

How to fill out the State Charitable Trust Form

This is for the initial filing of the form. After you have done it once, your treasurer will be able to file it annually online.

You will need to download the form separately as the version on the following 3 pages is a word document copy and is not the legal form.

Before you start make sure you have a current (2008 or newer) version of your unit bylaws and a list of all elected executive board members with their mailing addresses and phone numbers.

Items in **Yellow** are specific to your PTA. Every school will be different.

Items in **Hot Pink** are the same for every PTA in the country.

When you have completed the form, make a copy for your records. Mail the completed original form along with a check for \$25.00 (pay to the order of the Department of Justice) to the following address:

Registry of Charitable Trusts
P.O. Box 903447
Sacramento, CA 94203-4470

After you have received your charitable trust number back from the Attorney General's office (it can take up to six months depending on their backlog) make sure it is given to the president and your parliamentarian. It will need to be logged into your bylaws the next time they are updated.

**INITIAL
REGISTRATION FORM
STATE OF CALIFORNIA
OFFICE OF THE ATTORNEY GENERAL
REGISTRY OF CHARITABLE TRUSTS
(Government Code Sections 12580-12599.7)**

NOTE: A \$25.00 REGISTRATION FEE MUST ACCOMPANY THIS REGISTRATION FORM. MAKE CHECK PAYABLE TO DEPARTMENT OF JUSTICE.

Pursuant to Section 12585, registration is required of every trustee subject to the Supervision of Trustees and Fundraisers for Charitable Purposes Act within thirty days after receipt of assets (cash or other forms of property) for the charitable purposes for which organized.

Every charitable (public benefit) corporation, association and trustee holding assets for charitable purposes or doing business in the State of California must register with the Attorney General, except those exempted by California Government Code section 12583. Corporations that are organized primarily as a hospital, a school, or a religious organization are exempted by Section 12583.

Name of Organization: **Name of your PTA as it reads on the front of your bylaws**

The name of the organization should be the legal name as stated in the organization's organizing instrument (i.e., articles of incorporation, articles of association, or trust instrument).

Official Mailing Address for Organization: Address: **Your school's address**

City: **Your school's City**

State: **CA**

ZIP Code: **Your school's zip code**

Organization's telephone number: **Your school's phone number**

Organization's e-mail address: **Your PTA's email if you have one**

Organization's fax number: **The school's fax number**

Organization's website: **Your PTA's website if you have one or the school's if you are on theirs**

All organizations must apply for a Federal Employer Identification Number from the Internal Revenue Service, including organizations that have a group exemption or file group returns.

Federal Employer Identification Number (FEIN): From the back pages of your bylaws	Group Exemption FEIN (if applicable): 0646
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All California corporations and foreign corporations that have qualified to do business in California will have a corporate number. Unincorporated organizations are assigned an organization number by the Franchise Tax Board upon application for California tax exemption.

Corporate or Organization Number:

This is the state franchise board number that came in the mail to the school office

CT-1 REGISTRATION FORM (6/2007) Names and addresses of ALL trustees or directors and officers (attach a list if necessary):

Name List information for ALL elected officers	Position
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Address
Must be their real mailing address not the schools!

City	State	ZIP Code
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Name	Position
------	----------

Address

City	State	ZIP Code
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Name	Position
------	----------

Address

City	State	ZIP Code
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Name	Position
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Address

City	State	ZIP Code
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Name	Position
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Address

City	State	ZIP Code
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Describe the primary activity of the organization. (A copy of the material submitted with the application for federal or state tax exemption will normally provide this information.) If the organization is based outside California, comment fully on the extent of activities in California and how the California activities relate to total activities. In addition, list all funds, property, and other assets held or expected to be held in California. Indicate whether you are monitored in your home state, and if so, by whom. Attach additional sheets if necessary.

The mission of our parent teacher association is to positively impact the lives of all children and families by representing our members and empowering and supporting them with skills in advocacy, leadership, and communication.

The organization will be required to file financial reports annually. All organizations must file the Annual Registration/Renewal Fee Report (RRF-1) within four months and fifteen days after the end of the organization's accounting period. Organizations with \$25,000 or more in either gross receipts or total assets are also required to file either the IRS Form 990, 990-EZ, or 990-PF. Forms can be found on the Charitable Trusts' website at <http://ag.ca.gov/charities/>.

Date assets first received: If assets (funds, property, etc.) have been received, enter the date first received: This is the date on the front cover of your bylaws	Registration with the Attorney General is required within thirty days of receipt of assets.
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Fiscal Year Ending What annual accounting period has the organization adopted?

Fiscal Year Ending: **06/30** _____ Calendar Year _____

Attach your founding documents as follows:

A) Corporations - Furnish a copy of the articles of incorporation and all amendments and current bylaws. If incorporated outside California, enter the date the corporation qualified through the California Secretary of State's Office to conduct activities in California. **B) Associations - Furnish a copy of the instrument creating the organization (bylaws, constitution, and/or articles of association).** C) Trusts - Furnish a copy of the trust instrument or will and decree of final distribution. D) Trustees for charitable purposes - Furnish a statement describing your operations and charitable purpose.

Has the organization applied for or been granted IRS tax exempt status **Yes** No

Date of application for Federal tax exemption: **N/A**

Date of exemption letter: Exempt under Internal Revenue Code section 501(c) **11/18/1943**

If known, are contributions to the organization tax deductible? **Yes** No

Attach a copy of the Application for Recognition of Exemption (IRS Form 1023) and the determination letter issued by the IRS.

This is the letter of determination (LOD) from the state PTA

Does your organization contract with or otherwise engage the services of any commercial fundraiser for charitable purposes, fundraising counsel, or commercial coventurer? If yes, provide the name(s), address(es), and telephone number(s) of the provider(s):

This section is only necessary if you hire someone who is specifically going out to solicit funds from companies and does all the work for you, not a fundraising company like a wrapping paper, cookie dough, entertainment books, etc.

Commercial Fundraiser	Fundraising Counsel	Commercial Coventurer
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Name

Address

City	State	ZIP Code
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Telephone Number

Commercial Fundraiser	Fundraising Counsel	Commercial Coventurer
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Name

Address

City	State	ZIP Code
------	-------	----------

Telephone Number

Commercial Fundraiser	Fundraising Counsel	Commercial Coventurer
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Name

Address

City	State	ZIP Code
------	-------	----------

Telephone Number

I declare under penalty of perjury that I have examined this registration form, including accompanying documents, and to the best of my knowledge and belief, the form and each document are true, correct, and complete.

Signature

Title

Date

If additional information is required, please refer to the Supervision of Trustees and Fundraisers for Charitable Purposes Act (Government Code sections 12580-12599.7), the Administrative Rules and Regulations pursuant to the Act (California Code of Regulations, Title 11, Sections 300-312.1). If you have questions regarding registration, or need assistance, information is available on our website at <http://ag.ca.gov/charities/> or you can reach us by telephone at (916) 445-2021 or fax at (916) 444-3651.