



April 21, 2010

Dear State PTA Presidents, Presidents-Elect, and Offices,

The *Official PTA Kit*—PTA's Big Box of Possibilities—is back again with great resources from National PTA: the *PTA Quick-Reference Guides*, membership materials, program and advocacy resources, and special offers from national partners. And it's free! All units have to do is register for the kit.

All local, council, district, and region PTAs must register to receive the 2010–2011 kit. The kit registration form will be available at PTA.org/OfficialKit starting April 26. The form allows the incoming PTA president or other authorized leader to select the preferred shipping date and confirm or change the shipping address for the kit. In this way, the registration process helps us ensure that the kit gets into the right hands at the right time for each unit. Units can also order the kit by calling the National PTA Information Center at (800) 307-4PTA (4782). Please note: There will be no personalized URLs (PURLs) this year.

Units will be notified of the need to register via a postcard (mailing soon), e-mail, *PTA Local Leader News*, and YOU. See the attached article to include in your newsletters and post on the state PTA website. You may also reprint articles from *PTA Local Leader News*.

Kits will ship weekly June 18 to September 17, based on unit orders. Units that have not registered for the kit by September 17 will have a kit sent to them in late September, to the address on file with the National PTA office.

Through your state's OMDR screen, you'll be able to download lists and see which units have registered for their kits, when they would like them sent, and to what address. You'll also be able to see which units have not yet registered for a kit. Please follow up with units as needed.

The address units provide on the kit registration form will be used one time only, for the specific purpose of shipping the *Official PTA Kit*. The form will clearly state this and will inform units that they must complete all change-of-officer/address paperwork for the state PTA. The state PTA will still need to update unit records with the National PTA office to ensure that units get PTA's other valuable mailings throughout the year.

State PTA offices, presidents, presidents-elect, membership chairs, and extension chairs will automatically receive the *Official PTA Kit* in mid-June and do not have to register. Please make sure your records are up to date with the National PTA office.

See the attached FAQs specifically for state PTAs for more details, and for answers to questions we expect you might receive. For FAQs to share with your units, visit PTA.org/OfficialKit.

If you have any questions about the *Official PTA Kit* or its delivery, please contact Scott Brody at sbrody@pta.org or (800) 307-4782 Ext. 335.

Sincerely,

The *Official PTA Kit* Team

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