Here is an example of a correctly filled-out membership & dues report.

**PTA Unit ID#** is a unique 8-digit number issued by National PTA. Check with your treasurer, district or state office if you are unsure.

There are 2 principals and 33 teachers who enter grades for students so the “magic number” of **Total School Faculty** = 35. All 35 joined PTA plus the school bookkeeper and the nurse joined so 37 total **new school employee members** are reported. 105% faculty membership!

The **student enrollment** on the 10th day of school was 500.

As of this report, a total of **100 parents** had joined the PTA.

Total members reported: 37 + 100 = 137

Total remittance: 137 x $3.25 = 445.25

There will be 137 names of members with contact information on the Excel spreadsheet submitted to SCPTA.
Example from a high school

PTA Unit ID#: 8 digit number assigned by National PTA. Check with treasurer, District or State PTA

There are 4 principals and 86 teachers who issue grades. “Magic number” for Total School Faculty = 90

84 teachers and all the principals joined. A guidance counselor & the resource officer also joined, 84 + 4 + 2 = 90
Total New School Employee Members 100% Faculty goal reached!

Student enrollment on 10th day of school 1500.

50 students and 250 parents joined for A total of 300 New student/parent Members

Total members this report 90 + 300 = 390
Total remittance 390 x $3.25 = 1267.50
How Reports later in the year would look:

Total School Faculty number & Total Students stay the same all year.

3 new school employees (librarian & after-school workers joined since the Sept report. Only note the new members since the last report.

After the first PTA meeting and successful Open House, the Membership Chair completed compiling the spreadsheet of all the paid members. 360 folks, who are not school employees, have joined since the last report!

Total members reported for Oct: 3 + 360 = 363

Added to the previous report’s total Membership of 137, this unit now has 100% membership! 137 + 363 = 500

The Excel spreadsheet emailed to SCPTA will include 363 new names with contact information.