

# President's Message

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As we begin a new year for West Virginia PTA, it is vital that we start this year off with a great beginning! This year, West Virginia PTA is continuing to work on many programs and resources to ensure that you, the PTA leader and member, are able to lead your PTA with great success.

West Virginia PTA is proud to announce our 2014-2015 Membership Campaign that will reward PTAs in every region for your success in building Today's PTA! Every PTA has the opportunity to build their membership and have a chance in being recognized for this success. This year, West Virginia PTA will be awarding \$100 cash prizes to a PTA in each region that exhibits the largest growth in percentage of membership by March 15, 2015. Additionally, the *new* West Virginia PTA traveling membership trophy and cash prize will be awarded to the largest PTA in West Virginia! These two awards can be awarded to your PTA for your successful membership drives this year!

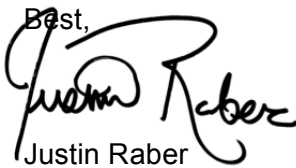
This mailing includes many items that are essential to beginning your new year, while wrapping up several items from the year that just ended. This packet includes the following information and resources:

- 2014-2015 West Virginia PTA Membership Campaign Kick Off;
- Local Unit Officer Form Information;
- National PTA's Back to School Kit Information;
- 2014 Regional Training dates and locations;
- Standards of Affiliation guide; and
- Sample Audit Form.

As we prepare to kick off the next year, West Virginia PTA is hitting the road again by bringing our Regional Trainings to your local community. This year, our trainings will facilitate great opportunities to learn about the various officer positions, help build up our membership by retaining and recruiting members, and providing the 2014 Local Unit Packets with the new membership cards, earlier than ever before.

Be sure to update West Virginia PTA with your new officer information and order your 2014-2015 Official National PTA Back-to-School Kit to ensure your PTA stays informed and up-to-date! By updating West Virginia PTA with your officer information each year, your PTA stays informed and receives your exclusive PTA benefits. Additionally, this form is now online to make it easier for you!

By building our membership and our leadership, we will be able to make every child's potential a reality! Keep up the amazing work you do every day!

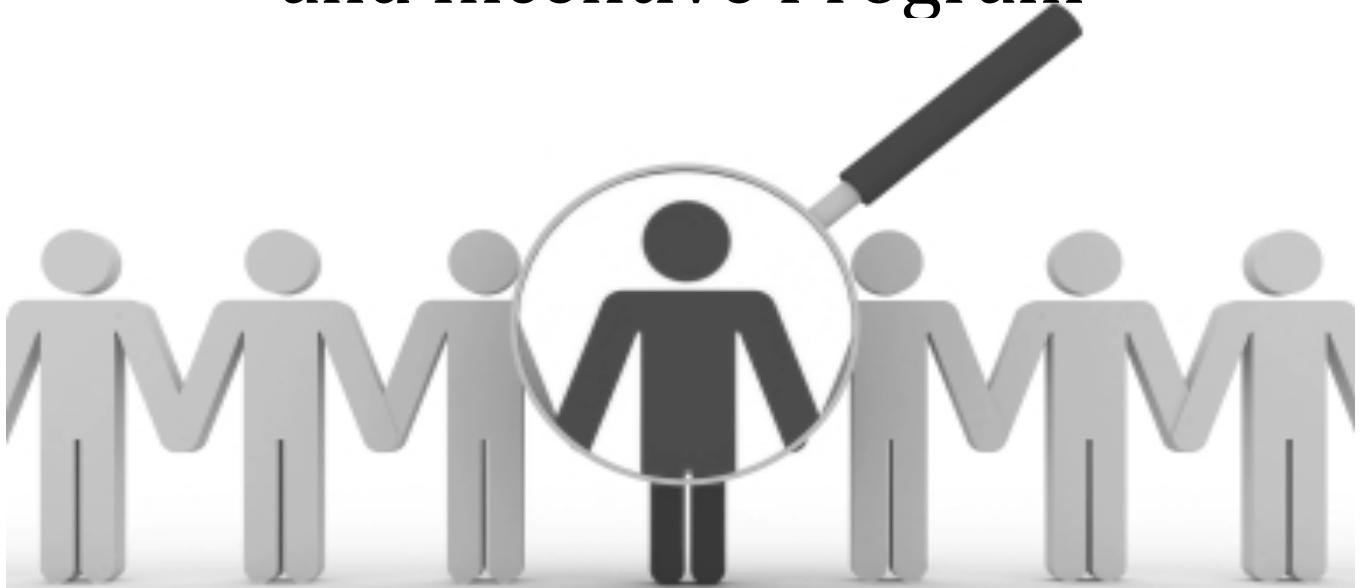
Best,  
  
Justin Raber  
President

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*The mission of West Virginia PTA is make every child's potential a reality by engaging and empowering families and communities to advocate for all children.*

**West Virginia**  
**PTA**<sup>®</sup>  
*everychild.onevoice.*<sup>®</sup>

# 2014-2015 Membership Challenge and Incentive Program



**At the 2015 West Virginia PTA Convention, your PTA can be honored for your membership increase!**

## **Here's two ways of winning!**

One PTA in **each** region will be honored with a \$100 cash prize for having the highest membership increase based on percentage!

The **largest** PTA in West Virginia will be recognized with a \$200 cash prize and the **NEW** West Virginia PTA Traveling Trophy!

**West Virginia**  
**PTA**<sup>®</sup>  
*everychild.onevoice.*<sup>®</sup>

## The 2014 West Virginia PTA Local Unit Officer Form is now online!

Go to  
[www.westvirginiapta.org/2014update.shtml](http://www.westvirginiapta.org/2014update.shtml)  
to complete the officer form for your PTA.

### ***Why should you complete this form?***

The Local Unit Officer Form is vital for all of our PTA communications from West Virginia PTA and National PTA!

### ***But our officers didn't change!***

Each year, West Virginia PTA and National PTA need to ensure we have the most accurate information for all PTAs, even if your officers do not change. We want to ensure you receive all of your benefits and information!

### ***What if we have a mid-year change?***

It is easy to notify us with our new online form! Just go to the link and complete the information whenever there is a change. It's easy!



**Register Now!**

**The 2014-2015 National PTA Official Back-to-School Kit is Here!**

Registration is now open for this year's Back-to-School Kit.

**Register today for the 2014-2015 National PTA Official Back-to-School Kit! All local unit presidents are eligible to receive a kit, but you must register!**

**Register at: [www.pta.org/officialkit](http://www.pta.org/officialkit)**

The 2014-2015 Official National PTA Back-to-School Kit is a set of resources to assist all PTA leaders as they serve their communities and manage their local units.

This year's kit includes a digital DVD and web resource. You can access, download and share information from the DVD and website with your fellow leaders and members. As an added bonus, this year's kit will also include full PDFs for download for each quick reference guide, as well as **two full-size posters for PTA leaders to display at their school!**

**Here is what's included:**

- **Quick Reference Guides:** PTA President, Finance, Membership, Programs, Fundraising, Advocacy, and Communications;
- **Calendar of Events;**
- **Templates;**
- **Forms;**
- **Checklists;**
- **Posters;**
- **And much more!**

**Deadline:** September 1, 2014

**Questions?**

For questions related to the Back-to-School Kit, email [backtoschool@pta.org](mailto:backtoschool@pta.org) or call (800) 307-4PTA.



# Are you ready to attend West Virginia PTA Regional Training? It's almost that time! Plan to attend!

## Top Reasons to Attend:

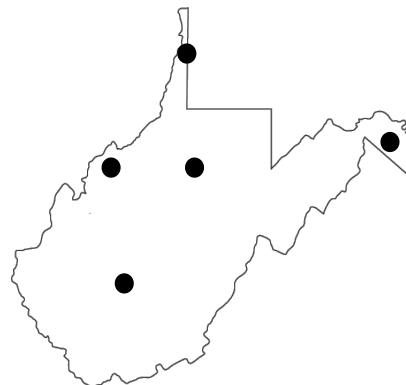
Receive valuable training for all officers!

Receive your 2014 Local Unit Packet!

Learn about the Standards of Affiliation!

Receive the 2014-15 Membership Cards!

Network with other PTA Leaders!



## Join West Virginia PTA around the state as we come to your neighborhood!

<b>Eastern Region</b>	<b>6:30pm</b>	<b>Thursday, July 31</b>	Martinsburg South Middle School 150 Bulldog Blvd Martinsburg, WV 25401
<b>Western Region</b>	<b>6:30pm</b>	<b>Monday, August 4</b>	Martin Elementary School 1301 Hillcrest Street Parkersburg, WV 26101
<b>Central/North Central Regions</b>	<b>6:30pm</b>	<b>Tuesday, August 5</b>	Hilton Garden Inn Clarksburg 606 Emily Drive Clarksburg, WV 26301
<b>Southern/Southwest Regions</b>	<b>6:30pm</b>	<b>Wednesday, August 6</b>	YWCA, 3rd Floor 1114 Quarrier Street Charleston, WV 25301
<b>Northern Region</b>	<b>6:30pm</b>	<b>Thursday, August 7</b>	TBD (awaiting confirmation)

For more information, contact the  
West Virginia PTA Office at (304) 420-9576 or [info@westvirginiapta.org](mailto:info@westvirginiapta.org)



West Virginia PTA is now a clearinghouse for all the essential filings for your PTA! Through the newly implemented Standards of Affiliation, all local units now have a central location to ensure you are meeting federal guidelines as a 501(c)(3) entity.

Each local unit or county council PTA must be in good standing with West Virginia PTA to continue to operate as a PTA and as a tax-exempt organization. In order to remain in good standing, West Virginia PTA requires six easy steps to ensure your PTA is compliant:

- Submit the annual Local Unit Officer Form (now online!);
- Submit membership dues monthly, with a payment of a minimum of ten members by October 15 of each year;
- Submit an annual review/audit of the PTA’s finance records;
- Submit a copy of the annual 990 form or e-postcard;
- Submit proof of your bonding and liability insurance (if your PTA uses AIM, your information is provided automatically by AIM); and
- Submit bylaws for approval every three years.

Being in good standing is easy! It is our goal at West Virginia PTA to ensure that your PTA is running effectively and within the requirements of the government. Please use the chart below to track your Standards of Affiliation. You may direct all questions to [info@westvirginiapta.org](mailto:info@westvirginiapta.org).



**This is effective July 1, 2013**

**Local Unit and County Council Standards of Affiliation**

To be eligible for donations and grants, tax exempt status, and to remain a PTA, all local units and county councils need to be in “good standing” with the West Virginia PTA. The following items must be sent to West Virginia PTA by email [office@westvirginiapta.org](mailto:office@westvirginiapta.org) or mail to P.O. Box 3557, Parkersburg, WV 26103-3557 or fax to (304)420-9577.

Name of PTA \_\_\_\_\_

Date: \_\_\_\_\_

Item	Format Sent	Due to WVPTA Office	Date Sent	Notes
Local Unit Officer Form	Electronically, mail or fax	July 1st		Must have new form every year even if there are no changes
Membership Due (for local units only)	Mail, with Dues Reporting Form	Monthly		Payment of a minimum 10 members must be received by October 1 <sup>st</sup>
Review/Audit of Finance Records	Electronically, mail or fax	120 days after end of fiscal year		Refer to Money Matters Guide
Copy of IRS 990 form	Electronically, mail or fax	30 days after submission to the IRS		Extensions filed with the IRS must be filed with WVPTA
Proof of general liability and bonding insurance	Electronically, mail or fax	Annually		Each local unit is required to submit proof of insurance by October 1 <sup>st</sup>
Bylaws	Electronically with signature page mailed, or entire packet mailed	Every three years		Bylaws should be reviewed and submitted for approval

*A benefit of being a PTA is a central location for all of your important paperwork. As part of our service to you, all information will be kept in each unit/council’s file.*

8/2012

West Virginia PTA Standards of Affiliation require each local unit and county council PTA to submit an annual financial review or audit form within 120 days of the fiscal year ending. Below is a sample form that can be used. For further questions, email [info@westvirginiapta.org](mailto:info@westvirginiapta.org).

PTA/PTSA NAME: \_\_\_\_\_

**ANNUAL FINANCIAL REVIEW (AUDIT) FORM**

For the \_\_\_\_\_ - \_\_\_\_\_ School Year

Beginning Book Balance as of 7/1/ \_\_\_\_\_ \$ \_\_\_\_\_

Income (Receipts) \$ \_\_\_\_\_

Less: Membership Dues Paid to State/National \$ \_\_\_\_\_

**Total Income (used for reporting to IRS) \$ \_\_\_\_\_**

Expenses (Disbursements) \$ \_\_\_\_\_

Less: Membership Dues Paid to State/National \$ \_\_\_\_\_

**Total Disbursements (used for reporting to IRS) \$ \_\_\_\_\_**

Other Adjustments:

Plus: + \$ \_\_\_\_\_

Less: - \$ \_\_\_\_\_

Uncleared Checks	Check Number	Amount

Ending Book Balance \$ \_\_\_\_\_

PLUS: Uncleared Checks \$ \_\_\_\_\_

**Ending Bank Balance as of 6/30/ \_\_\_\_\_ \$ \_\_\_\_\_**

This is to certify that the financial records of the above PTA/PTSA have been examined by the undersigned Financial Review Committee and that all/most/some/none of the disbursements were properly made and with the required authorization. The undersigned also certify that the above ending book balance is correct. (This **MUST** be read to your general membership at the first meeting of the new school year.)

Financial Review Committee Signatures:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Received by President \_\_\_\_\_

West Virginia Congress of Parents and Teachers, Inc.  
P.O. Box 3557  
Parkersburg, WV 26103-3557

Nonprofit Organization  
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## **West Virginia PTA President's Mailing**

**July 2014**

West Virginia PTA • P.O. Box 3557 • Parkersburg, WV 26103-3557 • (304) 420-9576  
[www.westvirginiapta.org](http://www.westvirginiapta.org) • [info@westvirginiapta.org](mailto:info@westvirginiapta.org)

**The 2014-2015 Reflections theme is**  
***"The world would be a better place if..."***

*Categories include:*  
**Visual Arts**  
**Literature**  
**Photography**  
**Dance Choreography**  
**Music Composition**  
**Film Production**  
**Special Artist**

