

Membership cards - how to use them

Tips for unit PTAs

updated 10/2009

It is suggested that this information sheet be provided with each unit's and council's allocation of membership cards when they are first distributed and whenever there are questions.

Does every member need a membership card? YES. Each PTA member should receive a card; it is proof of membership. A membership card entitles its bearer to a ballot for PTA elections. Applicants for PTA scholarships and grants must provide a copy of a membership card. A membership card is required to register for convention.

Remember: one member = one card.

(Do not fill in cards for "Mr. and Mrs. Jones" or "Jones Family.")

PTA members are entitled to benefits of membership provided by National PTA. The username and password needed to access the some "protected" parts of the National PTA website are on the back of the membership card and they change annually.

How many cards will our PTA get? Each district PTA receives a supply of cards equal to the membership total of the previous year plus an additional percentage for growth. Usually, districts distribute cards to their unit PTAs based on the past year's membership totals for those units and reserve a portion of cards for units that have particularly successful membership drives.

Can we get additional cards? YES. Tell your district PTA when you need more cards. Districts may request more cards for their units as needed – when membership numbers are equal to or exceed the number of cards already received. It is expected that per capita dues have been submitted for those members. All units, councils, and districts are advised to quickly and regularly remit per capita dues through channels. PTA districts can relay extenuating circumstances (e.g., new units, extremely successful membership campaigns, damaged cards) to request additional cards.

Is the "issue date" important? YES. Only those who have been members for 30 days are entitled to make motions, debate, and vote at PTA meetings. A person must be a member for at least 30 days prior to being nominated for a PTA office.

Why is the "expiration date" always October 31? The California State PTA membership year is July 1 to June 30. Our membership card expiration date is October 31, allowing a grace period for our members to renew their membership. During this grace period, members are entitled to their full membership rights, including approval of the PTA's budget and program at the summer or fall association meeting.

How do I find the National PTA (ID) identification number? Each PTA has its own unique eight-digit National PTA ID number. This should be included on the membership card. This number can be found in your unit's bylaws. Ask your district PTA if you do not know it.

How can cards be filled in? The Just Between Friends program and National PTA's Online Membership Data Reporting (OMDR) provide a convenient membership card printing function for your unit PTA. Unit name, national unit (ID) number, member name, and dates of membership are printed on the card. Or simply print unit name, ID number and dates so member names can be added as people join.