

17th District PTA Remittance Form



For "Out-of Council" PTA/PTSA units Councils in San Mateo County

Name of Unit: _____ CA Unit #: _____

Address: _____

Contact Person: _____ Position: _____

Phone #: _____ Email: _____

Check number: _____ Check date: _____

Number of new/renewing members: _____	\$
Per Capita total (annual membership dues) = # members x \$3.50	
Insurance (Due Dec. 31)	\$
Late Charge for Insurance (\$25) assessed if postmarked after 12/31	\$
Founder's Day Freewill Offering (donations to California State PTA)	\$
Other payments (itemize)	\$
Total submitted:	\$
Make check payable to: 17 th District PTA - All checks must have two signatures	

Mail form with check to:

17th District PTA Financial Secretary, Myra Gruschka
c/o: San Mateo County Office of Education
101 Twin Dolphin Drive
Redwood City, CA 94065-1064

Due Dates to 17th District (must be postmarked or received by):

- Oct. 1 Early Bird Award (for Units that submit dues for at least 15 members by due date)
- Oct. 15 Chairman's Club Award for units (submit at least 35 additional members per unit)
- Nov. 15 17 District deadline for first remittance of per capita (membership) dues
Continue remittance of dues on monthly basis as received.
- Dec. 31 Insurance Premium (Annual Premium amount announced in November **Seventeen**)
- Mar. 1 Final installment of per capita dues
- May 31 Deadline to forward Founder's Day Free Will Offering Donations

Questions? Call or email 17th District Officers

Financial Secretary ~ Myra Gruschka ~ financialsecretary@17thdistrictpta.org ~ 650 591-8843

Treasurer ~ Susan Bell ~ treasurer@17thdistrictpta.org ~ 650 342-8706

For district use only: Received by _____ Date _____ • Deposited by _____ Date _____