

LOUISIANA PTA RESOURCE GUIDE

2019 – 2020

Section 1

Local Unit information

Complete the information below and use as a reference.
If you need assistance, contact the LAPTA Office at (985) 789-9349.

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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All calls will be returned after 3 pm Monday – Thursday



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.

2019 - 2020 LOUISIANA STATE PTA CALENDAR



AUGUST

Local Unit Leadership training conducted by local Districts

SEPTEMBER

National PTA Membership Month

OCTOBER

1 Deadline

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

Safety Drawing Program mail entries to LAPTA 3rd V P

15 DEADLINE

District report enrollment to State

December

5 Deadline

Early bird registration for State Convention and Training

JANUARY

18 State Convention and Training in Kenner, LA

18 DEADLINE

My Louisiana Essay and Reflections entries from Districts due to LAPTA 3rd VP

18 DEADLINE

Educator of Distinction
...mail entries to LAPTA State Office

18 DEADLINE

Advocacy Award...email entries to 1st VP Advocacy

18 DEADLINE

Outstanding Newsletter Award and Outstanding Website Award
...email entries to LAPTA Public Relations

18 DEADLINE

Nominations for 2019-2020 Officers ...mail nominations to LAPTA State Office

February

15 DEADLINE

PTA Scholarships Due to LAPTA President

MARCH

15 DEADLINE

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

May

2 State Conference in Baton Rouge

Voting and By-Law Amendments

JUNE

20-23 National PTA Convention in Kentucky

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
2019-2020 OFFICERS**

PRESIDENT

Shannon Howard
471 Libuse Cutoff Rd
Pineville, LA
Email:
president@louisianapta.org

2nd VP Membership

Jessica Griffin
1337 Sycamore Place
Mandeville, LA 70448
Email:
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SECRETARY

Mallory Pell
107 Saint Anne Circle
Covington, LA 70433
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laptasecretary@gmail.com

1ST VP ADVOCACY

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Pearl River, LA 70452
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3rd VP PROGRAMS

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Shreveport, LA 71148
Email:
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TREASURER

Kayla Pagel
944 Winona Drive
Mandeville, LA 70471
Email:
laptatreasurer@gmail.com

DISTRICT PRESIDENTS

CADDO

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P. O. Box 18223
Shreveport, LA 71138

Email:

caddodistrictpta@gmail.com

ST. TAMMANY

Buffie Singletary
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Pearl River, LA 70452

Email:

sttammanypta@gmail.com

COMMITTEE CHAIRS

BYLAWS

VACANT

(C)

Email: lptabylaws@gmail.com

PUBLIC RELATIONS

Vacant

(C)

Email: lptapublicrelations@gmail.com

LEADERSHIP DEVELOPMENT

VACANT

(C)

Email: lptaconvention@gmail.com

SPECIAL AWARDS

VACANT

(C)

Email: lptaspecialawards@gmail.com