



## UNIT AND COUNCIL – STANDARDS OF AFFILIATION CHECKLIST

In addition to the items listed below, local PTAs and councils shall uphold the ethics, policies, and principles of PTA and shall not take positions in conflict with adopted VAPTA or National PTA positions, resolutions, or issues, or the values, mission, vision, and purposes of PTA.

For assistance with this checklist or help understanding any of the requirements, please contact council leaders (if applicable) or a district director.

Please use this sheet for your own organization resource.

PTA/PTSA/Council Name \_\_\_\_\_

Region/Council \_\_\_\_\_

Item	Submit Via MemberHub [No later than date provided]	Notes	Responsible PTA Leader	Date Complete
Officer List	June 15 <sup>th</sup>	Executive Board information is submitted every fiscal year even if there are no changes. Please include elected officers, committee chairs, and your Principal. Please update through-out the year if there are changes.		
Insurance	Oct. 1 <sup>st</sup> in 2022 June 15 <sup>th</sup> thereafter	Upload declaration page.		
Membership List (for local units only)	1 <sup>st</sup> of each Month	Electronic Payment via MemberHub is preferred		
Audit	August 1 <sup>st</sup>	Refer to VAPTA website for forms.		
IRS 990 Tax Filing	August 1 <sup>st</sup>	990N – Accepted confirmation. 990EZ/990 full copy.		
Bylaws Organizational Structure Form	Maintain Current Version	Your Organizational Structure Sheet (page 1 of your Bylaws) should be maintained in MemberHub account. Please re-submit anytime your membership votes on change		

All forms can be found at [www.vapta.org](http://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.

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