



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.**

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:		
<input type="checkbox"/> Georgia PTA Convention and Leadership Training (legislative/advocacy workshops) (10 points)	35	
<input type="checkbox"/> National Convention or e-learning on National PTA website (3 points)		
<input type="checkbox"/> Georgia PTA Advocacy Conference – September (10 points)		
<input type="checkbox"/> Participate in National PTA Advocacy Conference or National PTA legislative training (2 points)		
<input type="checkbox"/> Attend Georgia PTA Day at the Capitol – February (10 points)		
<input type="checkbox"/> Read <i>Capitol Watch</i> postings and report regularly in newsletter or electronic communication (documentation required)	15	
<input type="checkbox"/> Attend local School Board Meetings or speak at local meetings where school funding decisions are made	10	
<input type="checkbox"/> Publish registration information for Georgia PTA <i>Capitol Watch</i> and National PTA’s <i>PTA Takes Action</i> and activating PTA membership cards in newsletters and e-newsletters	5	
<input type="checkbox"/> Attend House or Senate Committee/Subcommittee Meetings or Lobby at Capitol during the legislative session with Georgia PTA member	5	
<input type="checkbox"/> Write letters to the Editor or submit articles to local media about National PTA and/or Georgia PTA Priority Issues or current legislative issues on which PTA has a position (documentation required)	5	
<input type="checkbox"/> Include Legislative Articles in PTA/School Newsletters focused on National PTA and/or Georgia PTA Priority issues (documentation required)	5	
<input type="checkbox"/> Give a Legislative Report at PTA General Meetings on National PTA and/or Georgia PTA Priority issues or legislative issues on which PTA has a position	5	
<input type="checkbox"/> Write/Email/Call appropriate Elected Officials on National PTA/Georgia PTA Priority issues or legislative issues on which PTA has a position	5	
<input type="checkbox"/> Conduct a voter registration information/advocacy campaign at your school	5	
<input type="checkbox"/> Host a “Meet the Candidates” Forum/Reception which incorporates National PTA/Georgia PTA Priority issues or Host a “Meet Your Elected Officials”* event in your community	5	
GRAND TOTAL – to be assessed by Georgia PTA	100 Possible Points	

*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.

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.

MEMBERSHIP AND PROGRAM CHECKLISTS



MEMBERSHIP CHECKLIST FOR OUTSTANDING LOCAL UNIT

Name of Membership Chairperson/Vice President: _____

Email: _____

Local Unit Name: _____ LU #: _____

Achieved target membership (calculation below) **OR** Yes No (For Georgia PTA Use ONLY)
 Two percent (2%) increase achieved over last year Yes 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: _____
- Earned Georgia PTA Membership Award
- National/Georgia PTA Member Benefits and Discounts
- Attended State/District/Council Membership workshops/trainings
- National PTA Membership Quick Reference Guide, Georgia PTA Leadership Resource
- Conducted January membership campaign to capture students transferring into school
- National PTA Standards for Family-School Partnerships
- Membership forms in the front office
- Special Campaigns for Teachers, Community Partners, Male Involvement, etc. (list below) _____
- Frequent Communications Focusing on the Value, Vision, Mission and Purposes of PTA

GRAND TOTAL – to be assessed by Georgia PTA	Possible Points	100	
--	------------------------	------------	--

PROGRAMS CHECKLIST FOR OUTSTANDING LOCAL UNIT

Narrative: Please describe your PTA(s) programs (not to exceed the eight pages allowed for the entire report).						
Clearly define your unit’s goals and describe your unit’s most significant work in the following two areas during the school year: <ul style="list-style-type: none"> • Increasing family engagement • 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					
<table border="0" style="width: 100%;"> <tr> <td style="background-color: black; color: white;">GRAND TOTAL – to be assessed by Georgia PTA</td> <td style="background-color: black; color: white; text-align: center;">Possible Points</td> <td style="background-color: black; color: white; text-align: center;">100</td> <td style="width: 10%;"></td> </tr> </table>			GRAND TOTAL – to be assessed by Georgia PTA	Possible Points	100	
GRAND TOTAL – to be assessed by Georgia PTA	Possible Points	100				