

Italicized and Highlighted Items are MANDATORY

<input type="checkbox"/> Advocacy/Outreach Assessment \$100.00 <input type="checkbox"/> Council Assessment Fee (\$200.00 Elementary/Academy - \$100.00 Intermediate/High School) <input type="checkbox"/> Signed Reflections Agreement <input checked="" type="checkbox"/> <i>Copy of Tax Form 990N/990EZ Filing</i> <input checked="" type="checkbox"/> <i>Copy of Tax Form 199N/199 Filing</i> <input checked="" type="checkbox"/> <i>Copy of RRF-1 w/CT-TR-1 (if applicable) Filing</i> <input type="checkbox"/> Attendance - CNCPTA September General Association Meeting - 1 point per person	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>		
<p>November</p> <input type="checkbox"/> Historian Hours - October <input type="checkbox"/> October EBM Minutes <input type="checkbox"/> October Treasurer's Report <input type="checkbox"/> October Bank Reconciliation <input type="checkbox"/> Membership Dues <input type="checkbox"/> Reflections Entry Submissions <input type="checkbox"/> Advocacy Report <input type="checkbox"/> Membership Totals - Manual and TOTEM	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>3</p> <p>1</p>		
<p>December</p> <input type="checkbox"/> Historian Hours - November <input type="checkbox"/> November EBM Minutes <input type="checkbox"/> November Treasurer's Report <input type="checkbox"/> November Bank Reconciliation <input type="checkbox"/> Membership Dues <input type="checkbox"/> Advocacy Report <input checked="" type="checkbox"/> <i>Insurance Premium - pay directly to AIM</i> <input checked="" type="checkbox"/> <i>Worker's Compensation - send directly to AIM</i> <input type="checkbox"/> Attendance - CNCPTA November General Association Meeting - 1 point per person <input type="checkbox"/> Membership Totals - Manual and TOTEM	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>3</p> <p>1</p> <p>1</p> <p>1</p>		
<p>January</p> <input type="checkbox"/> Historian Hours - December <input type="checkbox"/> December EBM Minutes <input type="checkbox"/> December Treasurer's Report <input type="checkbox"/> December Bank Reconciliation <input type="checkbox"/> General Association Minutes <input type="checkbox"/> General Association Treasurer's Report <input type="checkbox"/> General Association Secretary's Report <input type="checkbox"/> Membership Dues and Roster <input type="checkbox"/> Advocacy Report <input checked="" type="checkbox"/> <i>Insurance Premium - pay directly to AIM</i> <input checked="" type="checkbox"/> <i>Worker's Compensation - send directly to AIM</i> <input type="checkbox"/> Membership Totals - Manual and TOTEM	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>		

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<p>February</p> <ul style="list-style-type: none"> <input type="checkbox"/> Historian Hours - January <input type="checkbox"/> January EBM Minutes <input type="checkbox"/> January Treasurer's Report <input type="checkbox"/> January Bank Reconciliation <input type="checkbox"/> Membership Dues <input type="checkbox"/> Advocacy Report <input checked="" type="checkbox"/> <i>Mid-Year Financial Review Report</i> <input type="checkbox"/> Membership Totals - Manual and TOTEM 	<p>1 1 1 1 1 3 5 1</p>		
<p>March</p> <ul style="list-style-type: none"> <input type="checkbox"/> Historian Hours - February <input checked="" type="checkbox"/> <i>Historian Annual Report (Estimate hours for March - June)</i> <input type="checkbox"/> February EBM Minutes <input type="checkbox"/> February Treasurer's Report <input type="checkbox"/> February Bank Reconciliation <input type="checkbox"/> Membership Dues <input type="checkbox"/> Advocacy Report <input type="checkbox"/> Membership Totals - Manual and TOTEM 	<p>1 1 1 1 1 1 3 1</p>		
<p>April</p> <ul style="list-style-type: none"> <input type="checkbox"/> March EBM Minutes <input type="checkbox"/> March Treasurer's Report <input type="checkbox"/> March Bank Reconciliation <input type="checkbox"/> Convention Attendance <input type="checkbox"/> Council Founder's Day Reservations Form with Payment <input checked="" type="checkbox"/> <i>Board-Elect Unit Rosters with emails and phone numbers</i> <input type="checkbox"/> Bonus Point - All Elected Executive Board contact information entered into myPTEZ <input type="checkbox"/> Advocacy Report <input type="checkbox"/> Attendance - CNCPTA March General Association Meeting - 1 point per person <input type="checkbox"/> Membership Totals - Manual and TOTEM 	<p>1 1 1 1 1 1 1 3 1</p>		
<p>May</p> <ul style="list-style-type: none"> <input type="checkbox"/> April EBM Minutes <input type="checkbox"/> April Treasurer's Report <input type="checkbox"/> April Bank Reconciliation <input type="checkbox"/> General Association Minutes <input type="checkbox"/> General Association Treasurer's Report <input type="checkbox"/> General Association Secretary's Report <input type="checkbox"/> Advocacy Report <input type="checkbox"/> Membership Totals - Manual and TOTEM 			