

PTA Officer Report Form

8/17/2011

Please complete and forward this form to the 2nd District PTA as soon as your officers are elected so that your new officers will receive all the mailings from District, State and National PTA and our annual directory.

Unit Name _____

Unit Number _____ **EIN** _____ Information on *Unit Bylaws*

Principal

Name _____ School Phone _____

School Address _____ Fax _____

Zip _____ E-Mail _____

President

Name _____ Phone _____

Address _____ Fax _____

Zip _____ E-Mail _____

Secretary

Name _____ Phone _____

Address _____ Fax _____

Zip _____ E-Mail _____

Treasurer

Name _____ Phone _____

Address _____ Fax _____

Zip _____ E-Mail _____

Membership Chair

Name _____ Phone _____

Address _____ Fax _____

Zip _____ E-Mail _____

Reflections Chair

Name _____ Phone _____

Address _____ Fax _____

Zip _____ E-Mail _____

Please note that the State and National PTA will not send mailings to school addresses (with the exception of the principal). If the officer list is not updated by May 15, 2011, the current president will continue to receive all mailings until the address list is updated. *Name and email address of the School PTA/PTSA President will be published in the SFPTA directory. This directory is available only to PTA/PTSA presidents and is to be used solely for PTA/PTSA business. PTA/PTSA officers will be added to our email distribution list to receive important news about deadlines and events*

When completed, please mail this form back to: Attn: VP Communications

2nd District PTA, 555 Franklin St, Room 203-D, San Francisco CA 94102

OR e-mail this completed form to: bleepta@aol.com