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POLICY FOR UNIT AND COUNCIL CONTINUING AFFILIATION

To be eligible for donations and grants all units and councils need to be in "good standing" with the Connecticut PTSA. The following items must be sent to Connecticut PTSA either via email connecticut.pta@snet.net or snail mail 60 Connolly Parkway, Hamden, CT 06514:

Name of PTA _____

Date: _____

Item	Format	Deadline	Date Sent	Notes
Officer Information Sheet	Electronically	July 1st		Must have new form every year even if there are no changes
Dues	Mail w/Reporting Form	Monthly		Dues must be received by Oct. 15 th to be eligible for insurance
Review/audit of finance records	Electronically, mail or fax	September 30 th		See attached sample of form to submit
Copy of 990	Electronically, mail or fax	November 30th		
Proof of Insurance	Electronically, mail or fax	November 30 th		
Bylaws	Electronically, mail or fax	Every three years		Bylaws should be reviewed and updated if needed. If no update is needed then an email stating so should be sent.

A benefit of being a PTA is a central location for all of your important paperwork. As part of our service to you all information will be kept in each unit/council's file.