



PTA MEMBERSHIP FROM A TO Z

- Prepare PTA recruiting materials. See Texas PTA's membership chair and membership theme webpages for information.
- Prepare membership cards for distribution to members. Include your PTA's name and National Unit ID on them. Members can fill in their own names. Membership cards are shipped to the President's home address in early August.
- Select multiple methods of recruiting members including materials at PTA tables, sending home flyers and membership dues envelopes, presentations at back to school nights, and having a presence at all school events.
- Members complete a membership dues envelope or other form in order for PTA to obtain members' names and contact information such as email address.
- Distribute membership cards immediately as members join.
- Two persons count dues and write the amount and how it was paid on the envelope. For example, if someone gave you \$7.00 cash, that is what you would write on the envelope. Use the Itemized Receipt Form (see Treasurer's Resource Guide) for recording the money. Make a copy of the completed form for each counter. Give the money to the treasurer and ask them to count it in your presence. Treasurer signs the itemized receipt form and immediately deposits the funds into the PTA checking account.
- Record members on the Texas PTA Membership Roster and Dues Report.
- Request a check *from the treasurer* to Texas PTA for the total amount of state and national dues portions (\$4.50).
- Send Membership Roster and Dues Report Form and payment to Texas PTA within 5 days.
- Contact previous members who have not renewed their membership and invite to renew. Continue to recruit and report throughout the year.

NOTES ABOUT HONORARY TEXAS PTA LIFE MEMBERS

- The Life Membership is an honor that has been given to an individual for their work with children. It is not something that individuals can purchase to become PTA members for Life.
- Life Members must join a PTA to be a member of that PTA.
- Life members may use their Life Membership at any PTA of their choosing. It does not have to be at the one that awarded them the Life Membership.
- Each Life Membership may be used at only one PTA per year.
- Life Members are exempt from paying the Texas PTA portion (\$2.25) of their dues. For example, if the PTA's dues are \$8.00, the Life Member will pay \$5.75.

Answers to many questions may be found in the Membership Chair's Resource Guide which may be purchased or downloaded from the Texas PTA website.