

INCOMING OFFICERS FORM



Purpose:

Use this worksheet to record contact information for incoming officers. Submit information online at www.georgiapta.org as soon as officers are elected but no later than May 1 in order to ensure that new officers will receive Convention Leadership Training registration materials.

Instructions:

- Complete worksheet. Submit online at www.georgiapta.org. Print two copies. Send copies to your council president and district director.
- Information for the upcoming school year will only be mailed to newly elected officers.
- Please **do not use the school's address for officers**, as we will mail information during the summer.
- If your unit has co-presidents, please list the person who will receive National PTA mailings as president. List the other person as co-president. Georgia PTA will send communications to both co-presidents.

| | | | |
|--|---------|----------------|-----|
| District | Council | Local Unit ID# | |
| PTA Name | | School Name | |
| Principal | | School Phone | |
| School Address | | | |
| City | | State | Zip |
| School District | | Superintendent | |
| School is: <input type="checkbox"/> Elementary, 750 and below <input type="checkbox"/> Elementary, 751 and above <input type="checkbox"/> Middle/Jr. High <input type="checkbox"/> High | | | |

| | | |
|--------------|------------|-----|
| President | | |
| Home Address | | |
| City | State | Zip |
| Cell Phone | Home Phone | |
| Fax | Email | |

| | | |
|----------------|------------|-----|
| Vice President | | |
| Home Address | | |
| City | State | Zip |
| Cell Phone | Home Phone | |
| Fax | Email | |

| | | |
|--------------------------------------|------------|-----|
| Other Vice President (if applicable) | | |
| Home Address | | |
| City | State | Zip |
| Cell Phone | Home Phone | |
| Fax | Email | |

INCOMING OFFICERS FORM (PAGE 2)



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|--------------------------------------|------------|-----|
| Other Vice President (if applicable) | | |
| Home Address | | |
| City | State | Zip |
| Cell Phone | Home Phone | |
| Fax | Email | |

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|--------------------------------------|------------|-----|
| Other Vice President (if applicable) | | |
| Home Address | | |
| City | State | Zip |
| Cell Phone | Home Phone | |
| Fax | Email | |

| | | |
|--------------|------------|-----|
| Secretary | | |
| Home Address | | |
| City | State | Zip |
| Cell Phone | Home Phone | |
| Fax | Email | |

| | | |
|---------------------------------|------------|-----|
| Other Secretary (if applicable) | | |
| Home Address | | |
| City | State | Zip |
| Cell Phone | Home Phone | |
| Fax | Email | |

| | | |
|--------------|------------|-----|
| Treasurer | | |
| Home Address | | |
| City | State | Zip |
| Cell Phone | Home Phone | |
| Fax | Email | |