

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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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, 1st VP Advocacy, and 2nd VP Membership) -- email nominations to LAPTA State Office

FEBRUARY 1 DEADLINE

Educator of Distinction -- email entries to LAPTA State Office and to district PTA president

FEBRUARY 1 DEADLINE

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

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 1 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

1ST VP ADVOCACY

Buffie Singletary
35202 Herman Singletary Rd
Pearl River, LA 70452
Email:
laptalegislation@gmail.com

2nd VP Membership

VACANT
Email:
president@louisianapta.org

3rd VP PROGRAMS

Sarah Ladner
P.O. Box 8232
Shreveport, LA 71148
Email:
laptaprograms@gmail.com

SECRETARY

VACANT
Email:
president@louisianapta.org

TREASURER

Kayla Pagel
944 Winona Drive
Mandeville, LA 70471
Email:
laptatreasurer@gmail.com

**DISTRICT PRESIDENTS
2020 - 2021**

CADDO

**Sarah Ladner
P.O. Box 8232
Shreveport, LA 71148
Email: caddodistrictptaprograms@gmail.com**

ST. TAMMANY

**Kayla Pagel
944 Winona Drive
Mandeville, LA 70471
Email: president@sttammanypta.org**

COMMITTEE CHAIRS

BYLAWS
VACANT

PUBLIC RELATIONS
VACANT

LEADERSHIP DEVELOPMENT
VACANT

SPECIAL AWARDS
VACANT