Washington State PTA
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WSPTA Standards of Affiliation Contract 2016-2017

Deadline - Submit or postmark on or before October 31, 2016

Per the *WSPTA Uniform Bylaws*, every local PTA and council must sign, complete, and submit a Standards of Affiliation contract annually. Email SOA@wastatepta.org or mail, postmarked no later than **October 31, 2016,** to the WSPTA office at 1304 S. Fawcett Ave., #300, Tacoma, WA 98402. If mailed, please keep a copy for your records.

The SOA contracts will be subject to periodic review throughout the year based on current WSPTA policy.

State of Washington Requirements		**Specifics**	**Date Requested or Initials of 2 Elected Officers**
1.	2016-17 officers elected	2016-17 officers were elected at a membership meeting(s).	Date of membership meeting(s): _____
2.	2016-17 corporate renewal filed	We agree to file our annual corporate renewal with the State of Washington by the end of the month our PTA was incorporated.	Month our PTA was incorporated: _____
3.	2015-16 charitable solicitations filed	OPTION 1: Our PTA has more than $50,000 in gross receipts and is required to file. OPTION 2: Our PTA is not required to file, but we will do the free optional filing. OPTION 3: Our PTA is not required to file and we choose not to do the free optional filing.	Your PTA's option (1, 2, or 3) : _____
IRS Requirements		**Specifics**	**Date Requested or Initials of 2 Elected Officers**
4.	2015-16 990 form filed	We agree to file the appropriate IRS 990 form no later than November 15, 2016 (or file the necessary extension and file by the deadline).	2 officer initials: _____
Insurance Requirements		**Specifics**	**Date Requested or Initials of 2 Elected Officers**
5.	2015-16 year-end financial review	A 2015-16 year-end financial review was conducted.	Date of financial review: _____
WSPTA Requirements (Local PTAs & Councils)		**Specifics**	**Date Requested or Initials of 2 Elected Officers**
6.	2016-17 officer names & contact information	We agree to enter names and contact information for all elected officers, and key non-elected positions such as membership, advocacy, programs, and family & community engagement, into PT Avenue database (councils to send list of officers to: support@wastatepta.org).	2 officer initials: _____
7.	2016-17 budget approved	2016-17 budget was approved by the membership.	Date of membership meeting:_____
8.	2016-17 standing rules updated	2016-17 standing rules were approved by the membership.	Date of membership meeting:_____
9.	Insurance	We agree to purchase appropriate insurance for the 2016-17 fiscal year.	2 officer initials: _____
10.	Training requirement	We agree to satisfy the annual training requirement that at least one elected officer attend PTA and the Law, and all other elected officers attend at least one WSPTA-approved training before this year's WSPTA convention. **We agree to maintain documentation showing each elected officer satisfied the training requirement.**	2 officer initials: _____
WSPTA Requirements (<u>LOCAL PTAs ONLY</u>)		**Specifics**	**Date Requested or Initials of 2 Elected Officers**
11.	25-member minimum met for 2016-17	We have or plan to meet the 25-member minimum by February 1 (or seek a waiver through region director).	2 officer initials: _____
12.	Membership dues invoices	We agree to pay any and all monthly membership dues invoices upon receipt.	2 officer initials: _____
WSPTA Requirements (<u>COUNCILS ONLY</u>)		**Specifics**	**Date Requested or Initials of 2 Elected Officers**
13.	Council Reflections program	Our council will offer a Reflections program for our local PTAs.	2 officer initials: _____

We certify that the above information is accurate and true. We have received and read the Washington State PTA Standards of Affiliation agreement and contract in its entirety and we agree to abide by them. **Per the WSPTA Uniform Bylaws, we agree to uphold the ethics, policies, and principles of PTA.**

PTA name: _____ **WSPTA# (example: 13.2.151):** _____ **Date:** _____

Officer #1 Printed name & position: _____ Officer #2 Printed name & position: _____

Officer #1 Signature: _____ Officer #2 Signature: _____

Updated August 2016