



HOW TO BE A UNIT IN GOOD STANDING

To become a Unit In Good Standing with European PTA, please remit the following information as soon as possible to the EPTA office. Your Local Unit cannot legally represent itself as a PTA or PTSA without actively working towards being a Unit In Good Standing.

1. A BOARD ROSTER FOR THE 2017-18 SCHOOL YEAR

- Rosters must be submitted online at <http://tinyurl.com/EPTA1718Roster>.
- Please submit your Board Roster as soon as possible so that the correct people are getting the information that they need!
- If you are missing some information or a position is not currently filled, please enter NA in those fields and submit what you have.
- If you need to fill in missing information or if someone new joins your board, you can update that information online at <http://tinyurl.com/EPTA1718Update>.

2. A BUDGET FOR THE 2017-18 SCHOOL YEAR

3. A COPY OF YOUR LOCAL UNIT'S BYLAWS

- Your Bylaws must be signed and dated by your local unit president for the 2017-18 school year.
- Please send your Bylaws via email to EuropeanPTA@gmail.com.

4. A COPY OF YOUR LOCAL UNIT'S AUDIT FROM THE 2016-17 SCHOOL YEAR

- Please send your Audit via email to EuropeanPTA@gmail.com.

5. MONTHLY MEMBERSHIP DUES & REPORTS

- **New members must be reported monthly (even during the summer) by the 25th of the month online at EuropeanPTAmembership.cheddarup.com in order to remain a Unit In Good Standing.** Two consecutive missed reporting months will result in loss of your Unit In Good Standing status.
- **There are two key parts of submitting your monthly membership:**
 1. **All Local Units must submit their monthly membership reports via the online form at EuropeanPTAMembership.cheddarup.com by the 25th of each month.** Your Local Unit will be able to pay membership dues (\$3.75 per member) through this form by electronic check (there is a .45 fee for

this service) or by mailing a check (*postmarked by the 25th of the month*) to the European PTA office. If you don't have any new members to report for the month, simply click +Add on the 'No New Members This Month' option and submit the form.

2. **Local Units must also submit their Membership Rosters via email to EuropeanPTA@gmail.com by the 25th of each month.** A Membership Roster template is available for download at europeanpta.weebly.com/uploads/1/2/5/4/12542063/template_membership_roster.xlsx. It is also linked on the online reporting form at EuropeanPTAMembership.cheddarup.com, and it can be found under the Resources tab at EuropeanPTA.org in the Forms and Templates section.

KEEP IN MIND:

- Your Local Unit **MUST** be in good standing with European PTA in order to be involved with [Reflections](#) and to apply for European PTA [Scholarships](#) and [Awards](#) and National PTA [Grants and Awards](#)
- To participate in the European PTA [Spelling Bee](#), your unit **MUST** be in good standing or you will be charged a separate registration fee of \$150.

QUESTIONS? Email us at EuropeanPTA@gmail.com. Our dedicated EPTA volunteers and staff are ready to help, and we'd love to hear from you!