



The Membership How To's



How is the number of cards sent to us by NCPTA determined?

Each PTA unit is sent cards based on a percentage of the NCPTA official membership number for the previous year.

Where will my membership packet/cards be sent?

All membership packets and cards are sent directly to the schools via UPS. The packets will be addressed to the president's attention. Shipping directly to the schools allows for the State office to track packets and ensure delivery by a signature confirmation.



Where do I find a dues remittance form?

The Dues Remittance Form is available on our web site at www.ncpta.org under the Membership button.

Where do I send membership dues?



Dues must be mailed to:
North Carolina PTA
3501 Glenwood Avenue
Raleigh, NC 27612-4934

How do I get more membership cards?

Send dues collected (\$2.75 per member) for the cards originally issued. Please use the Local Unit Treasurer's Report of State and National PTA Dues form.

Include a completed Membership Card Request form. Be sure to include your PTA's full name and county, along the shipping information for your membership contact (Where you want to cards delivered).

Due to the high demand for additional membership cards and our desire to provide all of our units with adequate resources, additional cards will be available at a maximum of 100 cards at a time. Dues must be remitted for at least 80% of the cards previously sent before any additional cards can be issued.

Where do I find a Membership Card Request Form?

The Membership Card Request Form is available on our web site at www.ncpta.org under the Membership button.

Can I get additional cards before our membership dues are paid?



No. By direction of the NCPTA Board of Directors each PTA unit is sent cards based on their membership last year. Once dues have been sent in for 80% of the cards initially sent; then additional cards are available.

Where do I find my National ID Number?

It is the 8 digit number assigned to each PTA unit when they join the NCPTA; it is how the NCPTA office identifies each unit. Your National ID Number can be found on the membership card accountability sheet that is sent with each allotment of membership cards; this is the number that should be placed on your unit's membership cards.

When do I report membership dues?

Dues for National and State PTA must be submitted to the NCPTA office by the 15th of every month.

- By October 15 to qualify for the Blue Key Membership Award. **March 15 is the membership deadline to qualify for NCPTA Membership Awards.**
- Any unused cards must be returned to the State Office by May 15. Your PTA will be held accountable for any cards which have not been returned or for which dues payment was not received.



Membership Envelopes

Many local units take advantage of the Membership Envelopes available for order from the NCPTA Office. Membership Envelopes are a convenient tool to use to reach the parents/staff/caregivers/and community of your school inviting them to join your PTA. The envelopes must be ordered from the State Office. Prices are \$10.00 for a box of 500, plus shipping and handling charges.

When does the membership campaign end?

It doesn't. You may sell memberships throughout the year and remit the National and State portion to the State PTA Office. Year-round schools may begin their membership campaigns in July or August while the "traditional" schools usually conduct their major campaign in September. **NCPTA's membership year begins July 1st and ends June 30th.**

Who receives a membership Cards?

One card per member

Each person who is a member should receive a membership card. Some PTA units include "family memberships" but please remember that **you must issue one membership card to each "family" member, as well as remit \$2.75 to the NCPTA Office for each member.** Never issue a card in more than one name, such as "Mr. and Mrs. ____ or the "Jones Family."



What do I do if a membership card(s) is damaged?

If a mistake occurs with a membership card(s) such as a misprint, damage by the printer, etc. return the damaged card with a Membership Card Request Form indicating the number of cards damaged to the State PTA Office and replacement cards will be sent to you.

What do I do with leftover membership cards?

Membership cards sent from the NCPTA Office must be accounted for, either by dues remitted to the State Office or by returning unused or voided cards to the NC Office by May 15.

Do I need to enter my members in the NCPTA database?

YES. All PTA units are required to enter their membership information into the NCPTA database. This information is not shared and is used strictly to connect NCPTA and National PTA with all it members.



Membership Card Template

Members will now have the option to print the membership card of each member from the database. Membership cards may only be printed for members that have been entered into the NCPTA database and each card may only be printed once. This

enables your PTA to continue to print additional members' cards as members join.

Why does my unit need to enter our membership information into the NCPTA database?

It is one of the requirements of remaining in good standing with NCPTA and National PTA. National PTA and NCPTA needs the data on PTA members to comply with the Federal and State laws. This system eliminates the need for local units to build their own databases, allows more communication, and everyone has the same immediate information.

Who has access to this information?

And how is it used?



NCPTA has a strict privacy policy. Only NCPTA and National PTA have access to the information of its members. The North Carolina PTA database is now online. Our goal is to have the ability to communicate directly with individual members and thereby increase the Advocacy efforts of our organization. Officer and member information will be used only by PTA and not shared with outside sources.

Local Presidents have access to the database to add and view officers and members for their individual PTA. From this database, you can also send email to your PTA's officers and members.

Privacy Policy for the North Carolina PTA Web Sites

The North Carolina Parent Teacher Association is committed to protecting the privacy of its members and has adopted the following policy about the gathering and dissemination of personal information at the NCPTA's network of Web sites, which includes www.NCPTA.org, www.abc.org, and www.def.org.

In general, you may visit the NCPTA Web sites without submitting any personal information. However, to provide certain services, the NCPTA may request personal information in one or more of the ways listed below. Users are told when information is to be collected, and you have the option to not submit this information. Any information provided at the Web sites is kept secure.

1. Online membership, registration, and forms. As a convenience to members, the NCPTA provides online forms for transactions such as award and grant applications, and conference registration. The information collected on these forms may be shared with a third party for business purposes, such as a convention housing bureau that helps process the hotel reservation transactions. Users have the right to request that their personal information not be shared with such third parties. Contact information is provided at the Web site so that users may notify the NCPTA membership office at any time of errors in the information provided or to request that personal information not be shared with third parties.

2. Online credit card transactions. As a convenience to members, the NCPTA accepts online credit card transactions through its secure server (<https://www.NCPTA.org>). The credit card information provided by users at the site is submitted to Nova Information Systems, the company the NCPTA has contracted with to process the secure electronic transaction. This information is not used for any other purpose.

3. Password-protected services. The NCPTA Web site password system uses cookies. A "cookie" is a small file that the NCPTA Web server places on your computer's hard drive when you log in to a member- or subscriber-restricted area such as the Awards and Grants application page. This cookie does not contain any personal information, but it allows the server to identify you as having successfully logged in so that you do not have to reenter your password each time you access the password-protected page. Users are notified on the password log-in screen that a cookie will be set when they log in. The NCPTA does not use cookies to monitor which Web pages an individual visits.

You can set your browser to warn you before you accept a cookie. You can also set your browser to refuse all cookies. While all public pages at the NCPTA Web sites are accessible without receipt of a cookie, you must accept a cookie to access a password-restricted area.

4. Web site administration. The NCPTA Web server maintains a standard log file of visitors to the site that automatically records your IP address or that of the service you use to connect to the Internet (such as AOL). No personal information is attached to this address. The NCPTA may use this IP address to help diagnose problems with the server and to administer the Web site. This address is not shared with any third parties or used for any other purpose.

5. Other sites. The NCPTA Web sites contain links to other Web sites. The NCPTA is not responsible for the privacy practices or content of other Web sites.

If you have questions or comments about the NCPTA privacy policy, please write to office@ncpta.org.



How do I enter my membership information into the NCPTA database?

To access the database, type <https://www.ncpta.org/db> in a web browser.

You will be prompted with a security warning; just click 'OK' or 'Yes' and the site will load. At the Login Screen type in your username.

The NCPTA Office sends username and password information directly to your PTA president.

Then type in your password and click 'Login'. You will be prompted to change your password the first time you access the site. There is only one login per school and it will change each year.

When do I enter my members into the NCPTA database?

You should enter members into the database as they join.



The number of cards issued to local members should balance with the number of members entered into the NCPTA database.



Membership Awards

What is the Blue Key award and how do I get one?

The Blue Key award is a certificate awarded and mailed to units which send membership dues to the State Office postmarked by October 15. It is not necessary to apply for this award, it is automatically sent to eligible PTAs.

What is the Gold Key award and how do I get one?

GOLD KEY - A Gold Key Certificate is mailed to Blue Key units, which send dues for an additional 25 members to the State Office postmarked by January 15. It is not necessary to apply for this award, it is automatically sent to eligible PTAs.



How do I make the Honor Roll?

HONOR ROLL - PTA units are placed on the "Honor Roll" if membership dues equal to or greater than last year's membership are sent to the State Office postmarked by November 15. The "Honor Roll" is printed in the December-January issue of the *North Carolina Parent-Teacher Bulletin*.



From more information about these and other membership awards please visit our website at www.ncpta.org