

# 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 Jan. 15)	\$
Late Charge for Insurance (\$25) assessed if postmarked after 1/15	\$
Founder's Day Freewill Offering (donations to California State PTA)	\$
Other payments (itemize)	\$
<b>Total submitted:</b>	<b>\$</b>

Make check payable to: 17<sup>th</sup> District PTA - **All checks must have two signatures**

Mail form with check to:

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

Due Dates to 17<sup>th</sup> District (must be postmarked or received by):

- Oct. 15 Early Bird Award (for Units that submit dues for at least 15 members by due date)
- Nov. 1 Chairman's Club Award for units (submit at least 35 additional members per unit)
- Nov. 15 17th District deadline for first remittance of per capita (membership) dues  
Continue remittance of dues on monthly basis as received.
- Jan. 15 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 17<sup>th</sup> District Officers

Financial Secretary ~ Susan Bell ~ financialsecretary@17thdistrictpta.org ~ 650 342-8706  
Treasurer ~ Helen Geimer ~ treasurer@17thdistrictpta.org ~ 650 802-8424

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