

## **Completing the membership card:**

- 1. PTA Unit ID#:** This is the identification number that was assigned to your PTA unit when it was formed. The number can be obtained from several resources.
  - a. The envelope that came with your PTA cards has the number on the label.
  - b. The number can be obtained from your district director or field service area representative. Their names can be found in the Illinois PTA Yearbook.
  - c. The number can be found on any mailing from the National PTA i.e. *Our Children* magazine.
  - d. The number can be obtained from the Illinois PTA state office (800) 877-9617 (in Illinois).
- 2. PTA Unit:** This is the name of your PTA — usually named after your school.
- 3. Issued/Expired:** These dates are your membership year, which can be found in your bylaws.

**Any questions:** Call or email

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