

PTA Membership Cards - How to use

Why does every member need to receive a card?

Every member should receive a card. A membership card is proof of membership. Most organizations provide a membership card. A membership card entitles a member to a ballot in an election. Applicants for PTA scholarships and grants must provide a copy of their membership card.

Remember: one member = one card. (Do not fill in cards for "Mr. and Mrs. Jones" or "Jones Family".)

The "user" and "password" information needed to access the portion of the National PTA web site which is reserved for members is on the back of the membership card. It changes every year on November 1. Members must be able to access that benefit and the others described on the National PTA website.

How many cards will our PTA get?

Your PTA will receive membership cards equal in number to the total amount of members you had last year. Each PTA district receives as many cards as it had members the year before plus 5% for growth. Usually districts distribute cards to their PTA units based on the actual membership totals for those units and reserve the 5% for units that have particularly successful membership drives.

Can we get additional cards?

A PTA district can request additional cards once they have submitted per capita (dues) to the state office equal to, or approaching, the amount they submitted the previous year. It is advised to quickly and regularly remit per capita (membership dues) to your district or council (if you are in a council).

PTA districts can relay extenuating circumstances (e.g. new units, extremely successful membership campaigns, cards damaged in some way) to request additional cards. Please submit damaged cards to your district so that National PTA can replace them.

How should cards be filled in? Is the "date issued" important?

Only persons who have been members for 30 days can make motions, debate and vote at PTA meetings. Also, a person must be a member for at least 30 days prior to being nominated for an office.

Why is the "expiration date" always October 31?

The expiration date should always be the following October 31, so that members who join during the school year are eligible to vote on the PTA's program and budget the following September/October if the membership drive for the new year has not started.

Does the National PTA ID # have to be 8 digits?

The National PTA ID number entered for the unit must be 8 digits, so if the National ID # you have written down is less than an 8-digit number, include enough preceding zeros to make an 8-digit number.

You can hand write your cards, stamp them with a name stamp or print them on your computer printer.

There is a template on the National PTA website which can be used to print cards after entering your data.

**Please see the reverse for directions
on how to use the Membership Card template at www.pta.org**

How to use the membership card template at <<http://www.pta.org>>

1. Go to www.pta.org and click on "Local Unit Leaders" under the "Leadership Resources" menu (on the far right of your screen) and find the "Online Membership Card Template Program" (at the bottom on the left) **OR go directly to www.pta.org/local_leader/card/**
2. The log in window will appear. You will need the "user" and "password" to enter this area. The username/password is located on the back of your 2005-06 PTA membership card. The "user" and "password" on the 2006-07 card are also already functional.
3. The *Membership Card Template* window appears and includes step-by-step directions.
4. Enter your National PTA Unit #. (It should be on your membership card you received last year - and is also in your PTA Bylaws.) Remember it is an 8-digit number.
5. Select *Enter Info*.
6. Select *Continue*.
7. Enter the date you will distribute the cards. Enter it in the following format - with slashes:
mm/dd/yyyy.
8. Select the expiration date, which should be 10/31/2007.
9. At the bottom of the page, select *Continue*.
10. You will then be brought to a page where you have the option of inserting the names of up to 10 members at a time.
 - A. If you select *Continue* without entering any names, you will be returned to the *Membership Card Template* window and can *Print Cards* that have all the information except for the member name. These would be good to have on hand at all events and for board members to carry so that people can be asked to join at any time and immediately be given their membership card.
11. Select the *Print Cards* option for action.
12. The screen will explain that a pdf of a sheet of cards with the information you entered will be displayed once you click on "download pdf".
13. Print this page on a blank piece of paper.
14. Line up that paper to the back of a page of new cards to check alignment.
15. You may need to play with the margins (File / Page Setup) until it aligns properly.
16. Once you've been able to get it aligned, then try putting in one sheet of the membership cards.

Your information is now stored in the system so you can return and print more cards at a later date simply by entering your National ID # and selecting *Print Cards* as the action.