



Cover Submittal Form for Local Unit Membership Report

Date _____ Colorado PTA Region _____ Council _____

Student Population (i.e. K-5, 6-8, K-12, PK, etc.): _____ or Community

School District: _____ Type School: Public Private

Charter Early Childhood

PTA/PTSA Unit Name _____

PTA/PTSA Address / Zip _____

Name of Membership Chair (or President, if applicable) _____

Mobile Phone _____ E-mail _____

School information

- Total number of **full time** Staff at school _____
- Total Student enrollment this year _____

Unit Membership Report: [NOTE: A member may be counted in only one (1) category]

- Number of **Parent** members on this report _____
- Number of **Staff** members on this report _____
(Includes all **full time and part time** certified and classified personnel)
- Number of **Community** members on this report _____
- Number of **Student** members on this report _____

In an effort to better know our state's PTA member representation, please provide the following:

- Total number of **Male/Female** members on this report _____ Male _____ Female
- 1. Number of new Individual Memberships this report _____ x \$ 6.25 = \$ _____
- 2. Number of new Business Partners this report _____ x \$10.00 = \$ _____

ENCLOSED [TOTAL 1 + 2] = \$ _____

LEADERSHIP TRAINING: (See page 6 of the [Local Unit Handbook](http://www.copta.org/officers/), www.copta.org/officers/)

Name: _____ Education: _____ Date: _____

Name: _____ Education: _____ Date: _____

Name: _____ Education: _____ Date: _____

INSTRUCTIONS:

- Mandatory membership reports are due to the Colorado PTA office postmarked no later than **October 1 and February 1**. Additional membership reports may be sent to the Colorado PTA office as needed.
- If your PTA is using memberplanet to manage its membership, mail this report with the payment. If your PTA is not using memberplanet to manage its membership, mail this report with the payment and email the Membership Listing report.
- Check made payable to "Colorado PTA" **[with two signatures]** must accompany this report or invoice.