

# PTA/PTSA 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)

\*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 Florida PTA website for Bylaws template)

\*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 DCC PTA Handbook or [www.dccpta.org](http://www.dccpta.org) website for dues information and payment form)

DUVAL COUNTY COUNCIL PTA DUES PAID THIS YEAR: \_\_\_\_\_  
(Deadline: **November 1** --- See DCC PTA Handbook or [www.dccpta.org](http://www.dccpta.org) website for dues information and payment form)

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

ATTENDANCE: (See DCC PTA Handbook or [www.dccpta.org](http://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**

___ Fall Leadership	█
___ Community Resources	█
___ CCSS/Advocacy	█
___ Duval Delegation	█
___ Hot Topics-1 <sup>st</sup> : Jan	█
2 <sup>nd</sup> : Feb	█
3 <sup>rd</sup> : Mar	█
___ Spring Leadership	█
___ Vendor's Fair	█
___ Convention Resolutions	█
___ Student Leadership:	█

**Florida PTA Events**

(See [www.floridapta.org](http://www.floridapta.org) for more info)  
\_\_\_ Leadership/Convention █  
\_\_\_ Advocacy Event █

**WEBSITE RESTRICTED AREA:**

[www.FloridaPTA.org](http://www.FloridaPTA.org)  
User Name: \_\_\_\_\_

Password: \_\_\_\_\_

[www.PTA.org](http://www.PTA.org)  
User Name: \_\_\_\_\_

Password: \_\_\_\_\_

