

# NEWSFLASH

Michigan PTA's Newsletter For Leaders

October 2020

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## IRS & U: RU OK?

Are you okay with the IRS? Do you even know?

Please access the Admin Console in MemberHub, and go to the Unit Data page. Scroll down to find when your Fiscal Year ends. If your Fiscal Year ends June 30, you must have your 990 filed with the IRS before November 15. Act now!

Note: The date may not be what you thought. If your unit ever filed a 990 late, the IRS may have changed your fiscal year. This is their way of being helpful: by moving your fiscal year, your filing is no longer late. However, they don't tell you they did that, and if you don't know, you could misfile subsequent 990s! We recommend you check your status by going to <https://apps.irs.gov/app/eos/> and entering your EIN as the search term. This will show the last time your PTA filed a 990, and when your fiscal year is. If your PTA doesn't come up when you search, call us at once.

Most PTAs in Michigan have a fiscal year which ends June 30, and therefore, have a 990 due to the IRS very soon. If your PTA typically makes less than \$50,000 per year, you can file the 990N digital postcard. If you make more than that, you may have to file the 990EZ form.

Don't know which form to use? Or do you have other IRS questions? Call us. We will help. 734-975-9500.

To view the 2019–2020  
Official Local PTA Leader Kit  
Finance Quick Reference  
Guide visit [ptakit.org](http://ptakit.org)

**MORE**



## From the Michigan PTA President

Hello everyone!!!

I hope you are not pumpkin spiced out yet; we still have a way to go.

Sincerely, I hope you are finding the balance in your life as we transition in this educational process. If you are back to face-to-face learning, continue to be diligent and safe and protect your family. If you are transitioning, we wish you well and be sure to follow your district's guidelines. Doing virtual? Good luck with that as well, remember if you are in the room with your child and their teacher, they are all watching and listening.

This is new territory for all of us and it has been a challenge. We are seeing numbers that PTA meetings have more attendance virtually than in person. No one has to leave their homes so it's working. Remember, stick to business, give good information and bring in someone to talk for a few minutes on any particular item. Make sure that everyone knows you are conducting a meeting and how to join. MemberHub is offering a virtual meeting method, check with Tracey Troy our Vice President of Outreach and Support. Try doing a "Coffee Hour" or "Happy Hour" just to chat about anything and everything. We at the State level have done it, very seldom do we talk PTA we get to visit and laugh. Do what it takes to help you and your members.

Please let us know what you need. Deadlines are fast approaching for Standards of Affiliation; PTA has not stopped! We need to advocate more than ever in our districts, state, and country to keep our children and families safe. We are in this together.

Remember to help each child make their potential a reality, there is not just one way to PTA.

Happy fall,  
Kathy Carter  
Michigan PTA President



Easily host meetings for your PTA, your parents, and your entire school.

*Up to 500 participants  
\$12.99/month or \$156/year*

### Exclusively for Michigan PTA units!

Featuring the Reliability of Zoom Video!  
MemberHub Meeting Features Include:

- Up to 500-person meetings
- Up to 500-person webinars
- Unlimited recordings and cloud storage
- Unlimited meeting transcripts
- In-meeting breakout rooms
- Sharing tools: stream live to Facebook

[memberhub.com/meetings](https://memberhub.com/meetings)

# STANDARDS OF AFFILIATION

A note from Liz Jarvis, Secretary

As a subsidiary unit of Michigan PTA, you are required to be in Good Standing, and maintain your Standards of Affiliation. If you don't, you could lose your tax-exempt status, and end up having to pay income tax.

Standards of Affiliation are part of doing your job. They are pretty easy to do, and they are things you probably do anyway. Proof of completion must be submitted to Michigan PTA each year by December 1. When all your Good Standing items are submitted, you will receive a letter from us, uploaded to MemberHub, which show you have completed your SOA items, and are in Good Standing.

What are the SOA items?

- Create a budget, and have your membership approve it
- Submit your 990 to the IRS. Submit a copy of the confirmation.
- Have an audit / financial review at the end of your fiscal year.
- Pay unit renewal dues (this year's deadline just passed, October 1)
- Submit your bylaws every third year, or when there is a change. They must be approved by your members.
- Purchase liability insurance to cover your assets
- Have members, and submit dues for them to Michigan PTA and National PTA.

**Don't forget!**  
All officers should be members of your PTA

Download pdf: <https://app.memberhub.com/download?r=195937;v=1ce523gita6m>



## Standards of Affiliation Agreement Checklist 2020-2021

The Standards of Affiliation (SOA) Agreement checklist exists to help PTA Units and Councils remain current with all IRS, state, insurance, and PTA requirements. For assistance with this checklist or help understanding any of the SOA Agreement requirements, please contact council leaders (if applicable) or a state director.

Please share this checklist with your board of directors and membership.

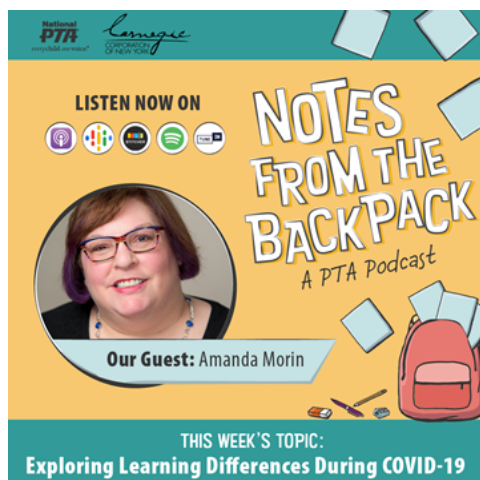
Required by	#	Requirement	Due by	Best Practice/Specifics	Responsible PTA Leader	Date(s) Completed
State of Michigan	1.	Officers Elected	June 1	Officers were elected at a membership meeting (recommended before previous fiscal year-end). Michigan State law requires president, vice president, treasurer, and secretary.		
IRS	2.	Form 990 filed	Nov 15 or May 15	File the appropriate IRS form 990 (by mail or at <a href="http://www.irs.gov">www.irs.gov</a> ) no later than 4 months and 15 days following end of the unit fiscal year (or file the necessary extension and file by the deadline).		
Insurance	4.	Year-end financial Review/Audit	Dec 1	Year-end financial review was conducted		
Michigan PTA	5.	Annual Unit Dues Paid	June 1	Annual unit dues payment (\$40) made to Michigan PTA by check or through the <a href="#">MIPTA store</a>		
	6.	Officer names/contact info*	June 1	Enter names and contact information for all elected officers (and key non-elected positions such as membership, advocacy/legislative, Reflections, fundraising, student involvement, volunteers, health/safety)*		
	7.	Budget Approved*	June 1	Budget was approved by the membership (recommended before previous fiscal year-end), submit proof via MemberHub – <a href="#">Budget Submissions</a>		
	9.	Proof of Form 990 filing*	Dec 1	Submit proof of 990 submission via MemberHub – <a href="#">Form 990 Submissions</a>		
	10.	Proof of Audit*	Dec 1	Submit the Audit via MemberHub – <a href="#">Audit Submissions</a>		
	11.	Insurance*	Dec 1	Submit Proof of Insurance via MemberHub – <a href="#">Insurance Confirmation</a>		
MIPTA Councils Only	12.	Membership Invoices Paid	Monthly	Membership invoices paid in full for the previous fiscal year. Current fiscal year memberships shall be paid by the 28 <sup>th</sup> of each month. Paid by check or via <a href="#">MemberHub**</a> – <a href="#">State Payments</a>		
	13.	Council Reflections Programs	Annually	Offer a Reflections program for your local PTAs		

*Per the MIPTA Bylaws, a unit or council in good standing is one that meets the criteria in the SOA agreement. While this checklist is for your internal monitoring purposes and does not need to be turned into MIPTA, your unit or council is responsible for completing all SOA requirements.*

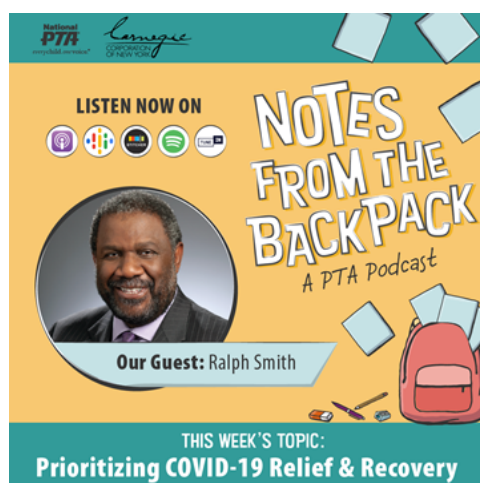
Questions? Contact us at [outreachsupportvp@michiganpta.org](mailto:outreachsupportvp@michiganpta.org) or 734-975-9500

\*Submitted on MemberHub through the unit admin console

\*\*eCheck/ACH must be set up for MemberHub



Is your child struggling with schoolwork more than usual? Not sure if it's due to the pandemic or if you're seeing the signs of a learning difference? You're not alone! Listen to the latest episode of National PTA's Notes from the Backpack podcast to get advice from the experts on helping your kids stay organized, read social cues, manage distractions and more. Love the episode? Leave a 5-star review to help spread the word! [pta.org/PodcastEp28](https://pta.org/PodcastEp28)



Recently on Notes from the Backpack: A PTA Podcast, National PTA spoke with expert Ralph Smith to get his perspective on the impact COVID-19 is having in the hardest hit communities. Start listening! Also, don't forget to check out the toolkits National PTA is creating to help you spread the word about each episode. [pta.org/PodcastEp28](https://pta.org/PodcastEp28)

# NATIONAL PTA® REFLECTIONS®

## Reflections...How do I?

### How do I run our Reflections program if some or all of our students aren't learning face to face?

Here is some great information to help you include all students (in person and virtual learners) in your PTA Reflections program: [https://www.pta.org/docs/default-source/files/programs/reflections/reflections-2020-2021/virtual-reflections\\_f1.pdf](https://www.pta.org/docs/default-source/files/programs/reflections/reflections-2020-2021/virtual-reflections_f1.pdf)

### How do I find information on how to run our Reflections program?

Visit [pta.org/home/programs/reflections/startyourprogram](https://pta.org/home/programs/reflections/startyourprogram) to access the Reflections Local Leader Kit, marketing materials, forms, detailed instructions and more.

**How do I purchase other Reflections promotional items?** Visit [ShopPTA.com](https://ShopPTA.com) for promotional materials, awards and recognition supplies.

**How do I know when entries are due?** The deadline is Sunday, January 10, 2021.

### How do I get more help or ask additional questions?

Please reach out by:

- Emailing [reflections@michiganpta.org](mailto:reflections@michiganpta.org)
- Joining our Facebook group: Michigan PTA Reflections Network
- Calling us at 734-975-9500





## HANDWASHING IS YOUR SUPERPOWER

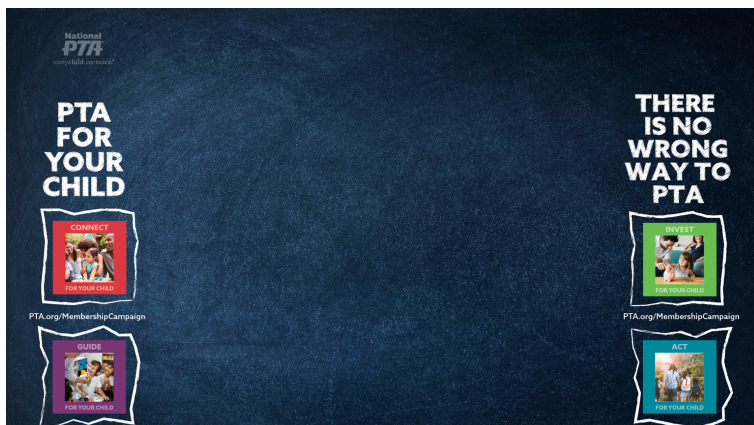
CDC has launched Life is Better with Clean Hands, a national campaign encouraging parents to make clean hands a healthy habit for the whole family. Handwashing is an easy, inexpensive, and effective way to help your family stay healthy. Studies have shown that handwashing can prevent 1 in 3 diarrhea-related sicknesses and 1 in 5 respiratory infections, such as a cold or the flu. When your family is healthy, you don't have to worry about missing school, work, or other activities.



Help your children make handwashing a healthy habit at home, school, and play by:

- Teaching kids the five easy steps for handwashing—wet, lather, scrub, rinse and dry—and the key times to wash hands, such as after using the bathroom or before eating.
- Giving frequent reminders so that handwashing becomes a habit and a regular part of your child's day.
- Leading by example by washing your hands.

For more information on Life is Better with Clean Hands, a campaign promotion toolkit, free posters, and other resources for promoting handwashing, visit [cdc.gov/handwashing](https://www.cdc.gov/handwashing).



Check out the newest membership tools including these Zoom backgrounds!  
[pta.org/home/run-your-pta/membership-campaign](https://pta.org/home/run-your-pta/membership-campaign)

# 10 Spectacular Halloween Ideas You Need to See!

Just because COVID-19 has made it risky to trick-or-treat this year doesn't mean Halloween is cancelled! There are hundreds of fun and inventive ways to celebrate this festive season while remaining safe and spreading Teal Pumpkin Project awareness. We asked the community, including our network of Support Group Leaders, for alternative ideas that are just as fun and abide by the rules to keep a safe social distance.

**Decorate Your Door** – It's time to paint your neighborhood teal! Well, maybe don't do that, but you can grab some teal pumpkins and festive decorations and transform your door. It's easy, it's fun, and it's a great way to show off your Certificate for taking the Teal Pumpkin Pledge! You can even get your whole neighborhood involved in a door decorating contest!

- **Virtual Halloween Party** – If you're staying inside this year, why not plan a virtual Halloween party so kids can dress up and show their friends their costumes? You can make your party more interactive by playing fun games online together like bingo or trivia.
- **Virtual Teal Pumpkin Party** – Get creative with family and friends as you decorate your teal pumpkins online together, in real time. At the end of the party, show off your teal pumpkin and take a vote; the most imaginative pumpkin wins a prize!
- **Family Activity Night** – Set up a craft and activity station and let the kids loose! From coloring sheets to word matches, FARE has printable resources for getting kids excited about Halloween no matter how you end up celebrating!
- **Halloween Scavenger Hunt** – Scavenger hunts are a great way to get your kids outside and moving. Once your neighbors have decorated for Halloween, take a walk or hop in the car and try to spot some spooky sights! See any teal pumpkins?
- **Boo Your Neighbor** – Get your neighbors involved by secretly "boo'ing" them! Gather your non-food treats, download and print a "We've Been Teal Pumpkin Boo'ed" sign, leave it for your neighbor – then run!
- **Scary Stories** – For those who love a scare, gather online to read Halloween stories about ghosts, witches, monsters and more! Tales can range from the slightly spooky for the younger kids to the frightfully fearful for older children. Enjoy, and try not to get too spooked!
- **Spooky Allergy-Friendly Recipes** – Having food allergies doesn't mean your family has to miss out on the Halloween sweets. Cook up some creepy creations, and be sure to share the recipe!
- **The Great Teal Pumpkin Hunt** – Inspired by our favorite allergy-friendly Easter Egg hunts. Grab some plastic teal pumpkins, fill them with non-food items and hide them in various places around your house. If you want to add some safe snacks to the hunt, grab an orange pumpkin and fill it with appropriate snacks for your kiddo.
- **Scary Movie Night** – If you have a white or cream sheet and some tape you can easily transform your wall or garage into a movie screen! Invite your friends or neighbors over, set up chairs or blankets six feet apart and project your favorite Halloween movie for everyone to see! Don't have a projector? No problem, there are many DIY phone projectors for which you can find instructions online.



Source: foodallergy.org

# Important Dates to Remember

**Unit and Council Renewal and Officer Updates** Begins June 1, 2020  
in MemberHub (for 2020/21 this deadline is extended to Oct.1st)

**Submit Board of Directors**  
**Speaking/Visit Requests for Fall 2020** September 15  
**and Founders' Day Schedule**

**990 filing date with IRS (for most Units/Councils)** November 15

**Standards of Affiliation (SOA)\* deadline**  
**(Dues, Audit, Budget, Copy of 990, Officers, Bylaw, Insurance)** December 1

**Submitting Board of Directors** January 15  
**Speaking/Visit Requests for Spring/Summer 2021**

**Submitting Resolutions for**  
**consideration at Convention** March 1

**Fran Anderson Scholarship**  
**Deadline** April 1

**Michigan PTA Awards Deadline** April 15

**Satisfying Standard of Affiliation allows Units/Councils to participate in all State and National Awards, Grants and Programs.**

*Please note that when a Unit/Council applies for a National PTA award/grant/program, Michigan PTA is contacted before the award/grant/program is dispersed and if the Unit/Council has not satisfied the Standards of Affiliation (SOA), that entity will be disqualified for the award/grant/program, per Michigan PTA's affiliation agreement with National PTA.*

**Mailing Address**  
**Michigan PTA**  
**P.O. Box 510535**  
**Livonia, Michigan 48151**

**734.975.9500**  
**michiganpta.org**

## PTA Reflections Resources

[Reflections has gone virtual this year](#)  
(org/docs/default-source/files/programs/reflections/reflections-2020-2021/virtual-reflections\_f1.pdf)

[General Reflections information](#)  
(pta.org/home/programs/reflections)

[Local Leader's Guide](#)  
(pta.org/home/programs/reflections/startyourprogram#promotions)

[Facebook: Michigan PTA Reflections Network](#)

## Connect With Michigan PTA!

Website: [michiganpta.org](http://michiganpta.org)

Facebook Page: [facebook.com/everychildonevoice/](https://facebook.com/everychildonevoice/)

Facebook groups by interest:

- Michigan PTA Advocacy
- Michigan PTA Reflections Network
- Michigan PTA Diversity, Equity and Inclusion
- Michigan PTA Membership/Memberhub
- Michigan PTA Leadership Community

## *We're Here to Help*

Although Michigan PTA does not have a physical office and no staff at the moment, volunteers are still available to help answer questions. How you can reach us:

734-975-9500

P.O. Box 510535  
Livonia, MI 48151

President- Kathy Carter  
[president@michiganpta.org](mailto:president@michiganpta.org)

Secretary- Liz Jarvis  
[secretary@michiganpta.org](mailto:secretary@michiganpta.org)

Treasurer- Dianna Sharpe  
[treasurer@michiganpta.org](mailto:treasurer@michiganpta.org)

VP of Outreach & Support- Tracey Troy  
[outreachsupportvp@michiganpta.org](mailto:outreachsupportvp@michiganpta.org)

VP of Student Involvement- Jennifer Johnson  
[studentinvolvementvp@michiganpta.org](mailto:studentinvolvementvp@michiganpta.org)

VP of Membership- Brian Johnson  
[membershipvp@michiganpta.org](mailto:membershipvp@michiganpta.org)

VP of Advocacy- Marcy Dwyer  
[childadvocacyvp@michiganpta.org](mailto:childadvocacyvp@michiganpta.org)