

# Good Standing Checklist

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| Action Item                                                                                                                                                              | Due Date                                                                                           | Completed |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------|
| Input local officers to Givebacks                                                                                                                                        | July 1 <sup>st</sup> or within 15 days of elections if held after July                             |           |
| Upload the Bylaws Distribution Form to the Bylaws Certification in Givebacks*                                                                                            | October 1 <sup>st</sup>                                                                            |           |
| Upload proof of liability and bond insurance to Givebacks**                                                                                                              | October 1 <sup>st</sup>                                                                            |           |
| Upload previous years' financial review and year-end (June) bank statement to Givebacks                                                                                  | November 15 <sup>th</sup>                                                                          |           |
| File federal tax return (990, 990EZ, 990N) and upload proof of filing to Givebacks                                                                                       | November 15 <sup>th</sup>                                                                          |           |
| Register and file the required documents with the SC Secretary of State, or complete the PTA registration exemption form if applicable; then upload proof into Givebacks | November 15 <sup>th</sup>                                                                          |           |
| Submit annual budget and minutes approving the budget to Givebacks                                                                                                       | November 15 <sup>th</sup>                                                                          |           |
| Input all members into Givebacks                                                                                                                                         | Ongoing throughout the fiscal year                                                                 |           |
| Remit outstanding state/national dues to the SCPTA                                                                                                                       | October 1 <sup>st</sup> , December 1 <sup>st</sup> , March 1 <sup>st</sup> , June 30 <sup>th</sup> |           |

\*Most units have already adopted the 2025 version of [Local Unit Bylaws](#). If you have not, you will need to adopt them before submitting the Bylaws Distribution form by completing all of the following :

1. Approved by your board
2. Approved by general membership
3. Approved by the SCPTA. (Email bylaws and minutes approving bylaws to [cmale@scpta.org](mailto:cmale@scpta.org). **Do not** upload them to Givebacks. We will upload them for you).

\*\*Liability insurance must be a minimum of \$2M (\$1M per incident), and bond insurance must be a minimum of \$10k. For any questions, please email us at [office@scpta.org](mailto:office@scpta.org).