



## 2024-2025 MEMBERSHIP REPORTING and DUES FORM

Membership must be reported and dues received (if applicable) at the NDPTA State Office by the last day of each month from September-April. Membership reports must be submitted **monthly** even if no new members were added that month. Please complete the membership reporting form and mail it into the NDPTA State Office.

1. PTA Unit #: \_\_\_\_\_ School Name: \_\_\_\_\_
2. Reporting period: Please report any **NEW** members through the 25<sup>th</sup> of the month.  
 September       October       November       December       January  
 February       March       April      (Final Report & Payment for the school year)
3. Number of **NEW** members joining this reporting period: \_\_\_\_\_
4. Dues being submitted: # of new members x \$4.25 per member = \$ \_\_\_\_\_  
(NOTE: \$4.25 includes State dues of \$2.00 and National dues of \$2.25)

### **Make Checks Payable to:**

**NDPTA  
PO Box 943  
Fargo, ND 58107**

If you are using MemberHub:

- Please submit your dues electronically on the last day of the month.
- If you have less than 5 new members in any month, you may wait until you have 5 memberships with the exception that all dues need to be submitted by April 30.