



THE MODEL PTA

The Purposes of The Model PTA:

- Encourages and directs the local unit PTA to fulfill the requirements to be “In Good Standing”.
- Provides a framework and defines an effective process for family engagement, advocacy and partnership in the school community.

Assists the local school community to fulfill the parents’ rights and responsibilities under the current education legislation.

The benefits for the Local Unit to achieve The Model PTA status:

- Provides a course of action to create and maintain a mature family engagement system within the school, creating a foundation of support for families to assist them in transitioning their children ready for school, kindergarten to grade 12, to graduation, to college and career ready.
- Fulfilling this process leads the local unit PTA to be an effective and more efficient school collaborator.
- Having an at-a-glance Administrative Guidelines checklist makes it easier for the PTA to address core issues, leaving time to connect with families on a more comprehensive level.
- Increases and enhances family and community involvement and engagement.

To achieve The Model PTA status, the Local Unit PTA:

- Complete twelve (12) of the fifteen (15) Administrative Guidelines.
- Complete the Operational Guidelines.
- Send in The Model PTA Award Cover Sheet and the completed Living Document to the state office, postmarked by the second Friday in March.

The Model PTA Living Document provides for easy record keeping and serves as part of the local unit’s history. Keep track of the local unit PTA’s progress by filling in the completed dates for each guideline accomplished.

Special Note:

- **All local unit PTA/PTSAs are encouraged to achieve Model PTA status.**
- **To achieve the Model PTA status please submit either:**
 - **The Model PTA Report (Award Cover Sheet and both pages of the Living Document) *or***
 - **The Outstanding Local Unit PTA Report**

THE MODEL PTA AWARD COVER SHEET



Instructions:

- Deadline: Postmarked on or before the second Friday in March.
- Print clearly.
- Faxed/electronic copies will not be accepted.
- Make a copy of your report. Reports submitted to Georgia PTA will **not** be returned.
- **Give a copy to District Director and Council President.**
- Include a completed copy of The Model PTA Living Document and attach to this sheet.
- Mail or deliver to: Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366.

Date _____ Local Unit ID# _____ District _____

Local Unit Name _____ Council _____

Check one:

- | | |
|---|--|
| <input type="checkbox"/> Elementary 750 and below | <input type="checkbox"/> Middle/Junior High School |
| <input type="checkbox"/> Elementary 751 and above | <input type="checkbox"/> High School |

President's Name _____ Cell Phone _____

Address _____ Home Phone _____

City _____ State _____ Zip _____

Email _____

Principal's Name _____

- **Complete 12 of the 15 Administrative Guidelines to achieve this award.**
Check the criteria completed on the next page and keep a copy for your records.
- **Complete either Level One or Level Two of the Operational Guidelines.**
See Operational Criteria for the Local Unit PTA in this section for more detail on Level 1.



| ADMINISTRATIVE GUIDELINES | Recommended Date | Completed (Date & Initial) |
|---|--|----------------------------|
| 1. Submit names and contact information of Incoming Officers by May 1 (or as soon as elected), and Incoming Chairs by August 31, to the state office. | May 1 August 31 | |
| 2. Maintain updated and approved Bylaws on file at the state office, with a copy of the Bylaws given to all board members. | November 15 | |
| 3. Meetings: Prepare a calendar of the year’s meetings and events, including Georgia and National PTA events. (Send a copy of calendar to Council and District upon request). | By First Day of School | |
| 4. All committees developed respective Plans of Work and submitted to the Executive Committee for approval. | By First Day of School | |
| 5. Submit a copy of the PTA Audit/Financial Review to the state office. | Last Business Day in September | |
| 6. Operate within and maintain an approved working budget. The budget and Audit Report should be approved by the general membership at the first general membership meeting of the school year, no later than September 30. | September 30 | |
| 7. Submit all State and National portion of membership dues to the state office on a monthly basis, and Council dues and fees by due date. | Monthly | |
| 8. Send at least one representative to attend all Council meetings, <i>and</i> District Fall and Spring Conferences. | | |
| 9. Set a membership goal to increase last year’s membership. A realistic goal is Target membership, <i>or</i> 2% increase (last year’s final membership number <u>plus</u> 2%). | Target membership <i>or</i> 2% increase | |
| 10. Members of Board attended Georgia PTA Convention Leadership Training | July 10-11, 2015 | |
| 11. <u>Attend any two of the following State or National events:</u> National PTA Convention; PTA Day at the Capitol; Georgia PTA Advocacy Conference; PTA University; District or Council School of Information or other workshop. | | |
| 12. Attend at least one (1) local School Board of Education meeting, and submit a report to the board of directors. | | |
| 13. Insurance: Purchased PTA insurance. | September 30 (or premium due date) | |
| 14. File 990 and submit the 990 Filing Confirmation form to the state office. | 15 th day of the fifth month after FYE | |
| 15. ACHIEVE THE MODEL PTA STATUS: Submit The Model PTA Award Cover Sheet and a completed copy of the Living Document, <i>or</i> the Outstanding Local Unit PTA Report. | Postmarked on or before the second Friday in March | |



OPERATIONAL GUIDELINES – LEVEL 1

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| <ol style="list-style-type: none"> 1. Appoint a Family Engagement (FE) Chair to the PTA Board of Directors, contact information sent to the state office. 2. The FE Chair attends The Model PTA or other Family Engagement workshop/training before or during the school year. 3. The Chair understands the National PTA Standards for Family-School Partnerships. (Elearning course available at pta.org) 4. Collect feedback from parents and community on current family engagement practices and programs. 5. Results of the input are processed, shared and discussed. 6. Discuss/develop a written Family Engagement Policy, whether a Title I or Non-Title I school. 7. Discuss/develop a written Family Engagment Plan of Work, based on the input results and/or FE Policy. 8. Implement and evaluate programs/events. 9. Celebrate the work accomplished, and thank Volunteers, Parents, Teachers, Staff and Community for their partnership! | <p style="text-align: center;">Completed (Date and Initial)</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ |
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OPTIONAL REPORT – LEVEL 2:

Apply for the Georgia PTA Hearst Family-School Partnership Awards. Criteria and form are on our website and on the following pages. Must be postmarked on or before the second Friday in March.

Award Overview:

Georgia PTA’s Hearst Family-School Partnership Awards recognize and celebrate PTAs that are effectively demonstrating the PTA National Standards for Family-School Partnerships in their local school communities. The PTA National Standards for Family-School Partnerships are a framework for how families, schools, and communities can work together to support student success. Each standard is rooted in the value of mutual respect, trust and courtesy. The National Standards are used to develop, evaluate, and improve engagement practices at school.

There are three levels of recognition:

- **The Outstanding Family-School Partnership Award** is given to one local PTA for exemplary all-around achievement of all six (6) National Standards.
- **The Family-School Partnership Award of Excellence** is given to six (6) local PTAs, each representing the best in one (1) of the six (6) National Standards.
- **The Family-School Partnership Award of Merit** is given to all local PTAs that apply to the awards program, in recognition of their commitment to building family-school partnerships.

Date Application Submitted to Georgia PTA: _____

Submitted by: _____