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everychild.onevoice.

2017-2018

# MEMBERSHIP HANDBOOK



**OHIO PTA...PASSIONATE ABOUT OUR MEMBERS!**

*PTA is . . .*

- *A powerful voice for all children*
- *A relevant resource for families and communities*
- *A strong advocate for the education and well-being of every child*

This booklet is developed to provide PTAs with important information regarding the membership process of the association and is for the Membership Chairman and Membership Committee Members.

**\* Sample Letters on Website \***

**OHIO PTA**

**40 Northwoods Blvd, Suite A**

**Columbus, Ohio 43235-4718**

**(614) 781-6344 ♦ (800) 699-6628 ♦ (614) 781-6349 Fax**

**office@ohiopta.org ♦ www.ohiopta.org**

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## Notes:

It is our intention that the letters PTA refer to PTSA as well.

District Advisors will be referred to as DA.

## **JOB DESCRIPTION:** **Unit/Council/District Membership Chairman**

### **General Guidelines/Suggestions:**

- ◆ Be the first person to join your PTA unit! After all, you have the best job in PTA.
- ◆ Familiarize yourself with your chairmanship by reading all information contained in the National and Ohio PTA Resource Guides, past chairman reports, and other available publications.
- ◆ Attend all the monthly meetings of your unit and keep members informed of membership campaigns, awards, and statistics. If you cannot attend a meeting, please forward your report to your president or District Advisor prior to the meeting.
- ◆ Attend any PTA council workshops and PTA district workshops that pertain to membership. Attend the Ohio PTA Convention and Leadership Conference for additional workshops.
- ◆ Be prepared to answer questions about PTA.
- ◆ Contact your PTA unit president and PTA treasurer or your DA before you make any expenditure.
- ◆ When you wish to call a meeting of your committee, please notify or consult with your PTA unit president.
- ◆ Keep an up-to-date record of all your activities and volunteer hours.
- ◆ Keep a membership procedure book.
- ◆ Pass all information on to your successor.
- ◆ Write an annual report at the end of your term. Make three copies- the original is included in your procedure book to pass on to your successor. One copy is for the President and the other for the Recording Secretary.
- ◆ Carry out other duties as assigned in your unit's bylaws and standing rules.

## Specific Guidelines/Suggestions:

- ◆ Make sure all executive board/committee members are card-carrying members of your PTA. Ask them to join at the first meeting of the year.
- ◆ Submit all membership information.
- ◆ Send properly filled out membership cover sheet, member list and a check for the appropriate amount of dues, to the Ohio PTA office on a **monthly** basis beginning with the month of August.
- ◆ Obtain the following information from your PTA unit president:
  - **PTA Membership Quick Reference Guide from National PTA's Official PTA Kit**
  - The procedure book from last year
  - The monthly membership articles from Ohio PTA *Voice*
- ◆ Register for the Ohio PTA Membership Listserv at **www.ohiopta.org**.
- ◆ Read the membership information completely and set up a membership calendar similar to the one included as a sample in this handbook. Tailor this calendar to your school and PTA programs.
- ◆ Create your PTA membership team:
  - Parent representatives from each grade level
  - Teachers from each grade level
  - Your unit president
  - Committee chairmen whose work correlates with your work (publicity, programs, etc.)
- ◆ The more ideas you obtain, the easier your job becomes.
- ◆ Brainstorm with your PTA membership team and PTA council membership chairman on a continual basis for ideas, inspiration, and experience to increase membership and retain members. Occasionally you may wish to contact the Ohio PTA Director of Membership for ideas and expertise.
- ◆ Have your plans approved by the executive board/committee of your PTA unit.
- ◆ Have a membership table at every PTA and school function.
- ◆ **Remember: One member – One Card. Two Members – Two Cards.**

## Specific Guidelines/Suggestions for Council Membership Chairman:

- ◆ Network with your PTA district membership chairman and PTA unit membership chairmen for ideas, inspiration, and experience. Contact the Ohio PTA Director of Membership for ideas and expertise.
- ◆ Encourage your PTA council to offer membership incentives to their PTA units in addition to those offered by the Ohio and National PTAs. Look for membership incentives via e-mail that you can forward to your units. Remember – membership is a year-round activity.
- ◆ Serve as liaison to the PTA unit membership chairmen in your council by providing them with educational materials, resource information, dates, workshops, etc. Contact your PTA district membership chairman on a regular basis, passing on current information.
- ◆ Check the OPTA website for up-to-date membership information at **www.ohiopta.org**.
- ◆ Keep up-to-date membership statistics on all units within your council. You have four options:
  - Call your unit chairmen for monthly reports
  - Call your District Advisor for monthly statistics
  - Call the Ohio PTA Director of Membership for monthly statistics
  - Call the Ohio PTA Office for monthly statistics
- ◆ Make a membership report at any special council functions you may have. Present any awards you may have designed specifically for your PTA council. Recognize PTA units with increased membership.
- ◆ Keep PTA units informed of all Ohio and National PTA membership award deadlines.
- ◆ Ask an educator from your school to serve as your Honorary Membership Chairman.
- ◆ Contact the mayor and ask her/him to proclaim September/October as PTA membership month.
- ◆ Work with your PTA district advisor and PTA council president to organize new local PTA units and strengthen existing local PTA units.

# **CREATING A PTA MEMBERSHIP PROCEDURE BOOK**

## **What is a Procedure Book?**

A three-ring binder is a convenient notebook as pages can be added and removed easily for update purposes. You can also use cloud storage or files on a flash drive. Remember that a PTA procedure book is the property of the association and not the chairman.

## **What do you put in a PTA Membership Procedure Book?**

- ❑ Directory of PTA board members, faculty, your membership committee, council membership chairman, district membership chairman, the Ohio PTA Director of Membership, and other necessary contacts
- ❑ Association bylaws and standing rules.
- ❑ Current budget
- ❑ Current membership forms
- ❑ Membership calendar and your plan of work
- ❑ Ohio PTA Membership Handbook and the National PTA Membership Quick Reference Guide
- ❑ Membership brochures
- ❑ Membership Incentive information and instructions from Ohio PTA or National PTA.
- ❑ Job descriptions
- ❑ Copies of membership articles from Ohio PTA *Voice* and National PTA *Our Children*
- ❑ Membership award information and deadlines
- ❑ Ohio PTA Achievement Award and National PTA Lifetime Achievement Award information
- ❑ Previous year's membership report with suggestions for improvements

In short, your procedure book should tell you everything you need to know about your chairmanship, when and how you should do your job, contacts that have been helpful in the past and suggestions for the future.

If each membership chairman would compile a procedure book, the work of our associations would continue in a more efficient manner. Association background, contributions from others, successes and failure, an up-to-date record of activities, builds a foundation on which to grow.

# **SAMPLE MEMBERSHIP DEVELOPMENT CALENDAR**

## **JULY**

- Familiarize yourself with the National PTA and Ohio PTA reference materials.
- Check Ohio PTA's website for any theme or incentives.
- Meet with the membership committee and president to adopt a membership theme and plan a campaign.
- Create or update a list of the unit's accomplishments over the last two years to share with potential members.
- Plan the calendar of activities to promote membership.
- Study the results of the previous year's membership committee plan and set your goals ten percent higher.
- Register to be part of the Ohio PTA membership Listserv at [www.ohiopta.org](http://www.ohiopta.org).
- Be sure to know your unit's ID and district number, and get the membership cards, membership cover sheets, member list form. This information is sent to your unit President, so make sure you ask your President for the information.

## **August**

- Present the membership promotion plan to your PTA board for their approval.
- Make sure all officers and chairmen join the PTA. **Sign up for the Membership Listserv on the Ohio PTA Website.**
- Compile materials for use in the membership promotion. Be sure to get the principal's approval before sending anything home with students.
- Invite all family members to join PTA. Promote male involvement and have a place on your membership form to check if the new member is male.
- Promote PTA membership at every school function (with permission of the principal).
- Canvas the school district for PTA members. Don't forget your local school board members and administration. Ask them to set an example for the rest of the school district.
- Staff in-service is a great time to promote PTA membership.
- Send a PTA media packet to all the local newspapers. Include a calendar of PTA programs for the year.
- Send your first installment of membership dues to the Ohio PTA office to qualify for the Cardinal Early Bird Award by September 30.**

## **September**

- Encourage teachers and staff members to become a part of your PTA.
- Set up a table at open house to display PTA materials and discuss the benefits of belonging to PTA.
- Take pictures at your membership event and save items used in your themes to submit with your Bronze Membership Award Application.**
- Put articles in the PTA newsletter and community newspapers inviting new members to join your PTA.
- Submit dues to the Ohio PTA office using the Member List Forms found under Membership on the Ohio PTA website, [www.ohiopta.org](http://www.ohiopta.org), or use your own spreadsheet as long as it contains the information requested on the Ohio PTA form
- Submit your second installment of dues. Still time to earn the Ohio PTA Early Bird award by submitting your first installment of dues to the Ohio PTA by **September 30**. CHECK WITH YOUR PTA TREASURER TO MAIL CHECK.
- Prepare packets of PTA materials to leave with the school secretary to give to new families.
- Attend the meeting of the PTA room representatives (they should be members too!) and ask them to promote PTA membership. They can be of great assistance to the membership committee when they contact parents in each classroom.
- Read The Ohio PTA Voice membership article and check on Facebook for reminders regarding Member Perks Monthly Goals. We will send the e-mail reminders to you via the Ohio PTA Membership Listserv.

## **October**

- Continue to go to [www.ohiopta.org](http://www.ohiopta.org) for membership incentives, which may be time sensitive and require immediate implementation to receive rewards. And don't be afraid to ask questions. OPTA is here to help you.
- Continue to promote PTA – concentrate on community members: grandparents, school neighbors, businesses and all those interested in education and children.
- Invite community members to your meetings and let them know that by simply contacting the principal, they can have a firsthand look at what is happening in their schools.
- Submit member list and membership dues to the Ohio PTA office.
- Continue to meet with the membership committee to evaluate your progress toward your goals.
- Read Ohio PTA Voice membership article.

## **November**

- Organize a group to make personal contacts, either by visit or phone call, to all parents, teachers, and community members who have not yet joined PTA.
- Submit member list and membership dues to the Ohio PTA office.
- Thanksgiving is a time to be thankful. Let your members know how much you appreciate them and how much their membership means to children and youth.
- As candidates are campaigning in your neighborhood, ask them to join your PTA to show their commitment to children and youth.
- Remain a unit in good standing, your initial dues payment must be received in the Ohio PTA office by **November 30**. CHECK WITH YOUR PTA TREASURER TO MAIL CHECK.
- Read Ohio PTA Voice membership article.

## **December**

- Set up a membership table at all of your special activities this month. It's a great place to promote membership to those who may have been missed.
- Submit member list and membership dues to the Ohio PTA office.
- Double-check deadlines for eligibility to receive membership awards through both National PTA and Ohio PTA.
- Email your questions to the OPTA Director of Membership.
- Enjoy the winter break! Come back refreshed and renewed.

### January

- Check your membership numbers – are you close to receiving a PTA membership award? You may be just a few members away from the next tier of awards.
- Have you overlooked anyone who should become part of your PTA? Have you recruited all of the central office and support staff?
- Submit member list and membership dues to the Ohio PTA office.
- Have you submitted your application for the **President's Bronze Membership Award** to the Ohio PTA? Remember the deadline is **February 1**.
- Register for the Ohio PTA Convention.
- Read Ohio PTA *Voice* membership article.

### February

- Put your heart into your membership effort. Check last year's roster for members who have not yet joined.**
- Honor someone from your local PTA or community with the Ohio PTA Achievement Award or National Life Achievement Award.
- On **President's Day**, make a special effort to contact your local unit's past presidents and invite them to join your PTA. Contact presidents of businesses and community organizations and invite them to join.
- Celebrate **Founder's Day** by asking members to show their commitment to PTA by bringing a new member.
- Check your numbers one more time – are you close to the 100 club?
- Membership must be received by **March 1** in the Ohio PTA office to be considered for award recognition at Ohio PTA Convention.
- Read Ohio PTA *Voice* membership article.
- Submit member list and membership dues to the Ohio PTA office.

### March

- Spring is on the way – you can still recruit new members. Recruit those parents who will have students in your school next year so that they will be ready to work with your PTA.
- Has your council hosted a membership workshop?
- Submit member list and membership dues to the Ohio PTA office.
- Read Ohio PTA *Voice* membership article.

### April

- Make sure that your procedure book is up to date. It will be an invaluable tool for the next chairman.
- Create an annual membership report for your board.
- Attend kindergarten registration or middle school/junior high/high school orientation to recruit members.
- Poll your membership for suggestions for next year.
- Submit member list and membership dues to the Ohio PTA office.
- Attend the Ohio PTA convention and urge members to attend. Be prepared to share ideas with PTA members from around Ohio.
- Read Ohio PTA *Voice* membership article.
- See you at the annual Leadership Conference.

### May

- Celebrate your unit's accomplishments!
- Submit member list and membership dues to the Ohio PTA office.
- Read Ohio PTA *Voice* membership article.

### June

- Turn over all records to next year's president and your successor. These materials should include all the items that were discussed in what to keep in a procedure book.
- Make sure to give a copy of your membership list to the new Membership Chairman.

**CONGRATULATIONS ON A JOB WELL DONE!**

# PTA MEMBERSHIP WORKSHEET

Organizing your committee is an important beginning. MEMBERSHIP IS NOT A ONE PERSON JOB!! Membership is everyone's responsibility. Your responsibility as chairman is to obtain at least two additional members to serve on your committee. However, asking someone from each grade level or having a representative from each classroom would be more advantageous. Your committee should include the publicity chairman, president, and any other committee chairmen you feel would be helpful.

Use the following worksheet as a checklist to get you started:

## The Membership Team:

Chairman \_\_\_\_\_

Unit President \_\_\_\_\_

Representative from each grade level or committee members \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Planning: (BRAINSTORM) List your ideas and goals here

Goals \_\_\_\_\_  
(Examples: Fathers, Grandparents, 10% increase, 100% teacher membership, 25 new members)

Theme \_\_\_\_\_  
(You can use or expand on Ohio PTA's theme)

\_\_\_\_\_

Handy Helpers: Council Membership Theme: \_\_\_\_\_

School District Theme: \_\_\_\_\_

School Mascot: \_\_\_\_\_

Unit President's Membership Theme: \_\_\_\_\_

Slogan \_\_\_\_\_

Activities \_\_\_\_\_  
(Examples: Membership Kick-Off Picnic, "Free" admittance with a membership card)

Incentives \_\_\_\_\_  
(Examples: Buttons, Pins, Vendor Cards, Assemblies, Field Days)



## **MEMBERSHIP CARDS**

- ◆ Are printed by either National PTA or Ohio PTA and distributed by the Ohio PTA office.
- ◆ Are distributed in the Ohio PTA Annual Resource Guide mailed to all unit presidents.
- ◆ Are provided in numbers equal to each unit's previous year's membership total. **Additional cards may be requested on the bottom of the membership cover sheet when dues are sent in to the Ohio PTA office (subject to availability). ALL CARDS RECEIVED MUST BE USED FIRST AND DUES SUBMITTED.**
- ◆ Are only issued to INDIVIDUALS. Family members join PTA as individuals.
- ◆ May have a suggested expiration date of September 30<sup>th</sup> of the following year.
- ◆ Please be sure to issue your membership cards to everyone that signs up.

**One member – One card**  
**Two members – Two cards**

### **BENEFITS OF A PTA MEMBERSHIP CARD:**

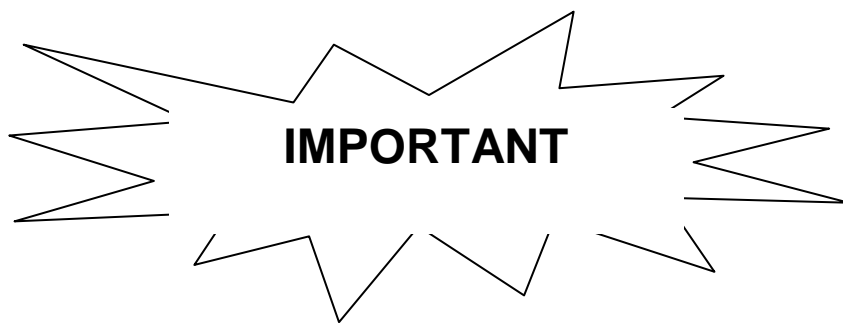
- ◆ You are admitted to all PTA meetings.
- ◆ You are eligible to serve in the capacity of an officer or chairman of your PTA.
- ◆ You vote at local meetings of your PTA and at the Ohio PTA and National PTA conventions.
- ◆ You have access to informed, trained leadership.
- ◆ You have a stake in our children's future.
- ◆ You are a part of a unified voice influencing public action.
- ◆ You work for the education and welfare of ALL children.
- ◆ You receive information on the most recent pending legislation.

### **WITHOUT A PTA MEMBERSHIP CARD:**

- ◆ You attend meetings only as a spectator with no PTA voting privileges.
- ◆ Your voice is not heard at the Ohio PTA and National PTA conventions.
- ◆ You are not recognized as a member of your local, state, and national organizations.
- ◆ You are not able to take advantage of PTA training.
- ◆ You are not able to exchange information through the Ohio PTA and National PTA.
- ◆ You have no representation from the Ohio PTA and National PTA.
- ◆ You do not have the advantage of strength in numbers.

## **REPORTING MEMBERSHIP**

- The Membership Cover Sheet is found initially in the Ohio PTA Resource Guide distributed to each PTA unit and council president. The data from this form is part of your permanent record of membership for your unit.
- The Membership Cover Sheet is available from the Ohio PTA office or online at, **[www.ohiopta.org](http://www.ohiopta.org)**.
- The Membership Cover Sheet must be completed **monthly** when dues are sent to the Ohio PTA office as a permanent record in your files.
- Additional cards may be requested on the bottom of the membership cover sheet when dues are sent in to the Ohio PTA office (subject to availability). **ALL CARDS RECEIVED MUST BE USED FIRST AND DUES SUBMITTED,**
- Keep accurate membership list information for your PTA records. Entering this information into a spreadsheet will make it easier to maintain and add on members as they join.



### **Include the following when sending dues to the Ohio PTA office:**

- ✓ Membership cover sheet and member list, highlighting or marking new members that are being submitted, with each mailing with PTA's full name with president's name, address and phone number. This assures accuracy of entering information into data bases.
- ✓ Check with the proper amount of dues matching membership submitted as Ohio PTA cannot issue refunds to units.
- ✓ Communicate with the treasurer on check accuracy and mailing date.
- ✓ Make a copy for your records before mailing.

# OHIO PTA MEMBERSHIP AWARDS

## UNIT AWARDS

### PRESIDENT'S AWARDS: (100 Member Minimum to Qualify)

**GOLD:** Awarded to the local PTA unit with the largest increase in members by numbers.  
Winning unit receives invitation to the membership award event at the Ohio PTA Convention.

**SILVER:** Awarded to the local PTA unit with the largest increase in membership by percentage.  
Winning unit receives invitation to the membership award event at the Ohio PTA Convention.

### **(Awards for Total Membership)**

**1,000 CLUB AWARD:** Each local PTA that has a total membership of 1000 or more will be recognized.  
Winning unit receives invitation to the membership award event at the Ohio PTA Convention.

**500 CLUB AWARD:** Each local PTA that has a total membership of 500 or more will be recognized.  
Winning unit receives invitation to the membership award event at the Ohio PTA Convention

### **(Awards for Increases in Membership) (50 Member Minimum to Qualify)**

**100 CLUB AWARD:** Each local PTA that increases PTA membership by 100 members or 100% will be recognized.

**BUCKEYE AWARD:** Each local PTA unit whose increase in membership exceeds the previous year's membership by 25% or more will be recognized.

**SCARLET CARNATION AWARD:** Each local PTA unit whose increase in membership exceeds the previous year's by 10% or more will be recognized.

**CARDINAL EARLY BIRD AWARD:** Each PTA unit who submits the following to the Ohio PTA office by **September 30** will be recognized: Membership forms completed accurately, local PTA unit check for membership dues with correct amount payable to the Ohio PTA marked "membership dues." All dues collected up to this point should be submitted.

## COUNCIL AWARDS

### PRESIDENT'S AWARDS: (Minimum of 100 Members to Qualify)

**GOLD:** Awarded to the council with the largest membership increase by numbers.  
Winning unit receives invitation to the membership award event at the Ohio PTA Convention.

**SILVER:** Awarded to the council with the largest membership increase by percentage.  
Winning unit receives invitation to the membership award event at the Ohio PTA Convention.

**GOLDEN ACORN AWARD:** Each PTA council whose total membership increases by 5% or more will be recognized. **(Minimum of 50 Members to Qualify)**

**All units in a council must be in good standing in order to be eligible for council awards.**



**President's 2017 - 2018  
Bronze Membership Award**  
*Most creative membership campaign*

**LOCAL PTA/PTSA UNIT**

The President's Bronze Membership Award honors the work and creative efforts set forth by the membership chairman and their committee. Many units develop and carry out exciting and successful membership campaigns each year. Ohio PTA will recognize the PTA unit in the Ohio PTA *Voice*. The unit will also display and present their winning campaign at Ohio PTA Convention.

**Criteria for the President's Bronze Membership Award:**

- The submitting local PTA unit must complete the attached application and provide a brief written account of their membership campaign.
- The submitting local PTA unit may provide materials (brochures, photographs, membership packets, etc.) which support the written account of the membership campaign. Any materials submitted will become property of the Ohio PTA and will not be returned. The materials may also be duplicated and shared with other PTAs.
- The local PTA unit must have at least 100 members to apply for the Bronze Membership Award.

**Start collecting your photographs, news articles,  
and other support materials now!**

**★ Application available at [www.ohiopta.org](http://www.ohiopta.org) ★**

**Deadline for application is February 1st**

**Send entries to:**

**Ohio PTA  
Bronze Membership Award Committee  
40 Northwoods Blvd. Suite A  
Columbus, Ohio 43235-4718  
(614) 781-6344  
(800) 699-6628**

# MEMBERSHIP FAQs

**Any suggestions on how to increase membership at a high school level? Parents and students seem to care more about their extracurricular activities. A lot of them don't see the importance of PTA or PTSA anymore.**

Attend as many school events as possible with a membership table to offer information about what your high school PTSA/PTA does and resources available to parents through the state and national PTA. You can also offer discounts to PTSA/PTA-sponsored programs or events to members. Many high school PTSAs/PTAs sponsor grad night or the senior prom or programs that the booster clubs do not such as college or career nights. You can include PTSA/PTA membership as part of a ticket or offer a discount to PTSA/PTA members to events.

**Can you please share how to use technology to grow membership?**

You can use email to reach your members that have email accounts. Microsoft Outlook allows you to mail-merge emails to recipients. Do an internet search on "text blast" to find free and paid options to reach members by text. Your school may allow you to use its auto-dialer system to send notices to all parents or to just your PTA members. You can use social media outlets including Facebook, Twitter and Pinterest.

**Do we need to have a hard copy of a membership list or can it be done electronically?**

You may keep the PTA membership list in whatever way works for you and is agreed upon by your PTA. The Ohio PTA office will accept either a hard copy or an electronic file. Keep in mind that you will refer to your membership list from time to time to see who is eligible to vote as well as run for a PTA office. At a minimum, you will want to keep records for one year and use your list for the purpose of asking members to join again each year.

**How do we go about ordering more membership cards?**

PTA membership cards are distributed to PTA Presidents in the Summer Packet based on total Membership from the previous year. When you have more memberships than cards, please fill out the bottom portion of the Dues Cover Sheet to request more. We love it when membership exceeds previous years and we will send more out promptly! Membership cards are free of charge and supplied by your Ohio PTA.

**What can you set your membership goal to if your school population is decreasing?**

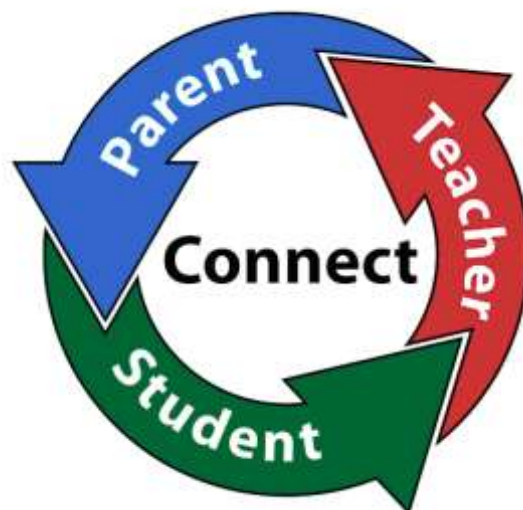
You can still try to get 2% more members than you had the year before. If your PTA membership was 100 last year, your goal for this year would be to just get two more members – EASY! You can try to reach that level of more members to students. We certainly understand that declining enrollment is a challenge. Invite all previous members to join – even if their children now attend a different school. Invite teachers, community members, your local business community and others that are not dependent on the school population.

**What kind of incentives can we use?**

At any PTA level, you can seek donations from local businesses that you can offer as incentives, e.g. Movie passes, free-haircuts, free or reduced price meals at a local restaurant, anything that works in your community. As a PTA council, you can also offer discounts or scholarships for council events or trainings. PTA Districts can also offer discounts or scholarships to events and state training. Certificates, donated prizes, small plaques or trophy can be used as the prize in a competition among your units.

# IDEAS FOR GETTING TEACHERS AND STAFF INVOLVED

- Put an enthusiastic and supportive teacher and staff member on your membership committee.
- Enlist the help of the principal. A principal's encouragement to join goes a long way.
- Send out personalized invitations to teachers and staff to join PTA at the beginning of the school year. Be sure to include a membership envelope.
- Send out reminders to teachers and staff who have not joined PTA including another membership envelope.
- Survey all teachers and staff mid-year asking if they joined PTA and why, and if not, why not.
- Send all teachers and staff information about the classroom grants or programs offered, reminding them that they must be members to apply.
- Remind teachers and staff that PTA is more than a local fundraising group for their school. It is a member organization focused on advocating for student success!
- Hold a grade level or departmental membership competition. Provide winning group with bagels, danish or a small incentive.
- Challenge the staff at a nearby school to a friendly membership competition.
- Provide monthly opportunity drawings for teachers and staff who join with donated items from local merchants.
- Reward teachers and staff with a breakfast or luncheon when 100 percent membership is achieved.
- Ask the Principal to offer teachers and staff a dress down day for joining PTA by a certain date.





# 2017 - 2018 MEMBERSHIP COVER SHEET

OFFICE USE ONLY

Check# \_\_\_\_\_

Amount \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

Submit form with every dues payment. Enclose check made payable to: OHIO PTA.  
Please write "Membership Dues" on check.

**Send original copy to:** **Ohio PTA, 40 Northwoods Blvd, Suite A,  
Columbus, OH 43235-4718  
(Make copies for your local PTA)**

**First Submission Deadlines:** September 30 for Cardinal Early Bird Award

November 30 to be a unit good standing

**Additional Submission:** March 1 to qualify for Membership Awards

\_\_\_\_\_ FIRST Dues Payment

\_\_\_\_\_ ADDITIONAL Membership

# Members \_\_\_\_\_ at \$4.75 per member (\$2.50 - Ohio PTA + \$2.25 - National PTA) = \$ \_\_\_\_\_ Total

Membership list included

FULL NAME OF PTA \_\_\_\_\_ City \_\_\_\_\_

Ohio PTA District # \_\_\_\_\_

Name of Council (if unit belongs to a council) \_\_\_\_\_

### President Information

Name \_\_\_\_\_ Email \_\_\_\_\_

Home address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Additional cover sheets are available on the Ohio PTA website, [www.ohiopta.org](http://www.ohiopta.org)

**BE SURE TO USE THE CARDS YOU HAVE RECEIVED BEFORE REQUESTING MORE.**

Please send additional number of cards indicated to:

Name PTA unit \_\_\_\_\_

Membership Chairman \_\_\_\_\_ Number of cards needed \_\_\_\_\_

Home address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

## OHIO PTA BYLAWS

### ARTICLE V: Members and Dues

Section 3. Each member of a local PTA/PTSA shall pay annual dues as may be determined by the organization. The amount of dues shall include Ohio PTA dues as recommended by the Ohio PTA Board of Directors and approved by two-thirds (2/3) of the voting body at the Ohio PTA Annual Convention and National PTA dues as recommended by the National PTA Board of Directors and approved by two-thirds (2/3) of the voting body at the National PTA Annual Convention.

Section 4. The Ohio PTA portion of each member's dues shall be \$2.50.

### ARTICLE IV: Constituent Organizations

Section 10. Local PTAs/PTSAs not in good standing by:

- a. November 30:
  1. Shall not be eligible for awards;
  2. Shall have their unit removed from the mailing list of the Ohio PTA until reinstated to good standing;
  3. Shall not be eligible to participate in the Reflections Program.
- b. March 15:
  1. Shall be considered inactive;
  2. Shall know that the IRS shall be notified that the unit is no longer a tax-exempt organization of the Ohio PTA.

Section 11. To be reinstated to good standing, a local PTA/PTSA shall provide a list of current officers and remit the current year's National PTA dues and Ohio PTA dues.

### ARTICLE VIII: Duties of Officers

Section 4. The Secretary/Treasurer shall:

- i. Ensure that the National PTA dues are forwarded monthly to the National PTA.

## INFORMATION REGARDING OUR STATE BULLETIN

Our newsletter *The Ohio PTA Voice* will be sent electronically to unit and council presidents, and legislation chairmen as a benefit of membership. Any additional **free** electronic copies desired can be arranged by notifying the Ohio PTA office.

Hard copies of *The Ohio PTA Voice* are available for a subscription fee of twelve dollars (\$12.00) for one year. This may be ordered by mailing a check with the request or ordering online at the Ohio PTA website, [www.ohiopta.org](http://www.ohiopta.org), through The Store.