

PTA/PTSA President's Information Sheet

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.

LOCAL UNIT NAME: _____ PTA / PTSA (circle one)
As stated on your Bylaws

***PTA ID #** (8 digit # for cards): _____ Florida PTA REGION: **3**

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

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

***BYLAWS APPROVAL DATE:** _____
(Bylaws are current for 3 years from the above date, see <http://www.floridapta.org> for Bylaws template)

PTA MEMBERSHIP LAST YEAR: _____

PTA MEMBERSHIP THIS YEAR (\$3.50 per member sent to Florida PTA monthly) Record the number of new members submitted each month.

| | | | |
|--------------|-------------|------------|--------------|
| AUG | SEPT | OCT | NOV |
| DEC | JAN | FEB | MAR |
| APRIL | MAY | | TOTAL |

(State/National combined dues should be **submitted monthly to Florida PTA** as collected. Check the Florida PTA website for the final payment deadline. See www.dccpta.org for dues information and payment form.)

DUVAL COUNTY COUNCIL PTA DUES PAID THIS YEAR: _____
(Deadline: November 1 --- See www.dccpta.org for dues information and payment form)

STUDENT ENROLLMENT (ON THE 20-DAY COUNT): _____
(For membership awards purposes; get information from your school.)

ATTENDANCE at DCCPTA and Florida PTA Events and Training: note # & names of those attending

DCCPTA General Meetings

DCCPTA Workshops & Events

Florida PTA Events

President and/or Council Delegate

| | | |
|-------------|--|------------------------------|
| _____ Aug | _____ Required Pres and Treasurer Training | _____ Leadership/Convention |
| _____ Sept | _____ Fall Leadership Workshop | _____ Legislative Conference |
| _____ Oct | _____ Health and Safety Fair | |
| _____ Nov | _____ Advocacy Training | |
| _____ Jan | _____ Student Leadership (HS only) | |
| _____ Feb | _____ Spring Leadership Workshop | |
| _____ March | _____ Vendors Fair | |

| | | |
|---------------|---------------------------|--|
| _____ April | _____ Duval Delegation | |
| _____ May P&P | _____ PTA 101 Topics | |

*This information can be requested from Florida PTA : 800-373-5782 or Email: info@floridapta.org