

Membership cards – questions and answers

Why does every member need a membership card?

Each PTA member should receive a card; it is proof of membership. Most organizations provide a membership card. A membership card entitles a member to a ballot in an election. Applicants for PTA scholarships and grants must provide a copy of their 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 PTA. The username and password needed to access a protected portion of the National PTA website are on the back of the membership card and change annually by November 1.

How many cards will our PTA get?

Each district PTA will receive 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 campaigns.

Can we get additional cards?

A district PTA can request additional cards once it has submitted per capita (dues) to the state office equal to, or approaching, the amount it submitted the previous year. All units, councils, and districts are advised to quickly and regularly remit per capita dues through channels and tell their district when they need more cards.

District PTAs can relay extenuating circumstances (e.g., new units, extremely successful membership campaigns, damaged cards) to request additional cards. Damaged cards should be sent back to the district to be exchanged for replacements when returned to the state office.

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 runs from July 1 to June 30. The membership card expiration date is October 31, allowing a grace period for 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 identification number?

Each PTA has its own unique eight-digit National PTA ID number. This should be included on the membership card. Ask the district PTA if you do not know it.

How can cards be filled in?

Cards may be completed by hand, the PTA name stamped, or filled in using either *Just Between Friends’* membership management application or any unofficial card template.

Distributing membership cards at secondary schools

The distribution of membership cards at middle school and high school can be a challenge.

Here are some ideas for distributing membership cards:

- Plan ahead; have cards available to give out when people join during registration or at school and PTA events.
- Have cards available at all functions where people might join PTA.
- Attach cards to a directory, a welcome packet or one of the brochures that can be ordered from the California State PTA.
- Have cards available at parent-teacher conference days where parents can pick them up along with their student's schedule or report card.
- Place cards in addressed envelopes. Place these in a box and ask the school secretary if people can pick them up in the school office.
- Attach them to a PTA or school newsletter (if allowed).
- Ensure that board members have some blank cards so when they personally extend an invitation to join PTA, they can immediately provide a membership card.
- Provide a contact person's name and phone number in newsletters or on websites indicating from whom people can request/pick up their cards.
- Think about including a "thank you" note, a bookmark, a PTA brochure, school magnet or calendar of school events when you distribute membership cards.

*Every member needs to have
a membership card!*