

# Louisiana PTA

## Unit in Good Standing Requirements 2021-2022

Every local unit is responsible for turning in the following items every year to the Louisiana PTA office. The deadline for the 2021 – 2022 school year is **November 1, 2021**. Examples and explanations of the requirements are included in the Information Packet. Email your unit file to: [submitgoodstandingfile@gmail.com](mailto:submitgoodstandingfile@gmail.com)

- ✓ Signed Cover Sheet (President signature and contact information)
- ✓ If not already provided to LAPTA, Officer Data must be submitted on our website at: <https://louisianapta.org/submit-officer-data-1>
- ✓ 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 PTA Fiscal Year 2019-2020. A reminder - your filing is due to the IRS by November 15<sup>th</sup> of each year.
- ✓ A copy of the first page of your Local Unit By-Laws showing the LAPTA Approved Stamp and 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 submission of dues payment for a minimum of thirty (30) members from Louisiana State PTA for your Local Unit. An exception to this membership number is ten (10) members if your unit has been recognized as a Protected Unit by the LAPTA BOD. A copy of your purchase receipt is sufficient. The link to submit your Local Unit Dues payment is <https://my.cheddarup.com/c/collect-local-unit-dues-for-year-2021-2022>
- ✓ All elected officers of a local unit must provide Proof of Leadership Training annually. E-Learning Courses available at <https://www.pta.org/home/run-your-pta/elearning> satisfy Leadership Training certification for 2021 – 2022. A minimum of one class is required per officer. Submit a copy of the course certificate or go to [www.pta.org](http://www.pta.org), sign-in, click on “My Profile”, then eLearning, and download your My E-Learning Page.