MEMBERSHIP REMITTANCE FORM
2019-2020

School Name: ________________________              Date:_____________________

UNIT MEMBERSHIP CHAIRMAN

_________ Memberships this remittance
_________ Memberships previously submitted
_________ Memberships in Totem as of __________

_________ Total memberships to date

Unit Membership Chairmen:
* Retain one copy for your records
* Forward original to unit treasurer
* Form must be submitted monthly.
* Even if no new members join

Unit chairman initials: ____________

UNIT TREASURER

_________ Memberships this remittance

_________ Check dated _________ Check number

$_________ Total remitted for membership @ $5.50 each

Unit Treasurer:
* Attach to payment authorization form
* Include check and forward to Council PTA Financial Secretary

Unit Treasurer initials: ____________

COUNCIL FINANCIAL SECRETARY

Date unit remittance received _________________

Council Financial Secretary:
* Forward to Council Membership Chairman

Council Financial Sec. initials ____________

COUNCIL MEMBERSHIP CHAIRMAN

_________ Memberships recorded this remittance

_________ Unit total to Date (Including Totem Totals)

_________ Community members* ($ will be forwarded to units in December and May)

Council Membership Chairman:
* Initial, keep original and return a copy to Unit Membership Chairman

Council Membership initials: ____________

*Community members not included in current Unit totals-See attached for list of community members. Be sure to add them to your membership roster.