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# Keys to Leadership

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Local Unit Name: \_\_\_\_\_ LU Number: \_\_\_\_\_ Council: \_\_\_\_\_ District: \_\_\_\_\_

Georgia PTA KEYS TO LEADERSHIP SUCCESS program is designed to aid PTA members in developing leadership skills. In doing so, Georgia PTA offers you the opportunity to be recognized for the advancement of your own personal learning goals in your service to children. We are proud to be able to offer you an opportunity to build your personal resume through successful and recognized volunteer leadership.

Georgia PTA allows our leaders to gain skills through National PTA e-learning at [www.pta.org](http://www.pta.org). When you have finished your e-learning component, you will have the ability to print out a certificate of completion, which you will be able to copy and return with your Keys To Leadership Success Passport.

**Please note the following items in particular:**

- Just as leadership development, both personal and organizational, is very much the responsibility of the individual, so is the maintenance of this passport. Make a copy of the passport in case of loss, as Georgia PTA will not keep records.
- Take your passport to all PTA events/activities and fill-in the presenter name and date.
- Additional copies of the passport may be obtained through Georgia PTA website.
- Once you have completed the requirements, mail your passport (don't forget to make a copy prior to mailing) to the Georgia PTA state office no later than 30 days prior to Convention/Leadership Training. It is your responsibility to ensure receipt by the state office.
- You have up to two years to complete the Leadership Passport from the time of the first entry.
- All recipients of this award will be announced at Convention/Leadership Training. If you are not able to receive your award in person, it will be mailed to you.

### MANDATORY REQUIREMENTS

- Attend Georgia PTA Convention/Leadership Training Conference, including attendance at two workshops  
 Presenter Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Presenter Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Attend Georgia PTA Advocacy Conference  
 Date: \_\_\_\_\_
- Attend a Georgia PTA Parliamentary Procedure/Bylaws Workshop  
 Presenter Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Attend either the District Fall or Spring Conference  
 District # \_\_\_\_\_  
 Presenter Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Presenter Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Attend a Council Meeting – Council Name: \_\_\_\_\_  
 Presenter Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Attend a Family Engagement or The Model PTA Workshop  
 Presenter Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Attend a Georgia PTA Financial Management Workshop  
 Presenter Name: \_\_\_\_\_ Date: \_\_\_\_\_

### LEADERSHIP SKILL BUILDING – COMPLETE 3 OF 5

- Attend a Georgia PTA Workshop on NPTA Award of Excellence Program  
 Presenter Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Attend a Georgia PTA Conflict Resolution Workshop  
 Presenter Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Attend a Georgia PTA Principals and PTAs Workshop  
 Presenter Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Attend a Georgia PTA Report Writing Workshop  
 Presenter Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Attend a Georgia PTA Grant Writing Workshop  
 Presenter Name: \_\_\_\_\_ Date: \_\_\_\_\_

### COMPLETE 6 OF THE 12 ACTIVITIES

- Attend a Georgia PTA State Reflections Reception  
 Presenter Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Serve as a Georgia PTA State Board volunteer in one of the following capacities: Convention/Leadership Training Committee, Reflections Reception Committee, Parent Involvement Committee, Legislative Committee, Diversity Committee, Office Volunteer, Model PTA Facilitator  
 Committee: \_\_\_\_\_ Date: \_\_\_\_\_
- Attend a Membership Workshop  
 Presenter Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Organize a Candidate's Forum in your community  
 Presenter Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Attend a job specific training workshop (committee or officer)  
 Presenter Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Attend a Georgia PTA Diversity Workshop  
 Presenter Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Attend Georgia PTA Day at the Capitol  
 Presenter Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Attend a Georgia PTA Male Involvement or EMLC Workshop  
 Presenter Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Serve full-term in an Elected PTA Position  
 Position: \_\_\_\_\_ Year: \_\_\_\_\_
- Attend a Georgia PTA University  
 Presenter Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Attend a Georgia PTA or Council Audit Workshop  
 School District: \_\_\_\_\_ Date: \_\_\_\_\_
- Attend a Georgia PTA or Council Advocacy Workshop  
 Activity: \_\_\_\_\_ Date: \_\_\_\_\_

For more information, contact: Georgia PTA | 114 Baker Street, NE, Atlanta, Georgia 30308-3366 | 404-659-0214

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