

# St. Tammany District PTA Unit in Good Standing Checklist 2020 - 2021

## Unit in Good Standing Requirements

Every local unit is responsible for turning in the following items every year to District. The deadline for the 2020 – 2021 school year is **November 15, 2020**. Examples and explanations of the requirements are included in this information packet. Email your unit file to: [submitgoodstandingfile@gmail.com](mailto:submitgoodstandingfile@gmail.com)

- ✓ Signed Cover Sheet
- ✓ Board of Directors Contact Roster with email addresses included
- ✓ Current Budget
- ✓ Current Local Unit Budget Approval Form
- ✓ Yearly Audit Committee Report (from previous school year)
- ✓ Copy of your submitted IRS 990/990EZ/990N for the last PTA Fiscal Year. Due to IRS by the November 15th.
- ✓ A copy of the first page of your Local Unit By-Laws showing the LAPTA Approved Stamp and approval date. Your By-Laws must be updated every three (3) years from your approval date.
- ✓ Copy of Unit Articles of Incorporation from the Louisiana Secretary of State. Unit status on report must be Active and In Good Standing. Available at [www.sos.la.gov](http://www.sos.la.gov)
- ✓ Proof of purchase of a minimum of thirty (30) memberships from Louisiana State PTA. A copy of your purchase receipt is sufficient. The link to submit your Local Unit Dues payment is <https://collect-local-unit-dues.cheddarup.com>
- ✓ A minimum of two (2) officers of each local unit or their designees must provide Proof of Leadership Training annually. For reporting purposes, the training year runs from 1 July – June 30. Leadership Training for 2020 – 2021 is defined as:
  1. E-Learning Courses available at <https://www.pta.org/home/run-your-pta/elearning>. Two workshops are required per officer. Submit your Certificates of Completion for credit; and/or:
  2. Completion of the National PTA 2020 Boot Camp. Submit your Completion Email for credit.