

**Sixteenth District**



## **6 Steps to Chartering a New Unit**

1. Contact 16<sup>th</sup> District to schedule an informational meeting with the principal, interested parents and district representatives.
2. Gather a group of parents to form a Bylaws Committee and a Nomination Committee.
3. Invite all parents to a Charter Meeting to vote on becoming a PTA, collect membership dues, approve bylaws and hold election of officers.
4. File forms with IRS, Franchise Tax Board and Attorney General for non-profit/ 501(c)(3) status.
5. Open bank account for your PTA.
6. Send funds to pay for insurance coverage within 90 days of Charter Meeting.

**16<sup>th</sup> District will be there to walk you through every step of the process and beyond. You are never left alone to figure it out yourself.**

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