

OCTOBER 1ST LOCAL UNIT CHECKLIST



Local Units must submit the following items to the SCPTA by October 1st.

These items are required for units to remain in good standing with the SCPTA. We are required by law to report all non-compliant units to the IRS annually. Please attach all required items to this checklist and submit to the SCPTA office at the address below.

Checks should be made payable to SCPTA.

Contact your District President or the SCPTA office for assistance.

REQUIRED ITEMS

- Local Unit Membership Report form
- Dues payment (\$3.25 per member)
- Electronic Membership roster submitted to lwelch@scpta.org
- Financial Review Report form
- Financial Review Checklist
- PTA budget approved by local unit membership with approved minutes

OPTIONAL ITEMS

- *SCPTA Historic House Preservation Fund donation
- *Helen Stokes Memorial Scholarship Fund donation
- *Gerry Pfaehler Endowment Fund donation
- *Founder's Day donation
- **Our Children* magazine subscription for school

* Starred items are for SCPTA Goals items.