



UNIT AND COUNCIL - GOOD STANDING CHECKLIST

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To participate in PTA programs, qualify for awards, and be eligible for donations and grants, units and councils must be in “good standing” with the Virginia PTA. The following items should be sent to Virginia PTA by email to info@vapta.org, or mail to 1027 Wilmer Avenue, Richmond, VA 23227 or fax to (804)264-4014.

Name of PTA/PTSA/Council _____

Date: _____

Item	Format Sent	Due to VAPTA Office	Date Sent	Notes
Officer Information Sheet	Electronic, mail, or fax	June 15 th		Officer information is submitted every year even if there are no changes.
Membership Dues (for local units only)	Mail, w/Dues Remittance Form	December 1 st		Monthly submission starting in August is recommended.
Audit	Electronic, mail or fax	October 31st- or once approved by general membership		Refer to VA PTA website for forms.
Copy of IRS 990	Electronic, mail or fax	Within 30 days of filing.		990N-forward email receipt to liaison@vapta.org . 990-EZ and 990, send full copy.
Bylaws	Mail with original signatures	Every five years		Bylaws are reviewed, utilizing the most current template, and updated with new requirements.

All forms can be found at www.vapta.org. As part of our service to you, all submitted information is kept in the state office in each unit/council's file. Please note: one additional item may be added to the components of good standing pending the 2017 Annual Meeting in July: the submission of your membership list.