

PTA PRESIDENT'S INFORMATION WORKSHEET

President: Keeping track of the following information throughout the year will help you when it comes time to fill out important forms and awards applications. Keep in a safe place – some information is confidential. At the end of your term, pass this on to the new President to help him/her get started. Note: if * information below is unknown, contact Florida PTA (toll free): 1-800-373-5782.

MY LOCAL UNIT NAME: _____ **PTA / PTSA (circle one)**

Duval PTA Area # _____ Area Coordinator/ Phone: _____

***PTA ID # (for cards):** _____ **Florida PTA REGION: 3**

*EIN # (for tax forms & bank accounts): _____

FL. DEPT. OF REVENUE SALES TAX-EXEMPT # (if any): _____
(1-850-487-4130)

***BYLAWS DATED:** _____
 (Bylaws are current for 3 years from the above date. See Duval PTA Handbook for info.)

*PTA MEMBERSHIP LAST YEAR: _____

***PTA MEMBERSHIP THIS YEAR (\$3 per member sent to Florida PTA monthly)**

AUG. _____ SEP. _____ OCT. _____ NOV. _____ DEC. _____

JAN. _____ FEB. _____ MAR. _____ TOTAL: _____

(State/National combined dues are due **monthly** to Florida PTA as collected, with a final payment due on or before **March 31**. See Duval PTA Handbook or Florida PTA Kit of Materials for info.)

DUVAL COUNTY COUNCIL PTA DUES PAID THIS YEAR: _____
(Deadline: November 1 --- See Duval PTA Handbook, page 51)

STUDENT ENROLLMENT (ON THE 20-DAY COUNT): _____
 (For membership awards purposes, if applicable. Get info from your school.)

ATTENDANCE: (See Duval PTA Handbook page 1 or www.dccpta.org for "█" dates)

DCCPTA General Mtgs
 (President and/or Delegate)

___ August	█
___ September	█
___ October	█
___ November	█
___ January	█
___ February	█
___ March	█
___ April	█
___ May █	: P&P Lunch

DCCPTA Workshops
 (See www.dccpta.org for more info)

___ Fall Leadership:	█
___ Pre-Convention:	█
___ Hot Topics-1 st : Jan	█
2 nd : Feb	█
3 rd : Mar	█
___ Legislative:	█
___ Spring Leadership:	█
___ Student Leadership:	█

DCCPTA Workshops
 (See www.floridapta.org for more info)

___ Convention/ █	: █
___ Legislative/Tallahassee:	█
___ Leadership/Tarpon Springs:	█

WEBSITE RESTRICTED AREA:

www.FloridaPTA.org: User Name _____, Password _____

www.PTA.org: User Name _____, Password _____