
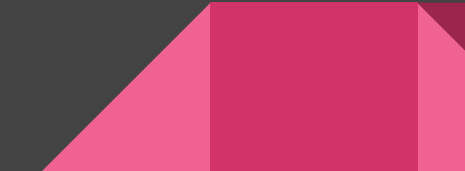


PTA Levels of Support

- National PTA
 - California State PTA
 - Thirty-Third District PTA
 - Torrance Council of PTA
 - Your Unit (Your school's PTA)
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PTA Vocabulary

- TCPTA- Torrance Council of PTAs
 - CAPTA-California State PTA
 - Membership list- List of all members that have joined your PTA.
 - Council Solicited Memberships - Members that are solicited by TCPTA on your behalf.
 - Remit- To forward money to TCPTA
 - Through Channels- Forwarded to each level of PTA without jumping over a level.
 - The Toolkit - A detailed guide book to help your unit.
 - Unit Bylaws - The rules that govern your unit.
 - PTSA - Parent Teacher Student Association
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Financial Procedures

- Traditional Envelope
 - Collect Envelopes
 - Do not throw away the envelopes
 - Use envelopes to create your membership list
 - Count money with one other PTA/PTSA officer
 - DO NOT take money home
 - Fill out a Cash Verification form
 - Make arrangements to meet with Financial Secretary to give them the money to be recorded and deposited. If your unit does not have a Financial Secretary then the Treasurer will do the deposit.
- TOTEM
 - Money is automatically sent through Channels, nothing else to do
 - TOTEM creates a membership list for you.


Dues Breakdown

- Unit Dues \$10 (example)
- Unit will remit \$6 to TCPTA
 - National PTA - \$2.25
 - CAPTA - \$2.00
 - Thirty Third District - \$.50
 - TCPTA - \$1.25




Job Description from the Toolkit

The PTA membership chairman/vice president works with the membership committee to plan the annual membership campaign. The membership chairman/vice president is responsible for creating and implementing a membership plan, promoting membership throughout the year, providing membership reports at PTA board and association meetings, collecting dues, and distributing membership cards.



Ways to Join PTA/PTSA

- Traditional - Membership Envelope (check/cash)
 - Membership Info in 1st Day Packet
 - Membership table at registration, school events or at drop off and pick up
 - TOTEM
 - Send link out with registration information packet/email
 - Eblast link through the school's email system
 - PTEZ Web Store/other online store
 - Send link out with registration information packet/email
 - Eblast link through the school's email system
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Who can join PTA/PTSA?

Any individual who subscribes to the purposes and basic policies of PTA.

- Parents,Caregivers,Guardians
- Teachers and Administrators
- Community Members- Council Solicited
- Relatives
 - Out of State join via TOTEM

Please take this quick survey

<https://forms.gle/Mjs7opCK6TTutkNDA>

