

# **LOUISIANA PTA RESOURCE GUIDE**

**2018 – 2019**

**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

P.O. Box 4420

Shreveport, LA 70435

Phone: 225.927.7382

Fax: 225.927.9497

Email: [la\\_office@bellsouth.net](mailto:la_office@bellsouth.net)

[www.louisianapta.org](http://www.louisianapta.org)



**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.*

# 2018 - 2019 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 3<sup>rd</sup> VP*

### 15 DEADLINE

Safety Drawing Program ...*mail entries to LAPTA 3<sup>rd</sup> VP*

### 15 DEADLINE

District report enrollment to State

## DECEMBER

### 15 DEADLINE

Membership Early Bird Award figures...*send to LAPTA 2<sup>nd</sup> 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 3<sup>rd</sup> 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 2019-2020 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

20-23 National PTA Convention  
Columbus, OH

## **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 2018-2019 OFFICERS

## **PRESIDENT**

Shannon Howard  
P.O. Box 12275  
Alexandria, LA 71315

(C) 985.237.9587

Email: [president@louisianapta.org](mailto:president@louisianapta.org)

## **2<sup>ND</sup> VICE PRESIDENT, MEMBERSHIP**

Jessica Griffin  
1337 Sycamore Place  
Mandeville, LA 70448

(C) 985.237.3733

Email: [laptamembership@gmail.com](mailto:laptamembership@gmail.com)

## **SECRETARY**

Stacey Simpson  
2002 Chase Crossing  
Shreveport, LA 71118

(C) 318.347.5822

Email: [laptasecretary@gmail.com](mailto:laptasecretary@gmail.com)

## **1<sup>ST</sup> VICE PRESIDENT, ADVOCACY**

Robyn Hutchinson  
46281 N. Riverdale Heights Rd  
Robert, LA 70455

(C) 985.969.2520

Email: [laptalegislation@gmail.com](mailto:laptalegislation@gmail.com)

## **3<sup>RD</sup> VICE PRESIDENT, PROGRAMS**

Sarah Ladner  
P.O. Box 8232  
Shreveport, LA 71148

(C) 318.465.4264

Email: [laptaprograms@gmail.com](mailto:laptaprograms@gmail.com)

## **TREASURER**

Kayla Pagel  
944 Winona Drive  
Mandeville, LA 70471

(C) 757.338.0513

Email: [laptatreasurer@gmail.com](mailto:laptatreasurer@gmail.com)

# DISTRICT PRESIDENTS

## **CADDO**

Tori Parrott  
PO Box 18223  
Shreveport, LA 71138

(C) 318.564.5956

Email: [president@caddodistrictpta.org](mailto:president@caddodistrictpta.org)

## **ST. TAMMANY**

Buffie Singletary  
35202 Herman Singletary Rd  
Pearl River, LA 70452

(C) 985.290.4978

Email: [sttammanypta@gmail.com](mailto:sttammanypta@gmail.com)

## COMMITTEE CHAIRS

### **BYLAWS**

VACANT

(C)

Email: [lptabylaws@gmail.com](mailto:lptabylaws@gmail.com)

### **DIVERSITY, INCLUSION, OUTREACH**

Brenda Cosse'  
P.O. Box 3045  
Slidell, LA 70459-3045

(C) 985.445.5988

Email: [lptadiversity@gmail.com](mailto:lptadiversity@gmail.com)

### **LEADERSHIP DEVELOPMENT**

VACANT

(C)

Email: [lptaconvention@gmail.com](mailto:lptaconvention@gmail.com)

### **LEGISLATIVE**

Robyn Hutchinson  
46281 N. Riverdale Heights Rd  
Robert, LA 70455

(C) 985.969.2520

Email: [lptalegislation@gmail.com](mailto:lptalegislation@gmail.com)

### **PUBLIC RELATIONS**

Stacey Simpson  
2002 Chase Crossing  
Shreveport, LA 71118

(C) [318.347.5822](tel:318.347.5822)

Email: [lptapublicrelations@gmail.com](mailto:lptapublicrelations@gmail.com)

### **SPECIAL AWARDS**

VACANT

(C)

Email: [lptaspecialawards@gmail.com](mailto:lptaspecialawards@gmail.com)