

# **LOUISIANA PTA RESOURCE GUIDE**

**2020 – 2021**

**Section 1**

## Local Unit information

Complete the information below and use as a reference.  
If you need assistance, contact the LAPTA Office at (985) 789-9349.

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

Local Unit Number (LUR #): \_\_\_\_\_

District/Council: \_\_\_\_\_

District/Council President: \_\_\_\_\_

School Address: \_\_\_\_\_

School City/Zip: \_\_\_\_\_

President Phone: \_\_\_\_\_

President Email: \_\_\_\_\_

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## LOUISIANA PTA OFFICE

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Email: [la\\_office@bellsouth.net](mailto:la_office@bellsouth.net)  
[www.louisianapta.org](http://www.louisianapta.org)



**All calls will be returned after 3 pm Monday – Thursday**



*The Louisiana PTA office serves as a resource and support for local units, districts and the Louisiana PTA Board of Directors.  
Please call if you have questions or need information.*

# 2020 - 2021

## LOCAL UNIT INFORMATION

### **OCTOBER - JUNE**

Leadership training conducted by local Districts

### **MONTHLY**

Submit membership dues and new membership rosters to state

### **NOVEMBER 15 DEADLINE**

Unit in good standing files due to district President

### **JANUARY 18 DEADLINE**

Nominations for 2021-2023 LAPTA State Executive Officers (President, 1<sup>st</sup> VP Advocacy, and 2<sup>nd</sup> VP Membership) -- email nominations to LAPTA State Office

### **FEBRUARY 1 DEADLINE**

Reflections entries from district boards due to LAPTA 3rd VP Programs

### **FEBRUARY 15 DEADLINE**

LAPTA Grant applications due to the LAPTA President

### **FEBRUARY 18 DEADLINE**

Outstanding Newsletter Award and Outstanding Website Award -- email entries to LAPTA Public Relations and district PTA presidents

### **FEBRUARY 18 DEADLINE**

Advocacy Award -- email entries to 1st VP Advocacy and district PTA president

### **May TBD**

State Conference via Zoom, Voting and By-Law Amendments

### **JUNE 24 – 27**

2021 National PTA Convention and Expo, Grapevine, Texas

## **UNIT IN GOOD STANDING**

A local PTA in good standing is one that:

- 1) adheres to the Purposes and basic policies of the PTA;
- 2) remits the national portion of the dues through the state PTA to reach the national office by dates designated by the National PTA;
- 3) has approved bylaws on file in the Louisiana PTA office. Bylaws must be approved by the State Bylaws Committee Chair at least once every three (3) years.
- 4) has a current year's budget verified by a Local Unit Budget Approval form signed by the local president, treasurer and principal; and submitted to the Louisiana PTA office. In the instance that the unit is a community or non-traditional PTA, another member may sign in place of the principal.
- 5) has been assigned its own Employer Identification Number (EIN/Tax Identification Number) from the I.R.S. A copy of the confirmation letter with the Employer Identification Number (EIN/Tax Identification Number) must be forwarded to the Louisiana PTA office.
- 6) must purchase a PTA membership for every paying member. Each unit must purchase a minimum of thirty (30) cards per year.
- 7) must file the IRS 990 and adding proof to local unit checklist packet
- 8) submit the previous fiscal year's audit committee report

To enter programs, apply for awards and send voting delegates to state convention:

- 1) Entries to all recognitions and awards for the Louisiana PTA and National PTA will be ineligible unless the criteria for a unit in good standing has been met by the district and state deadlines, whichever comes first.
- 2) All local PTA units must meet the criteria for a unit in good standing by March 15th of each year to send voting delegates to the Louisiana PTA state convention.

## **DISTRICT IN GOOD STANDING**

A district PTA in good standing is one which:

- 1) adheres to the Purposes and basic policies of the PTA;
- 2) remits the national and state portions of the local unit dues to the Louisiana PTA at least bi-monthly;
- 3) has approved bylaws on file in the Louisiana PTA office. Bylaws must be approved by the Bylaws Chair or State Secretary at least once every three (3) years;
- 4) submits to the Louisiana PTA office by November 1st a current year's budget verified by a budget approval form signed by the president, treasurer, and one other officer;
- 5) has been assigned its own Employer Identification Number (EIN/ Tax Identification Number) from the I.R.S. and has reported the number to the Louisiana PTA office;
- 6) has a minimum of two hundred ten (210) cards purchased by local units during the membership year;
- 7) submits to the Louisiana PTA office by November 1st a copy of its previous fiscal year's audit report;
- 8) submits to the Louisiana PTA office by August 1st the names and contact information for district officers and committee chairs and updates as necessary;
- 9) submits to the Louisiana PTA office by November 1st the names and contact information for local unit presidents and updates as necessary; and
- 10) provides local unit training.
- 11) Has at least five (5) local units in good standing in their district.

A district meeting these requirements:

- 1) will be eligible to receive all state recognitions and awards.
- 2) will receive distribution of dues.



**BOARD OF  
DIRECTORS  
2020-2021 OFFICERS**

**PRESIDENT**

Shannon Howard  
471 Libuse Cutoff Rd  
Pineville, LA  
Email:  
[president@louisianapta.org](mailto:president@louisianapta.org)

**1<sup>ST</sup> VP ADVOCACY**

Buffie Singletary  
35202 Herman Singletary Rd  
Pearl River, LA 70452  
Email:  
[lptalegislation@gmail.com](mailto:lptalegislation@gmail.com)

**2<sup>nd</sup> VP Membership**

VACANT  
Email:  
[president@louisianapta.org](mailto:president@louisianapta.org)

**3<sup>rd</sup> VP PROGRAMS**

Sarah Ladner  
P.O. Box 8232  
Shreveport, LA 71148  
Email:  
[lptaprograms@gmail.com](mailto:lptaprograms@gmail.com)

**SECRETARY**

VACANT  
Email:  
[president@louisianapta.org](mailto:president@louisianapta.org)

**TREASURER**

Kayla Pagel  
944 Winona Drive  
Mandeville, LA 70471  
Email:  
[lptatreasurer@gmail.com](mailto:lptatreasurer@gmail.com)

**DISTRICT PRESIDENTS  
2020 - 2021**

**CADDO**

**Sarah Ladner  
P.O. Box 8232  
Shreveport, LA 71148  
Email: [caddodistrictptaprograms@gmail.com](mailto:caddodistrictptaprograms@gmail.com)**

**ST. TAMMANY**

**Kayla Pagel  
944 Winona Drive  
Mandeville, LA 70471  
Email: [president@sttammanypta.org](mailto:president@sttammanypta.org)**

## COMMITTEE CHAIRS

BYLAWS  
VACANT

PUBLIC RELATIONS  
VACANT

LEADERSHIP DEVELOPMENT  
VACANT

SPECIAL AWARDS  
VACANT