

Idaho PTA Policy -- Standards of Affiliation

PTA Affiliate Name: _____

Year: _____ President: _____

Standard of Affiliation	Submit on or Before	How to Submit	Date Completed
1. *Officer/Chair list to State PTA	June 1	Easily fill out online form _OR Download the Board List form and mail to Idaho PTA or email to idahoptaboard@gmail.com Update registered agent with new board with the Secretary of State at https://sosbiz.idaho.gov/	
2. *Volunteer Service Hours	September 15	Easily fill out an online form . Download the Volunteer Service Report and mail to Idaho PTA or email to idahoptaboard@gmail.com	
3. *Dues paid to Idaho PTA and National PTA	November 1	Report and pay online -OR- Download Membership Dues Remittance Form and mail form and check for \$7.50 per member to the Idaho PTA office	
4. Membership list to Idaho PTA (5 member minimum)	November 1	Email spreadsheet with pertinent information (especially emails) to Idaho PTA	
5. *Insurance Premium sent to Idaho PTA	November 1	Make Checks Payable to: AIM PO Box 674051 Dallas, TX 75267-4051 AIM Phone: 800-876-4044 AIM Fax: 214-360-0802 AIM Email: aim@aim-companies.com	

6. *File IRS 990 form	November 15 or May 15, depending on your fiscal year	File by mail or via e-postcard with the IRS. General information on IRS Form 990 Mail or email confirmation to the Idaho PTA office, also keep in local files	
7. Approved Annual Budget	November 30	Keep in local unit files	

8. Adopted Standing Rules/ Local Unit Bylaws	November 30	Download from Idaho PTA website and personalize your unit; have membership approval. Send approved copy to Region Director, keep in local unit files	
9. Financial Records, Minutes, and other records as indicated in "Money Matters" guide from National PTA	ongoing	Keep in local unit files	
10. Attend training provided at Region training sessions, Idaho PTA training sessions, or Idaho PTA Convention	ongoing	One elected leader or their designee must attend at least one training session annually.	

Revised 10/2022

*Indicates this action is necessary for a unit to be considered in "good standing". Units not reporting any dues/membership by November 20th will not be in good standing, and will not be allowed to participate in any PTA sponsored programs, including Reflections, and will not be

eligible for any PTA awards or grants.

Any items that need to be emailed to the state office should be sent to:
idahoptaboard@gmail.com

Any items that need to be mailed to the state office should be sent to: Idaho PTA, PO Box
50009 Boise, ID 83705

For all other questions please call 208-344-0851