so you may elect a nominating committee. Keep in mind, a motion to set aside your standing rules requires a 2/3 majority vote of the membership present.

Below, we have listed some recommendations for local units to consider for inclusion as you draft your Standing Rules. Please remember, these are merely suggestions and you may write your Standing Rules however you feel your PTA will best operate. If you have questions regarding the ‘appropriateness’ of a rule, please do not hesitate to contact your Region Director, the Vice President for Leadership, or the Oregon PTA office.

### **Financial Policies (including, but not limited to):**

- Reimbursement policies (receipts necessary, time limit for requests, signatories on checks, etc.)
- Number of signatures on checks (including who may sign whose checks)
- Dual custody of cash
- Procedures for counting cash
- Review of bank statements
- Contingency fund for emergency situations
- Fundraiser policies: number to be held, why you’ll hold them, etc.
- NSF (non-sufficient funds) check policies

### **Defining Your Board**

- Executive Committee – which positions?
- Other Board members – elected or appointed
- Committee Chairs – members of the board

### **Elections and Voting:**

- Length of time one must be a member before being allowed to vote

### **Rules of Debate**

- Who may debate (members vs non-members)
- Length of debate and how long any one person may speak to an issue
- How many times someone may speak to an issue

### **Procedure Books**

- Policies regarding the creation of procedure books for officers and committee chairs

### **Membership Fees** (You may want to talk to someone from the state before adding a section on membership fees.)

- Will your PTA provide membership scholarships?
  - Scholarship policies: eligibility, application for, granting of
- One membership fee or graduated fees
- Family memberships

# **HOLD HARMLESS AGREEMENT:**

The \_\_\_\_\_ PTA presents to the \_\_\_\_\_ School District the following described equipment:

\_\_\_\_\_  
\_\_\_\_\_

The School district hereby agrees to:

- 1) Accept ownership of the above-described equipment.
- 2) Accept responsibility for the installation, operation and maintenance of the above-described equipment.
- 3) Hold the PTA harmless from any claim or lawsuit arising from damages caused by or from the use of said equipment.
- 4) Keep the above-described equipment at \_\_\_\_\_ for a period of no less than \_\_\_\_\_ years.
- 5) \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
PTA Officer

\_\_\_\_\_  
PTA Officer

Date: \_\_\_\_\_

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Principal

If a school district has its own hold harmless agreement, please send a copy to the State PTA office for review.

## SAMPLE AUDIT FORM

\_\_\_\_\_ PTA  
PTA AUDIT REPORT FORM

Local PTA Name \_\_\_\_\_ Date \_\_\_\_\_  
Council \_\_\_\_\_ District \_\_\_\_\_

Balance on Hand (date of last audit) .....\$ \_\_\_\_\_

Receipts (from last audit to date of audit) .....\$ \_\_\_\_\_

Total Cash .....\$ \_\_\_\_\_

Disbursements (from last audit to date of audit) .....\$ \_\_\_\_\_

Balance on Hand (date of audit) .....\$ \_\_\_\_\_

Latest Bank Statement Balance .....\$ \_\_\_\_\_

Checks Outstanding:  
(List check numbers) Amount

Total Checks Outstanding .....\$ \_\_\_\_\_

Balance in Checking Account \_\_\_\_\_ \$

Date of  
Audit \_\_\_\_\_

We have examined the books of the treasurer  
of \_\_\_\_\_  
\_\_\_\_\_ PTA and find them to be  
(please choose one of the following to complete the sentence):

- † correct.
- † incomplete.
- † substantially correct with the following adjustments:

## SAMPLE BUDGET FORM

BUDGET OF \_\_\_\_\_ PTA

Fiscal Year \_\_\_\_\_

### Anticipated Revenue Based on 800 Members

Balance from Previous Year .....\$ 550

#### RECEIPTS

Membership Dues  
(800 Members at \$1.00-local portion only) .....\$ 800  
Fund-Raising (or any means for making money)  
    Fall Festival .....2,600  
    Local Corporate Sponsors .....950  
**TOTAL RECEIPTS** ..... \$4,900

#### EXPENSES

Leadership Development .....\$ 600  
Membership Promotion .....200  
Programs .....600  
Reflections .....500  
District/Council Conferences .....300  
Conventions (State & National) .....400  
Newsletter and Publicity .....150  
Our *Children* .....200  
Officers' Reimbursement (telephone, tolls, stamps, etc.) .....200  
Chairmen's Reimbursement (telephone, tolls, stamps, etc.) .....150  
Past President's Pin .....40  
Council Dues .....50  
Scholarship .....200  
Bonding/Liability Insurance .....300  
Supplies .....200  
Mailing Permit .....60  
Postage .....300  
**TOTAL EXPENSES** .....\$4,450  
**UNALLOCATED RESERVES** .....\$ 450

(Leave a balance of sufficient funds to get the new PTA year off to a good start. Monies needed for workshops, state conventions, etc.)

**TOTAL** \$4,900

Adopted by Association \_\_\_\_\_  
\_\_\_\_\_  
(date)

# Oregon PTA End of Fiscal Year Report

Fiscal Year Date: \_\_\_\_\_  
mm/dd/yyyy - mm/dd/yyyy

Local Unit Name: \_\_\_\_\_ Region: \_\_\_\_\_

Opening Balance (first day of fiscal year) (990EZ, line 19 and 22A) \$ \_\_\_\_\_

**Income:**

Membership (990EZ, line 3) \$ \_\_\_\_\_

Contributions, gifts, grants, etc., received (990EZ, line 1) \$ \_\_\_\_\_

(any amounts over \$250 must be acknowledged to donor WITH YOUR TAX ID NUMBER CLEARLY LISTED, any over \$5000 are considered substantial and must be separately reported on IRS form 990/990EZ, Schedule B)

Investment Income (interest) (990EZ, line 4) \$ \_\_\_\_\_

Fundraisers: (list each fundraiser with GROSS Income amounts) \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

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\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Ending Balance (last day of fiscal year) (990EZ, lines 21 and 27B) \$ \_\_\_\_\_

In addition to this report, please be sure to send a copy of your unit's 990/990EZ/990N, CT-12 and budget for the coming year.

# Sample Treasurer's Report Form

MONTHLY TREASURER'S REPORT

February 20\_\_\_\_

**BALANCE ON HAND: 1/31/20** **\$2,750.01**

<b>INCOME</b>	<b>Monthly</b>	<b>YTD</b>	<b>Budget</b>	<b>Variance</b>
1. Local Membership Dues (@ \$6*) .....	300.00	1,200.00	1,260.00	(60.00)
2. Investment (CD @ Bank on \$2,500) .....	8.33	83.33	100.00	(16.67)
3. Donations from PTA parents .....	1,000.00	1,000.00	-	1,000.00
<b>4. Fund-Raising Projects -</b>				
Carnival .....	50.00	1,700.00	1,500.00	200.00
Book Sale .....	100.00	456.14	600.00	(143.86)
<b>TOTAL INCOME:.....</b>	<b>\$1,458.33</b>	<b>\$4,439.47</b>	<b>\$3,460.00</b>	<b>\$979.47</b>
<b>EXPENSES</b>				
<b>1. Administration</b>				
Supplies .....	25.00	155.00	200.00	45.00
Past President's Pin .....	25.00	25.00	50.00	25.00
Printing .....	0.00	100.00	100.00	
Mailing Permit/Postage.....	15.00	700.00	750.00	50.00
Liability Insurance .....	25.00	125.00	300.00	175.00
Bonding Insurance .....	25.00	75.00	150.00	75.00
<b>2. Leadership Education</b>				
District/Council Conferences .....	10.00	30.00	60.00	30.00
State PTA Convention .....	0.00	245.00	300.00	55.00
Publications/Brochures/Our <i>Children</i> .....	40.00	110.00	200.00	90.00
<b>3. Committees</b>				
Membership .....	20.00	130.00	225.00	95.00
Programs .....	20.00	176.18	200.00	23.82
<b>4. Volunteer Recognition</b>				
Awards (3) .....	0.00	0.00	50.00	50.00
Special Appreciation Awards .....	0.00	0.00	50.00	50.00
<b>5. Projects</b>				
Carnival .....	0.00	251.63	300.00	48.37
Book Sale .....	0.00	125.00	200.00	75.00
Reflections .....	0.00	185.00	245.00	60.00
Parent Education .....	0.00	356.00	200.00	(156.00)
Student Enrichment Grants .....	0.00	275.00	300.00	25.00
Self-Esteem Program .....	0.00	179.00	190.00	11.00
Reading Scholarships .....	0.00	185.00	200.00	15.00
<b>TOTAL EXPENSES:.....</b>	<b>\$205.00</b>	<b>\$3,427.81</b>	<b>\$4,270.00</b>	<b>\$842.19</b>

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# OREGON CONGRESS OF PARENTS AND TEACHERS GRANT APPLICATION

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REGION: \_\_\_\_\_

UNIT OR COUNCIL: \_\_\_\_\_ PRESIDENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

**1. TYPE OF GRANT REQUESTED:**

\_\_\_\_\_ New Council and Unit Development Grant (not to exceed \$100.00.)  
Deadline: Six months from date of charter.

\_\_\_\_\_ Project Grant (not to exceed \$100.00. For local units only.)

**2. PURPOSE OF THE GRANT:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. DESCRIBE HOW FUNDS WILL BE USED:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. ANTICIPATED FOLLOW-UP ACTION:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**5. PROJECT TIMELINE:** (only applies to Project Grant) \_\_\_\_\_

\_\_\_\_\_

# Grant Agreement

The \_\_\_\_\_ PTA hereby gives to \_\_\_\_\_  
School District a monetary grant (check # \_\_\_\_\_) in the amount of \$ \_\_\_\_\_  
for the sole and express purpose of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

It is agreed between the parties that the grant will be expended by the School District  
on or before \_\_\_\_\_.

Any unused portion of the grant will be returned to \_\_\_\_\_ PTA.

It is further agreed that failure by the district to fulfill the terms of this grant specified  
Herein and by the date stated herein will result in the grant returned in full to  
\_\_\_\_\_ PTA.

Date: \_\_\_\_\_

\_\_\_\_\_  
PTA Officers

Date: \_\_\_\_\_

\_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

\_\_\_\_\_  
Principal