

## Councils and district can invite people to join PTA units

Council and district PTAs can assist in membership outreach to numerous audiences on behalf of local PTAs. Letters to the editor of local newspapers can be used to promote membership and explain the benefits of PTA.

Some councils and districts spread the message and value of PTA throughout their communities with letters that invite a person to join one or more of the PTAs in the council or district area. Council or district PTAs can undertake the task of writing school district staff, school board members, city council members and other local government employees, chamber of commerce members, service clubs, etc.



As a reminder, people can only join PTA at a unit PTA; council and district memberships are not permitted. (The exception to this is Golden State PTA, which is a general membership of the statewide association.)

The PTA units that people join must be notified of their “new” members and receive contact information so that they can:

- a. provide a membership card to the member
- b. include the member in communications that they send out about PTA
- c. invite those members to special events and association meetings
- d. make an outreach the following year by inviting the member to re-join

*For more information, see the May 2010 Communicator article:  
“Including, recognizing and retaining members”*

There are additional financial guidelines to promote PTA in this way:

1. The actual dues amount these PTAs charge (per their bylaws) should be listed on the invitation (without any discount or additional charge) so there is no mistake that this is a regular membership, and the member is entitled to all of the same benefits and rights as any other member.
2. The checks for membership dues should be made out directly to the unit PTA. Since the amount of per capita belonging to the unit must be given to the unit, and because it isn't wise to complicate the financial reporting of a unit by having its income and expense not balance, the full dues amount should be provided to the unit PTA so that it may remit the per capita in the usual way.
3. If the council or district PTA receives the check made payable to the council or district, it must issue a check to the unit the member is joining for the full dues amount. The unit is then responsible for forwarding the per capita not belonging to the unit.