Instructions for Creating Your Custom PTA Application

National PTA is pleased to provide you with a resource that will help your PTA collect contact information and dues payments for new and renewing members. From http://pta.org/5269.htm, choose your state and complete the easy step-by-step process outlined below. You can print multiple copies of your application, ready to distribute to anyone who wants to join PTA.

The application is a 2-page form, with one side showing the customized fields and information specific to your PTA, and the other side listing PTA membership benefits. Also, please note there is a Spanish version that is automatically created and prints out when you complete this process. We rec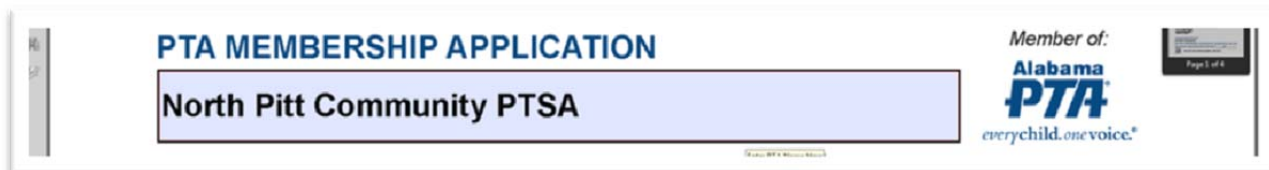ommend you make double-sided copies of each application. *Please note: Once the fields are customized, the application must be printed or changes will be lost.*

In order to begin, you will need to have a program installed on your PC called **Adobe Reader**. If you do not have it, you can download a copy for free from this site: http://www.adobe.com/products/reader.html.

STEP 1: Enter your PTA Name
Once you click on your state's name, Adobe will open up the application form. To identify the fillable fields on the form, click the "Highlight Existing Fields" button located at the top right of the page.

In the first field, type your PTA name.

STEP 2: Enter your PTA Annual Membership Dues Amount
In this field, type your PTA annual membership dues.

STEP 3: Enter the Name or PTA for which to make check payments
In this field, type the name you would like the check made payable to.

STEP 4: Enter the Mailing Address

In this field, type the mailing address where you want the payment and application to be sent.

Mailing Address: 1250 North Pitt Street, Alexandria, VA 22314

Step 5: Enter your PTA benefits

This optional field allows you to enter any benefits or information specific to your PTA (i.e. PTA plans to have pizza nights, international nights, sponsor the reflections art contest, provide daycare, theme park, or restaurant discount that is available in your city, state.)

- Perk up Coffee Discounts
- Perfect Pita Pizza Nights
- Gymboree Coupons

STEP 6: Enter an Information Contact

In this field, type the name, phone number, email and/or web address to the point of contact for your PTA.

FOR MORE INFORMATION CONTACT:

www.northpittcommunityptsa.org

STEP 7: Open Space

You can use this open field at the bottom of the application to write a welcome message, PTA related information, or any disclaimer you may need.

Member of:

PTA®

Annual dues amount is paid at the time of purchase. All sales final.

STEP 8: Print the Application

Once you entered in the fillable fields, you must print the application immediately. You cannot save this application in an electronic format. However, once printed, you can scan it and save it as a PDF. If you find you made an error, or would like to change the copy, you can complete the step by step process again and create a new application.

QUESTIONS?

If you need assistance with this process, please contact National PTA at info@pta.org or call 800-307-4PTA (4782).