

FORMS (alphabetized)

All forms below are located on the Georgia PTA website as PDF files. Some of the forms have a Word version listed to the side - These forms may be completed on your computer but must still be printed and MAILED to the state office unless otherwise indicated. Forms located in the *Leadership Resource* are indicated with the page number and referenced by when they are due.

<u>Form Name</u>	<u>Page #</u>	<u>Used/Due</u>
Additional Membership Card Order Form	172	Anytime
*Advocacy Checklist for Outstanding Local Units	202	Second Friday in March
Association Insurance Management Application	Website	Annually
Ballots	66	Anytime
Best Ideas Form	216	Anytime/Second Friday in March
Birney Butler Outstanding Educator Nomination Form	211	Annually/Second Friday in March
Bylaws Amendment Guide and Form	137-138	Anytime
Check Request Form	113	Every time money is spent
Committee Plan of Work	186	When the executive committee states
Community Partnership Award Form	174	Last business day in October
Donations Transmittal Form	120	Anytime
Dues Transmittal Form	121	Every month when dues are collected
Founders' Award Form (Georgia PTA)	190	Anytime
Fraud Allegation Form	104	Anytime
Fund Verification Form	114-115	Every time money is counted
Georgia PTA Hearst Family-School Partnership Award	209-210	Second Friday in March
Georgia PTA Scholarship Application	194-195	Second Friday in March
Honorary Georgia PTA Life Achievement Award	189	Anytime
Incoming Officers Form	63-64	May 1 (May also enter online)
Incorporation Request Form	122	Anytime/Renewal every January
IRS 990 Filing Verification Form	112	Five months and Fifteen Days After the end of the Fiscal Year
Keys to Leadership Info and Form	192-193	30 days prior to Convention

<u>Form Name</u>	<u>Page #</u>	<u>Used/Due</u>
*Membership & Programs Checklist for Outstanding Local Units	203	Second Friday in March
Membership Awards Form	173	Last business day of August, September, October, November, February
Model PTA Info and Forms (Includes The Model PTA Cover Sheet, Administrative & Operational Living Documents)	204-207	Second Friday in March
Oak Tree Award Form	175	Last business day in October
Officers and Address Change Form	65	Anytime
Official Motion Blank Form	67	Anytime
Outstanding Local Unit Award Criteria and Forms	200-203	Second Friday in March
Outstanding Principal Nomination Form	212-213	Second Friday in March
Outstanding School Nurse Nomination Form	214	Second Friday in March
PTA Audit/Financial Review Form (three pages)	109-111	Annually/Last day in September
Reports Transmittal Master Cover Form	199	Second Friday in March
Resolution Cover Sheet (Georgia PTA)	164	First business Friday in January
ST-5 Sales Tax Exemption Form	78	Anytime
State Board Member Field Service Request Form	53	Anytime
Treasurer's Checklist	70	Anytime
Visionary Award Nomination Form	215	Second Friday in March

***These forms must be included with the Outstanding Local Unit Report in order for a local unit to be eligible for the Outstanding Local Unit Award.**