

LOUISIANA PTA RESOURCE GUIDE

2017 – 2018

Section 1

Local Unit information

Complete the information below and use as a reference.
If you need assistance, contact the LAPTA Office at 225.927.7382.

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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Baton Rouge, LA 70809
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www.louisianapta.org



Office hours:
Monday and Wednesday
9:00 am – 1:00 pm
**subject to change*



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.

DIRECTIONS TO OFFICE

Westbound:

Merge onto **1-12 E** via **EXIT 159** on the **LEFT** toward **HAMMOND**

Take the **LA-3064/ESSEN LANE** exit, **EXIT 1B**

Turn **LEFT** onto **ESSEN LANE/LA-3064**. Continue to follow **LA-3064**

Turn **RIGHT** onto **JEFFERSON HWY/LA-73**

Turn **LEFT** onto **DRUSILLA LA/LA-1068**

Turn **RIGHT** onto **INTERLINE AVE**

9151 INTERLINE AVE is on the **LEFT**

Eastbound:

Merge onto **1-12W** toward **HAMMOND**

Take the **LA-1068/DRUSILLA LANE** exit, **EXIT 1B**,
Toward **LA-73/ JEFFERSON HWY**

Turn **RIGHT** onto **DRUSILLA LN/LA-1068**

Turn **RIGHT** onto **INTERLINE AVE**

9151 INTERLINE AVE is on the **LEFT**.
Suite 1A is on the **1st** floor of building **9151**

2017 - 2018 LOUISIANA STATE PTA CALENDAR



AUGUST

Local Unit Leadership training conducted by local Districts

SEPTEMBER

National PTA Membership Month

OCTOBER

1 Insurance premium due to AIM

15 DEADLINE

Local Unit Checklists due to District President or servicing District President. All others should be mailed directly to the state office ...*eligible to become a Distinguished Unit*

NOVEMBER

15 DEADLINE

Reflections Theme Search, Safety Drawing Theme Search and My Louisiana Theme Search ...*mail entries to the LAPTA 3rd VP*

15 DEADLINE

Safety Drawing Program ...*mail entries to LAPTA 3rd VP*

15 DEADLINE

District report enrollment to State

DECEMBER

15 DEADLINE

Membership Early Bird Award figures...*send to LAPTA 2nd VP*

JANUARY

15 DEADLINE

Scholarship Applications ...*mail entries to LAPTA President*

JANUARY

15 DEADLINE

My Louisiana Essay and Reflections entries from Districts due to LAPTA 3rd VP ...*entries will have been judged at local and district level*

15 DEADLINE

Educator of Distinction ...*mail entries to LAPTA Treasurer*

15 DEADLINE

Advocacy Award ...*mail entries to LAPTA Legislation Chair*

15 DEADLINE

Outstanding Newsletter Award and Outstanding Website Award ...*mail entries to Public Relations Chair*

15 DEADLINE

Nominations for 2017-2018 Officers ...*mail nominations to LAPTA Office*

MARCH

15 DEADLINE

"Unit in Good Standing" criteria must be met to send voting delegates to Convention

15 End of Membership year

APRIL

TBA LAPTA Convention

JUNE

21-24 National PTA Convention
New Orleans, Louisiana

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 Secretary at least once every three (3) years.
- 4) has a current years 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 card 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 2017-2018 OFFICERS

PRESIDENT

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