

CHANGE OF STATUS

(Please Note – This form is not to be used for disbanding a PTA.)

INSTRUCTIONS – Complete this form to change the status of a unit/council when a PTA:

- Combines, transfers or divides, OR
- Requires a change of its name, address, grades or fiscal year

Mail form and updated bylaws for approval to the State PTA Office and keep a copy for district PTA files.

California State PTA Unit ID #: _____ **District PTA:** _____

National PTA Unit ID#: _____ **Council:** _____

Current Name of Unit/Council: _____

School Street Address, City, ZIP Code: _____

Fiscal Year Ending: _____ EIN: _____
Month and Day Internal Revenue Service

President’s Name and Address: _____

Form submitted for change that went into effect on (date): _____

NEW STATUS – The following require that bylaws are revised to reflect the change in status for a unit or council. Changes are official after State PTA approves the bylaws. Please complete fully with details.

Combined Units Combining: _____ and _____

Transferred From: _____ To: _____

Grade Change From: _____ To: _____

Fiscal Year Change From: _____ To: _____

Name Change New name is: _____

Address Change New address is: _____

Divided** _____

****Note:** Requires organization of one or more new units. Unit retaining original name and bylaws does not reorganize although a minor name change may be required. Please provide a clear explanation of the action being taken.

SIGNATURE: _____ **DATE:** _____
Signature of District President

For Office Use Only – By California State PTA:

Signature: _____ **Date Bylaws Approved:** _____
California State PTA Parliamentarian

Pending COS Received: _____ **e-Bylaws Site Updated:** _____

Update to Database: _____ **Update to National PTA:** _____

Date Of BOM Report: _____ **Changes Made By:** _____

Revised: August 2018