



# Kansas Congress of Parents and Teachers Dues Remittance Form

**This form should be mailed each month with new membership submissions to:  
Kansas PTA, 715 SW Tenth St., Topeka, KS 66612**

Date: \_\_\_\_\_ School/Program Enrollment (as of Sept. 20): \_\_\_\_\_  
Unit Name: \_\_\_\_\_  
Unit President Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
President's Email: \_\_\_\_\_

## Membership Report Summary

1. Total number of members reported \_\_\_\_\_ X \$4.00 ea. = \$ \_\_\_\_\_  
*Includes \$2.25 National PTA Dues and \$1.75 Kansas PTA Dues*

**Number of student members** \_\_\_\_\_ **Number of male members** \_\_\_\_\_  
*This information is necessary to qualify for some special membership awards*

2. Membership list submission to Kansas PTA  
Each unit must send the unit's membership roster/list that includes members' names, addresses and email addresses by email to [kansaspta@gmail.com](mailto:kansaspta@gmail.com). If email is not a feasible option to submit the list, please include a printed membership list with this mailed form. For your convenience, an Excel file template to use for your membership database can be found under Helpful Forms & Tools on the [www.kansas-pta.org](http://www.kansas-pta.org) home page, and is included in the Summer Packet.

Please indicate how you will submit your membership roster: \_\_\_\_\_ **Email list** \_\_\_\_\_ **Mail list**

3. Kansas PTA Scholarship Fund contribution (optional) \$ \_\_\_\_\_  
*This money funds annual scholarships provided for students pursuing a teaching career and for current teachers continuing their education.*

4. Tax deductible donation for Kansas PTA (optional) \$ \_\_\_\_\_

5. Founder's Day Fund contribution (optional) \$ \_\_\_\_\_  
*Half is sent to National PTA and half is kept in Kansas PTA*

<b>TOTAL AMOUNT ENCLOSED</b> \$ _____ <i>Make check payable to <b>Kansas PTA</b></i>
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Early Membership deadline is October 1<sup>st</sup>. Final remittance date for awards is March 1<sup>st</sup>.

Unit Treasurer's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Treasurer's Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

<b>Office use only</b> Date received: _____ Amount received: _____ Check number(s): _____
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# General Membership Awards

Final remittance date for awards is March 1<sup>st</sup>.

Mark the awards your unit has attained:

\_\_\_\_\_ **Early Bird Award** – Initial membership dues submitted by October 1st.

\_\_\_\_\_ **Meadowlark Award** – Early Birds who submit an additional 25 members by January 15th.

\_\_\_\_\_ **Golden Apple Award** – Units with 100% membership of full-time certified staff.

\_\_\_\_\_ **One Voice for Every Child Award** – Membership total is equal to or greater than the number of students enrolled in the school.

\_\_\_\_\_ **Challenge Award** – Units with 5% membership increase over the previous year's membership total.

\_\_\_\_\_ **Making a Difference Award** – Units with at least a 15% member increase over the previous year's membership total.

\_\_\_\_\_ **Kansas Honor Roll** – Units with membership equal to or greater than 60% of their enrollment.

\_\_\_\_\_ **Community Outreach Award** – Units with at least 10 non-traditional members.

## Thriving Unit Awards:

\_\_\_\_\_ **Masters in PTA Award** – Units that have submitted their Incoming Officer Form to the Kansas PTA office, filed their 990 with the IRS and sent a copy to the Kansas PTA office, and which have been represented at a Regional PTA training (if available) and a State PTA training.

\_\_\_\_\_ **PhD in PTA Award** – Units that have achieved the Masters in PTA Award and have also been represented at a National PTA training.

To see a complete listing of all the Membership Awards, including the Special Membership Awards as determined by the State Membership Committee, please visit the website at [www.kansas-pta.org](http://www.kansas-pta.org).