



Welcome! We are excited that you have taken the first step towards becoming a PTA.

This guide is designed to walk you through the process of organizing your new local unit. Should you have any questions as you read this material, please contact:

- Your Regional Director (information can be found in the West Virginia PTA Board of Managers Directory)
- The West Virginia PTA office at office@westvirginiapta.org or by calling (304) 420-9576

You have chosen to be a part of something great! PTA has over 5 million members nationally and an extensive support network to assist local unit success. Anyone may take the first step towards organizing a local unit. When parents and other citizens take the initiative in organizing a PTA, they should enlist the support of the school principal or superintendent, several teachers and community leaders. It is important that all people involved are committed to the mission, objectives, basic policies and guiding principles of the PTA.

Organizing a new unit is not as complicated as you may think. There are a few basic rules that need to be followed, but beyond that, **fun and excitement is key**. Enjoy the process. You are creating the start of something wonderful for your community.

You will probably need at least two meetings to get your new unit off the ground. Schedule them with plenty of advanced notice so that you can maximize attendance. The meetings should follow in this order. *While it is technically possible to hold only the second meeting and get a PTA chartered, it is important to be sure you have the principal's support, the parents' enthusiasm and participation, and the cooperative effort needed to lay the groundwork for organizing the new unit.*

Meeting 1 or Planning Meeting: A planning meeting with the people requesting to start a PTA, the principal, and/or an administrator to lay groundwork and to get started on the charter paperwork.

Meeting 2 or Organizational Meeting: An organizational meeting with all parents to explain the concept of PTA, ratify the PTA, approve bylaws, select officers, collect dues, and set a plan of work for the coming year.

Your Step-by-Step Process

- Step ONE: **Check the National PTA website to find out if a local unit already exists at your school** use the look-up feature at www.pta.org/jp_find_your_PTA.html. There may have been a unit at one time that you are not aware of.

- Step TWO: **If you haven't already done so, contact the West Virginia PTA office to notify them of your intentions to organize a local unit.** You can send an email to office@westvirginiapta.org that contains your contact information including address, phone number and email address along with the name of the school or call the state office at (304) 420-9576.

- Step THREE: **You will receive a letter with contact information from a member of the Board of Managers to assist you.** *You may have already received this letter and are already past this point! Good job!*

- Step FOUR: **Make contact with your Regional Director or Extension Chair.** This person can be a strong supporter of your efforts. Their contact information will have been provided to you in the initial mailing of interest request. If you do not have this information, please contact the state office at office@westvirginiapta.org and they will provide it to you. It is important to have your official organization and chartering take place under the guidance and direction of this representative or someone that the West Virginia PTA will appoint. The state representative makes sure that your group meets the eligibility requirements and explains the necessary procedures.

- Step FIVE: Call an **Informational Meeting** where you will **form a planning committee and meet.** Identify others interested in a PTA and invite them to be a part of the planning process. The responsibility of this group is to make definite plans for an Organizational Meeting. Select a chair and a secretary of the planning committee to undertake these responsibilities until officers are elected. Survey the attendees to see who is willing to be nominated for office.

- Step SIX: **Organize temporary committees** such as bylaws, nominations and membership. These committees are strongly suggested, and the group may optionally form a publicity and hospitality committee to help get the word out and to have a plan for refreshments at your organizational meeting. Each committee should begin work so that they will have a plan to present at the organizational meeting. **See Appendix A for a complete listing of suggested committees and their responsibilities.**

- Step SEVEN: **The Nominating Committee will be charged with finding officers to submit to the body when formed. Send out nomination forms for officers** to all eligible people. **See Appendix G for a sample letter for nominations.**

- Step EIGHT: **Set the time and place for the Organizational Meeting.** Let your state PTA representative know the date so that they can attend to address your attendees and to provide information and materials about PTA. The state representative will be helpful in making sure that your group meets the eligibility requirements and in explaining the necessary procedures for organizing.

- Step NINE: Prepare copies (or provide a way for all to see a copy via projector) of your proposed bylaws to be distributed at the organizational meeting. All new units are encouraged to use the bylaws committee and the Suggested Local Unit Bylaws to assist with the original designing of your bylaws. **See the enclosed Suggested Local Unit Bylaws.**

- Step TEN: **Publicize the Organizational Meeting** by distributing a “Notice of Intent” (See Appendix F for sample meeting notice) which includes all pertinent information such as (1) when the meeting is taking place, (2) where the meeting is taking place, (3) who should attend, (4) why they should attend, (5) whom to contact for more information, to all parents, teachers and other school staff, and community members. Place posters around the school, on the school website, and use your school’s marquee sign. Also, if possible, put a notice in the local newspaper, district bulletin, and other media sources.

- Step ELEVEN: **Hold your organizational meeting**, preferably at the school to which you will be affiliated. WELCOME everyone who attends. Consider nametags if there will be people who do not know each other. To prepare for the organizational meeting, the temporary chairman and temporary secretary should make an agenda. **See Appendix B for a sample agenda or follow the suggestions in Appendix C.** Your goal for this meeting is to actually form and charter your new unit.

Congratulations! You have taken all the steps to become a chartered PTA Unit!

Now there are just a few more tasks that you need to complete to have a fully operating unit. Should you have any questions, your Regional Director or state representative is still here to help you. While your local unit is independent, you still have the support of your county council, regional director and the West Virginia PTA.

Task ONE: **Submit a packet with the following forms to the West Virginia PTA Office, P.O. Box 3557, Parkersburg, WV 26103-3557.** These forms can be found in Appendix H, I, J, and K

- PTA Unit Membership Application Form
- EIN number – using IRS Form SS-4 (form may also be obtained by visiting the IRS website, www.irs.gov)
- Letter requesting 501(c)(3) tax-exempt status from West Virginia PTA (See Appendix K for sample)
- Dues (state and national portion only) using the Dues Reporting Form
- Five (5) copies of the approved local unit bylaws with appropriate signatures
- Officer names and contact information using the Local Unit Officer Form

Task TWO: **Call a meeting of the elected officers for the purpose of setting goals, creating standing committees and selecting chairs.** These chairs will make up the rest of your executive board. Refer to the PTA Mission Statement to match your plan with the overall mission. Discuss basic goals for the upcoming year and agree on a few simple areas to concentrate your unit's efforts.

WARNING! Don't try to do too much too soon!

Task THREE: **Complete the following forms and purchase insurance for you new Local Unit. (Remember we are here to help!)**

- West Virginia State Tax Department Business Registration
- Purchase bonding , liability insurance, and directors and officers insurance. We recommend Association Insurance Management (AIM), Inc., because of their support of PTA, however each unit is free to choose the company of their choice.

- Task FOUR: **Review materials given to you by the West Virginia PTA.** Review the duties of each officer. **Specific suggested officer responsibilities are listed in Appendix D.** Check out the National PTA Back to School Kit, found at www.pta.org.
- Task FIVE: **Arrange training for the board.** You may choose to attend an upcoming Regional Training, the West Virginia PTA Annual Convention, or if there will be more than three months until those training opportunities are available, or you would like an individual training, you may request training from the West Virginia PTA. The West Virginia PTA President will arrange for the official West Virginia PTA training for your local unit at a time that is convenient for you and your board.
- Task SIX: **Create a PTA History Book.** Every new unit will have paperwork that should be retained as a permanent record. These records will become your history book. This information is property of PTA and should remain with the unit. The secretary and/or treasurer should have the responsibility of updating the information as needed. Your unit can be audited at any time by the state PTA or appropriate government agencies. It's best to have all legal and financial information in this history book, giving easy access to information over a period of time. Some of the items that should be in your history book are:
- List of charter members
 - Copy of the charter
 - Copy of the unit membership application
 - State-approved bylaws
 - Copy of completed form SS-4
 - Minutes from organizational meeting
 - Tax-exempt related documents (federal, state and/or local)
 - Bank account information
 - Approved budget information
 - Insurance policy and information
- Task SEVEN: **Call a meeting of the executive board to make plans for the first regular meeting.** The executive board includes you committee chairs. It is important to begin including your executive board in decision-making so that you are inclusive.

- Task EIGHT: **Communication is the key to success, so GET THE WORD OUT!**
Once you have formed your local unit, send out a publicity release informing the community that a PTA has been formed. Please copy our state Marketing/PR Chair to have your good news published in state publications. You should consider publishing your own PTA newsletter to keep parents informed; talk about your information in the inaugural issue of this newsletter.
- Task NINE: Plan to attend the next West Virginia PTA Convention where you will receive your official PTA charter.

Benefits of PTA

Numerous benefits are available to dues-paying units and members.

Here are just a few that are available from the National PTA: access to *Quick Reference Guides*, which are reference manuals containing the National PTA “Handbook” as well as information on unit finances (*Money Matters*), legislative issues, membership drives, leadership development, and marketing and public relations; *Our Children Magazine*, a publication from National PTA that is sent to all local units six times annually; professionally designed public service announcements (PSAs) to aid in membership recruitment; PTAs annual national convention registration information; back-to-school kit containing recruitment ideas and other materials to get the year started; a number of award and grant opportunities; National PTAs Teacher Appreciation Week; the Reflections program, which is PTAs signature arts enrichment program; numerous resources on parent involvement programs, fundraising, and working collaboratively; and much more!

See www.pta.org for an informational sheet on the benefits provided by the National PTA. This is reproducible so that you can distribute copies to your members. Often members are not aware of their membership in the state and national PTA or the benefits of their PTA membership.

Additionally, because of the size of our association, the National PTA is able to partner with businesses and negotiate special discounts, fundraising opportunities, and other valuable benefits exclusively for PTA members. When you make purchases from these companies, not only will you receive a discount, but PTA will also receive a percentage of royalties from the sale. The National PTA is working diligently to establish relationships with additional member benefit providers to provide you with even more exclusive benefits in other categories. When you see

the Proud Member Benefits Provider logo, you'll know the company has established a relationship with PTA to provide special services or discounts exclusive to PTA members. **Check the National PTA website regularly to see what discounts and specials you can make known to your local unit members.**

With the PTA membership card, members are able to register their membership and can receive member benefits.

Don't forget, as a member of the West Virginia PTA, you enjoy strong state leadership, training and support to all units. If you need assistance, just email office@westvirginiapta.org. Local units can also seek benefits from local businesses for their members. These membership benefits will give you another way to "sell" membership to your local unit. It is also a nice way to connect your local unit with the community. Your PTA can offer all these benefits and more for one low local unit membership price.

This guide was adapted from the Virginia PTA. Through our association, PTAs share their materials, resources and ideas with all other PTAs throughout the country.

First Things First... You've done the hard part, now... **When** you receive confirmation from the West Virginia PTA, you will want to take these next steps. **Continuing the energy is key to creating an active PTA.** Involve as many members as possible in the beginning stages of your local unit.

- Distribute official membership cards to your charter members when received by the West Virginia PTA. Still continue to sell memberships to anyone interested in your school and PTA. Go beyond your local parents and include teachers, administrators, grandparents, aunts, uncles, neighbors and business partners. Local business will be especially interested in appearing in your first newsletter as a charter member!
- Form committees to: Review and become familiar with the unit bylaws, prepare a calendar listing deadlines for dues payments, set programs and develop projects, set executive committee and/or executive board and general membership meetings. If your unit is part of a council, find out when those meetings are and attend; find out from your Regional Director when your regional training will be held; find out where and when the state and national conventions will take place. Plan and budget accordingly. These are legitimate uses of PTA funds.
- Committee chairs should write a plan of work for their area. Plans of Work include committee goals, objectives, programs, and projects; and should also approximate the costs for accomplishing them. These will be a starting point for the programs you will have your first year.
- Consider developing a website. Many school districts will allow you to use their web server – talk to your principal/superintendent about this directly. If not, there are plenty of web-based programs that are each to use.
- Members of the executive board should review the Plans of Work presented by committee chairs and assemble a list of goals and objective for the PTA. Estimate the cost to accomplish the goals in order to set a budget, determine how you will raise the funds and a timeline to achieve the goals. The board should review the goals periodically to measure successes and locate areas for needed improvement.
- Set a date for your first general membership meeting. Publicize it as a celebration and encourage all parents to attend.

- Prepare a **proposed budget** utilizing the Plans of Work. If you have questions about this process, check out the National PTA website and look for “Money Matters” or contact the West Virginia PTA treasurer for assistance. Give consideration to how you will fund the budget – your executive board should recommend to the general membership ways to accomplish this. After your board reviews this budget, you should then be prepared to recommend adoption by the general membership.
- Make plans to attend the West Virginia PTA Convention to receive your charter. Attending is a legitimate PTA expense.

Appendix A: Temporary and Permanent Committees

Bylaws Committee*

A bylaws committee of three to five persons selected by the planning group should look over the Suggested Local Unit Bylaws and determine which articles should be adjusted to meet local needs. Bylaws must remain in harmony with both the state and national PTA. The committee should prepare copies of the proposed bylaws to be distributed at the organizational meeting. A bylaws template and instructions has been included with this guide, and can be requested by emailing office@westvirginiapta.org. To simplify, a “help” sheet is provided in Appendix E for ease of preparation. For additional help with bylaws, please email West Virginia PTA’s Vice-President, which is the individual at the state who oversees bylaws.

Membership Committee*

This group should plan to sign up all interested persons. This committee may want to work with the temporary secretary to determine the time of membership enrollment.

Nominating Committee*

This committee should work closely with the bylaws committee to determine which officers will be elected each year. The West Virginia PTA representative will be very helpful in explaining the nominating and bylaws process. The committee should be made up of at least three people (always an odd number) and should nominate one person for each office to be filled.

Publicity Committee

Every kind of publicity offered by the community, including newspaper, radio, television, telephone, and circular letters, should be used to publicize the meeting. If possible, all members of the planning group should help the publicity committee by making personal calls to prospective members to explain the reason for organizing a PTA and why they are needed as members. **Personal contact makes a Big Difference!**

Hospitality Committee

Members of this committee should be chosen for their ability to develop a spirit of friendliness within the group. It is important that they have knowledge of the customs of the community since this is essential to making everyone feel welcome.

**strongly suggested to be formed at the informational meeting*

Appendix B: Organizational Meeting Agenda

(PTA Name) Organizational Meeting Agenda
(Location)
(Date, Time)

Opening

Call to Order
Pledge of Allegiance
Introductions of Special Guests

Move to Organize

Bylaws

Reading of Bylaws
Adoption of Bylaws

Intermission

Refreshments
Charter Membership Enrollment-Membership Committee

Call to Order

Officers

Nominating Committee Report
Call for Nominations from the floor
Credentials Report
Election of Officers
Installation of Officers

Business

(as pre-determined by organizational committee)

Announcement of first general membership meeting date/time

Adjourn

Appendix C: Step-by-step Organizational Meeting

Call the Organizational Meeting to order. The chair of the planning committee explains the purpose of the meeting and introduces speakers who explain the policies and purposes of the PTA. Include representatives of the state and/or county council PTAs. Be sure to have the secretary take minutes.

Move to organize. The chair calls for a motion to organize the local PTA. “Is there a motion to organize the (PTA Name) PTA?” The PTA is officially organized when the motion is made, receives a second, and is carried by a majority vote.

Distribute and present bylaws. A member of the temporary bylaws committee reads the proposed bylaws and calls attention to articles and sections required for all PTA units. (Consider having them on an overhead to save copy costs). The committee member then moves for their adoption, each article is then read separately so that amendments, if any, can be considered and acted upon. As each amendment is offered, it is stated by the committee member, debated, and voted on immediately. A majority vote is required for adoption. Final motion is made to adopt the bylaws as amended (if there are amendments).

Hold a short intermission and enroll members. On payment of dues (amount decided on during the adoption of bylaws), people become charter members of the new PTA. An accurate list of members should always be kept. Some units produce a plaque to place in the school with a list of their charter members.

Reconvene and call for the nominating committee report and nominations from the floors. The chair reconvenes the meeting for nominations and elections. All candidates nominated must be members of the PTA and their consent must be obtained before their names are submitted for nomination. The election should be by ballot, unless there is only one nominee, in which case the election may be by voice vote. Officers should be voted on one by one. Only members may vote.

Install newly elected officers. The state or council PTA representative can be asked to perform the installation.

The newly elected president takes the chair and calls for further business (sets the date of first regular meeting, possible agenda items, etc.).

Appendix D: Duty Checklist of Newly Elected Officers

President Check List (check off as completed)

- Call a meeting of elected officers for the purpose of creating standing committees and selecting chairs. Include the school principal.
- Provide the state office with a roster of elected officers and their contact information. See **Appendix I for the Local Unit Officer Form.**
- Review resource materials received from the West Virginia PTA and pass it on to the newly elected officers and appointed chairs to review as appropriate. Each member of the executive board should thoroughly understand the purposes, policies, and programs of the PTA as a whole. The National PTA “Handbook” and West Virginia PTA materials should be studied and referred to frequently. Local unit resources are available on the National PTA website, www.pta.org.
- Arrange for training for your executive board through the West Virginia PTA.
- Suggest that the chair of each standing committee put together a plan of work and present it to the executive board for approval. Do this before the first regular meeting of the PTA in order for a budget to be adopted and other committee work to be assigned.
- Work to complete business registration forms for appropriate governmental entities (i.e. West Virginia Secretary of State, etc.).

Secretary Check List (check off as completed)

- Make a list of all members paying dues and work with the treasurer to send the appropriate amount of dues to the West Virginia PTA
- Place a copy of the membership list in the secretary’s book, treasurer’s file and membership chair’s file.
- A list of charter members should be made for the unit’s history book.
- Work with the president to submit names and addresses to the West Virginia PTA. See **Appendix I for the Local Unit Officer Form.**
- Submit five (5) copies of the adopted bylaws to the West Virginia PTA for approval. *Upon approval, three copies will be returned to be included in the secretary’s permanent record, the president’s file, and bylaws chair’s file*
- Prepare minutes of the organizational meeting so they may be provided to the membership at the first regular meeting of your PTA
- Begin a permanent record of all minutes approved by your executive board and general membership meetings. These minutes should be kept indefinitely.

Treasurer Check List (check off as completed)

- Open a checking account in the name of the PTA unit at a bank approved by the executive board. Take a copy of the minutes to the bank and the PTAs FEIN number to show authority for opening the account. All funds raised through the PTAs efforts should be deposited into this account. Never use the school or another organization's account to deposit funds.
- Get authorization for signatures for the treasurer and president. Other officers may be authorized to sign in their absence if you choose.
- Purchase an account ledger for proper book keeping and accounting of funds.
- Purchase checks for the new PTA. It is highly recommended that the PTA use a desk style checkbook.
- The treasurer for payment of membership dues should prepare a check to the West Virginia PTA for the amount of \$3.75 per member. This amount represents the \$2.25 portion for National PTA and \$1.50 for West Virginia PTA dues.
- Purchase insurance to protect your membership, officers and PTA assets.

Appendix E: Help Sheet for Drafting Bylaws

Complete this information for help in completing your local unit bylaws.

Your School's Name (full name of school) _____

Address: _____

Where your school is located: _____ (city)

What officers do you have (want):

President (required, no co-presidents permitted)

Treasurer (required, no co-treasurers permitted)

Select at least one other officer:

Vice President(s): How many? _____ (If more than one, list separate duties)

1st _____ 2nd _____

Secretary Recording (add any special duties) _____

Secretary Corresponding (**OPTIONAL**, how will their duties differ from the Recording Secretary?)

When is your election held? _____ (what month) example: April

What is the **term** your officers will fill ____ (how many years will they serve between elections?)?

What is the limit of terms in a position that each officer may serve?

Circle one: 1 term 2 terms 3 terms

(Note: multiply by term to get the number of years they will serve)

Nominating Committee (how many members - **MUST** be an odd number) _____

Executive Board (required): How many days' for a meeting notice: _____

General Membership meetings (required): How many meetings per year? _____

"Special General Membership Meeting": How many days' for a meeting notice: _____

Quorum for General Membership meeting (must be no less than 10) _____

Committee Members: **Elected** **Appointed** (circle one) Term of service? _____ years

Name of your Council (if you belong to one) _____

Fiscal Year: **July 1 to June 30, is the required fiscal year of all units in West Virginia.**

Appendix F: Sample Organizational Meeting Notice

Date:

To: Parents, Teachers, Staff, and Community Members

From: **(Name), Planning Committee Chair**

Re: Parent Teacher Association (PTA) Organizational Meeting

We are pleased to announce that an organizational meeting will be held on **(date)**, **(time)**, at **(place)**, for the purpose of organizing a Parent Teacher Association (PTA) for **(school name)**. Through the PTA, we can help strengthen the quality of life and education in our community. The PTA is a valuable line between home, school, and the community, providing all with important information benefiting our children.

Representatives from the West Virginia PTA will be present to explain the benefits, basic policies, and procedures of the association, allowing time for questions and discussion. Through the PTA, we will join a vast history of advocates that spans more than 118 years, which has always put children first.

After voting to organize, we will adopt bylaws, accept charter memberships, and elect officers so that our PTA can begin operating immediately. In this association, we will join with parents, teachers, administrators, school board members, and other citizens to enhance the educational, health and safety, and cultural opportunities for every child.

Looking forward to seeing you at the meeting!

Appendix G: Sample Nomination Form

To: Future members of the (name) PTA
From: **(name), Planning Committee Chair**
Re: Nominations of Elected Officers

We are seeking nominations for President, Vice President, Treasurer and Secretary for our new PTA. We are looking for widespread involvement and interest and are committed to an open process as we seek, recruit, and develop new leaders. Advanced nominations are encouraged. To make a nomination, complete the nomination form and return to (school name) by (date) to: (name), Planning Committee Chairperson, (address), Attention (name) PTA

Position (check one):

President Vice President Secretary Treasurer

Name: _____

PTA Position(s) Held: _____

Home Phone: _____ Cell Phone: _____

Email address: _____

Best time of day to be reached: Morning Afternoon Evening

Signature of nominee (not required): _____

Your signature acknowledges you have reviewed and agree with the mission and purposes of the PTA and intend to be a charter PTA member.

Appendix H: Application for Membership

Date: _____

The _____ PTA hereby makes an application for membership to the West Virginia Congress of Parents and Teachers, Inc. (West Virginia PTA), and submits:

1. ____ Five (5) required copies of its bylaws for state approval
2. ____ \$_____ (state and national portion of dues) for ____ members (please include the Dues Reporting Form)
3. ____ Names, addresses, phone numbers and email address of *all* elected officers (please include the Local Unit Officer List form)

Name of West Virginia PTA Representative: _____

PTA President: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email address: _____

Term Begins: _____ Term Ends: _____

Name of PTA: _____

Permanent Mailing Address: _____

City: _____ Zip: _____ County: _____

PTA Structure: Elementary Middle/Junior High High School

Number of Membership Cards Needed: _____

Appendix I: Local Unit Officer Form

Local Unit Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Principal: _____

Term Dates: Beginning: _____ Ending: _____

President: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email address: _____

Vice President: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email address: _____

Second Vice President: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email address: _____

Secretary: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email address: _____

Treasurer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email address: _____

Appendix J: Membership Dues Reporting Form

Name of PTA: _____

Permanent Mailing Address: _____

City: _____ Zip: _____ County: _____

PTA President: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email address: _____

PTA Treasurer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email address: _____

A total of \$3.75 per member is to be sent to the WV PTA - \$1.50 of the total amount will be kept at the state level and \$2.25 will be sent on to the National PTA. DO NOT SEND ANY DUES TO THE NATIONAL PTA. The WV PTA is responsible for making membership reports and payment of dues to the National PTA. Please make checks payable to the WV PTA.

<p>▪ _____ (number of members) x \$3.75 = \$ _____</p>
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WV PTA BY-LAWS

Article VII, Section 4: Each member of a local PTA shall pay such annual dues to said organization as may be prescribed by the organization. The amount shall include the portion payable to the WV PTA (the state portion) and the portion payable to the National PTA (the national portion).

Article VII, Section 6: The WV PTA portion of each member's dues shall be one dollar and fifty cents (\$1.50) per annum. Dues are to be remitted to the WV PTA office on a monthly basis.

Appendix K: Sample letter requesting 501(c)(3) tax-exempt status from West Virginia PTA

[Date]

West Virginia PTA
Attention: President
P.O. Box 3557
Parkersburg, WV 26103

Dear West Virginia PTA:

[School Name] PTA is requesting to receive 501(c)3 tax exempt status under the West Virginia PTA group exemption. [School Name] PTA is registered with the West Virginia State Tax Department and has received an Employer Identification Number from the IRS. Below, you will find the required information to notify the IRS of our tax-exempt status under the West Virginia PTA group exemption.

Official PTA Name: [List official name as approved by the IRS]

EIN: [List the EIN]

Address: [List Address]

City, State, Zip: [List City, State, Zip]

President: [President's Name]

Secretary: [Secretary's Name]

Treasurer: [Treasurer's Name]

If you have any further questions, please contact [list name of contact] at [list phone number and email address].

Sincerely,

[Name of Person Requesting]

[Title]

West Virginia PTA Use Only:

When providing this document to a perspective local unit, please include the following:

- West Virginia PTA Organizing a New Unit Guide
- Suggested Local Unit Bylaws
- West Virginia PTA Handbook
- West Virginia PTA Membership Handbook
- West Virginia PTA Reflections Guide
- West Virginia PTA Training Manual
- West Virginia PTA Board of Managers Directory
- National PTA Brochures