# **OUTSTANDING LOCAL UNIT PTA AWARD CRITERIA**



### Objective:

To aid each local unit in achieving the PTA Mission and Purposes, and to provide an opportunity for each local unit to report its accomplishments. Every local unit in good standing that submits an Outstanding Local Unit Report will receive recognition in at least one of the three levels of achievement or all three: Merit Award (previously known as Charter Seal), The Model PTA and Outstanding Local Unit:

- Merit Award- Presented to local units "In Good Standing" by last business day in September
- The Model PTA Certificate Presented to local units achieving a minimum of 275 points

•	Outstanding Local Unit PTA – Presented to one (1) First Place local unit achieving a minimum of
	375 points; selection by a panel of judges in each of the four (4) categories:
	☐ Elementary 750 and below ☐ Elementary 751 and above ☐ Middle School ☐ High School

#### **Important! Report Criteria and Instructions:**

- 1. Deadline: Postmarked on or before the second Friday in March.
- 2. Mail or deliver two copies to Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366.
- 3. Make copies of your report. Reports submitted become the property of Georgia PTA and will **not** be returned. Give a copy to District Director and Council President.
- 4. Complete an Outstanding Local Unit Cover Sheet and attach all three completed checklists.

### **Narrative Page Limit:**

A maximum of eight (8) pages is allowed for the written portion of the Outstanding Local Unit PTA Award which will focus on impact of programs (see Checklist).

#### **Documentation:**

A maximum of ten (10) single sided pages is allowed. Documentation may be reduced, but keep it legible and include advocacy, membership and programs. Note that on the Advocacy Checklist, several items indicate that documentation is required to get full credit.

#### **Report Guidelines:**

- A page is standard 8.5" by 11" paper.
- Print size must be 12 point Times New Roman.
- Use one side only, double-spaced, with 1" margins.
- Pages must be numbered excluding the cover sheet.
- You may download and type in all information and or print clearly.
- The written report may not be reduced, faxed or emailed.
- Do not submit reports in a protective cover. Staple 3 places along left hand margin.
- All three pages (Outstanding Local Unit Cover Sheet, Advocacy Checklist and Membership/Program Checklist) must be attached.

### **OUTSTANDING LOCAL UNIT PTA AWARD COVER SHEET**



**Objective:** To aid each local unit in achieving the PTA Mission and Purposes, and to provide an opportunity for each local unit to report its accomplishments. Every local unit in good standing that submits an Outstanding Local Unit Report will receive recognition in one or more of the three levels of achievement: Merit, The Model PTA and Outstanding Local Unit.

☐ Elementar nt's Name Zip al's Name school Website	y 750 and below y 751 and above	□ □ Email	Middle\Junior High S High SchoolCell Phone Home Phone	School	
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all that annly below.					
			e POINTS boxes – t	hose will b	e completed by POINTS
			(F	or Georgia	PTA Use Only)
d Standing Requireme	ent (check all that a	pply):		60	
Membership Dues Paid	d by:			(date)	
•	•	t business day		- \ /	
September or:				(date)	
laws on file at the state	office				
S Form 990 filed by IRS	S deadline date			(date)	
Council Dues Paid (if	part of a council)				
Credit (check all that a	apply):			30	
ficers' contact info on fi	le with state office b	oy May 1 or:		(date)	(3 points)
mmittee Chairs' contac	t info on file with sta	ate office by			(3 points)
gust 31 or:				(date)	
orporated					(3 points)
dget and Audit Report a	dopted at first gener	ral meeting		(date)	(3 points)
rchased PTA insurance				(date)	(3 points)
ended Georgia PTA Co	nvention Leadership	Training	July 10-11, 2015	<u> </u>	(15 points)
vocacy Criteria/Checl	klist (attached)			100	
embership Criteria/Ch	ecklist (attached)			100	
A Programs Criteria/	Checklist <i>(attached)</i>	)		100	
rrative <i>(attached</i> – ma	ximum 8 pages – se	e instructions)	)	55	
cumentation (attached	- maximum 10 page	es – see instru	ctions)	55	
	Membership Dues Paid A Audit/Financial Revise A Audit/Financial Revise A Form 990 filed by IRS Council Dues Paid (if Credit (check all that a ficers' contact info on finantitee Chairs' contact gust 31 or:  orporated diget and Audit Report a chased PTA insurance ended Georgia PTA Couvocacy Criteria/Checkenbership Checkenbership Criteria/Checkenbership Criteria/Chec	d Standing Requirement (check all that a Membership Dues Paid by: A Audit/Financial Review Submitted by last September or: laws on file at the state office S Form 990 filed by IRS deadline date Council Dues Paid (if part of a council) Credit (check all that apply): Sicers' contact info on file with state office to mmittee Chairs' contact info on file with state gust 31 or: Corporated Substantial Report adopted at first generated and Audit Report adopted at first generated Georgia PTA Convention Leadership Criteria/Checklist (attached) Combership Criteria/Checklist (attached) Combership Criteria/Checklist (attached) Combership Criteria/Checklist (attached) Comparise Criteria/Che	A Audit/Financial Review Submitted by last business day September or: laws on file at the state office S Form 990 filed by IRS deadline date Council Dues Paid (if part of a council) Credit (check all that apply): Cred	(Find Standing Requirement (check all that apply):  Membership Dues Paid by: A Audit/Financial Review Submitted by last business day September or: It was on file at the state office S Form 990 filed by IRS deadline date Council Dues Paid (if part of a council) Credit (check all that apply): Incers' contact info on file with state office by May 1 or: Inmittee Chairs' contact info on file with state office by gust 31 or: Incorporated Indiget and Audit Report adopted at first general meeting Inchased PTA insurance Inchecklist (attached) Indiget and Audit Report adopted at first general meeting Inchased PTA Convention Leadership Training Indiget and Audit Report adopted at first general meeting Inchased PTA insurance Inchecklist (attached) Inchecklist	(Gorgia d Standing Requirement (check all that apply):  Membership Dues Paid by: A Audit/Financial Review Submitted by last business day September or: I (date) I (da

# **ADVOCACY CHECKLIST FOR OUTSTANDING LOCAL UNIT**



Name of Legislative Chair/Vice President _	
Email	
Local Unit Name	_LU#

### Do NOT complete the Points Total – for Georgia PTA Use ONLY.

ADVOCACY ACTIVITIES - Check all that apply	POINTS	TOTAL
Attend Advocacy/Legislative Events or workshops:		
☐ Georgia PTA Convention and Leadership Training		
(legislative/advocacy workshops) (10 points)		
☐ National Convention or e-learning on National PTA website (3 points)	35	
Georgia PTA Advocacy Conference – September (10 points)		
Participate in National PTA Advocacy Conference or National PTA legisle	lative	
training (2 points)		
Attend Georgia PTA Day at the Capitol – February (10 points)		
Read <i>Capitol Watch</i> postings and report regularly in newsletter or electro	nic 15	
communication (documentation required)	13	
Attend local School Board Meetings or speak at local meetings where sch	ool 10	
funding decisions are made	10	
Publish registration information for Georgia PTA <i>Capitol Watch</i> and Nati	ional	
PTA's <b>PTA Takes Action</b> and activating PTA membership cards in newsl	letters 5	
and e-newsletters		
Attend House or Senate Committee/Subcommittee Meetings or Lobby at	5	
Capitol during the legislative session with Georgia PTA member		
Write letters to the Editor or submit articles to local media about National	_	
and/or Georgia PTA Priority Issues or current legislative issues on which	PTA 5	
has a position (documentation required)		
☐ Include Legislative Articles in PTA/School Newsletters focused on Nation	nal 5	
PTA and/or Georgia PTA Priority issues (documentation required)		
Give a Legislative Report at PTA General Meetings on National PTA and		
Georgia PTA Priority issues or legislative issues on which PTA has a post		
Write/Email/Call appropriate Elected Officials on National PTA/Georgia	PTA 5	
Priority issues or legislative issues on which PTA has a position		
Conduct a voter registration information/advocacy campaign at your scho	ol 5	
Host a "Meet the Candidates" Forum/Reception which incorporates Natio	onal _	
PTA/Georgia PTA Priority issues or Host a "Meet Your Elected Officials	"* 5	
event in your community		
GRAND TOTAL – to be assessed by Georgia PTA	100 Possible Points	
	1 omts	

NOTE: For areas where it says "Documentation Required" please be sure to include documentation for those items in the report in order to get full credit. Documentation includes newsletters, bulletins, fliers, newspaper clippings, photographs, copies of surveys, etc.

<sup>\*</sup>Elected officials can be any who affect decisions regarding child health, education, welfare and safety for your community (local, state or national). These issues must be the focus of the event.

## **MEMBERSHIP AND PROGRAM CHECKLISTS**



### MEMBERSHIP CHECKLIST FOR OUTSTANDING LOCAL UNIT

Name of Membership Chairperson\Vice President:			
Email:			
Local Unit Name:	LU #:		
	_	(For Georgia PTA Use ONLY)	
Achieved target membership (calculation below) <b>OR</b> Two percent (2%) increase achieved over last year  Yes  Yes	No No	40	
Calculation of Target Membership			
1) Student enrollment at the end of the first full week of school		_	
2) Number of certified teachers at the end of the first full week of school		_	
3) Total lines 1 and 2		_	
4) Number of PTA Memberships submitted to state office			
Best Membership Idea		10	
Which of the following were used in your membership development (	five points each):	50	
Membership Theme:	Membership forms in	the front office	
Earned Georgia PTA Membership Award			
National/Georgia PTA Member Benefits and Discounts			
Attended State/District/Council Membership workshops/trainings	Special Campaigns for Teachers, Community Partners, Male Involvement, etc. (list below)		
National PTA Membership Quick Reference Guide,	Partners, Male Involve	ment, etc. (list below)	
Georgia PTA Leadership Resource  Conducted January membership campaign to capture students			
transferring into school	Frequent Communicat	ions Focusing on the	
National PTA Standards for Family-School Partnerships		n and Purposes of PTA	
GRAND TOTAL – to be assessed by Georgia PTA	<b>Possible Points</b>	100	
order by Georgia 1 111	1 OSSISTE I OTHES		

## PROGRAMS CHECKLIST FOR OUTSTANDING LOCAL UNIT

rative: Please describe your PTA(s) programs (not to exceed the eight pages allowed for the Clearly define your unit's goals and describe your unit's most significant work in the	cherre report):
following two areas during the school year:	
Increasing family engagement	25
Increasing student achievement	25
Describe any data used to identify the needs of your school community (surveys, review of	
School Improvement Plan and/or CCRPI with administration, graduation rates, etc.)	
, ,	10
Discuss how your unit incorporated the National Standards for Family-School Partnerships	
into its programs.	20
Describe how your unit recruits volunteers (including non-traditional volunteers), assigns	
duties, trains them, and recognizes their work.	20
•	
AND TOTAL – to be assessed by Georgia PTA Possible Points	100