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COMMITTEE CHAIRPERSONS

Committees are the practical and democratic way of involving the membership in attaining PTA goals. The work and goals of each local unit determine the number and nature of the committees necessary for that unit. All associations need the basic committees, such as parent involvement, programs, budget, membership, legislation, publications/communications, diversity and inclusion, male engagement, health and wellness, and hospitality. Other committees are determined by the goals and needs of the unit, or as the bylaws prescribe. Many, but not all, of the committees at the local unit level have parallels at the state and national level.

TYPES OF COMMITTEES AND THEIR WORK

A **standing committee** is formed when the work in a certain area requires continuous service throughout the year or for a longer period of time. Chairpersons of these committees are voting members of the Board of Directors.

A **special committee** is formed for a specific purpose. When the work is completed it automatically ceases to exist.

Committees plan and promote the activities of PTA. Each committee has a definite purpose and is subject to the control and direction by PTA. **Ensure the National Standards for Family-School Partnerships** are implemented in all programs/projects/events.

The role of the local unit is to organize and perform projects and programs for the school and community. Committees should reflect the needs of that individual PTA and thus will vary from unit to unit. However, we highly recommend that the members and chairpersons of the committees reflect the membership of the unit and the breadth of the school community.

QUALIFICATIONS

Committee chairpersons should be knowledgeable, or willing to learn, in the area in which they serve and must be a member of that local unit PTA.

SELECTION

Committee chairpersons are appointed by the Executive Committee (composed of elected officers and the principal of the school or a representative appointed by the principal). The President is an ex-officio member of every committee, except the nominating and audit committees.

DUTIES

- Present a plan of work to the Executive Committee for approval.
- Maintain a procedure book.
- Research and seek information in the content area.
- Attend local, council, district, state and national meetings whenever possible.
- Respond promptly to correspondence or requests and keep accurate files.
- Present reports at general meetings when requested.
- Give records, reports, procedure books and other materials promptly to successors.
- Provide an annual report (summary) based on goals defined for the committee work and achieved; programs, projects and events implemented throughout the year; evaluations of all; and recommendations for the upcoming chairperson and school year.

PROCEDURE BOOK

All committee chairs should have a procedure book, received from the previous chair. If not, establish and maintain a procedure book and ensure that it is passed on during the Transition Meeting.

Suggestions for Committee Chairpersons:

- Refer to the appropriate sections of this resource, procedure book and plan of work for useful tools to guide all committee work.
- Remember that the president is a member of your committee and should be advised of and asked to attend all meetings.
- Remember only the president has the authority to sign contracts on behalf of the association.
- Work closely with other chairpersons and committees and, where possible, combine your efforts so that duplication will be avoided and programs will be strengthened by new ideas and manpower.
- Research, initiate, plan, and carry out your committee work for the year.
- Call the president when you have a report for the Executive Committee and make sure you are placed on the agenda for appropriate meetings.
- Emphasize at all times the importance and obligation of attendance to your committee members at special, general and committee meetings.
- Before adding members to your committee, confer with the president.
- Secure approval before undertaking any substantial work.
- Send out flyers, notices, publicity, etc., after getting the consent of the president.
- Remember the Purposes and basic policies that guide PTA activities.
- Spend money only with prior approval and within an approved budget.
- Your attendance at any state, district and council PTA meetings and community meetings pertinent to your chairpersonship and sphere of interest is expected. Inform your committee members; invite them to attend with you. Always send a substitute when you are unable to attend.
- When you have completed your chairpersonship term, pass the procedure book to your successor, along with any suggestions you may have that will be of help in carrying out the duties of the next chairpersonship.
- Train your successor; pass on your Procedure Book. *Remember that a PTA procedure book is the property of the association and not the person using it for the year.*

WHAT IS A PTA “PLAN OF WORK”?

PTA plans of work are one or two page summaries of goals, plans and resources needed by a committee (sample provide further in this section) prepared annually by each committee chair, usually in the summer before school resumes. The president, with some or all of the officers, reviews and approves the proposed plans of each PTA committee. We suggest that a member of the budget committee be part of that review. Once approved, the budget committee works to ensure that adequate financial resources are available (in the approved budget) to support the committee’s work during the year.

A plan of work typically addresses the following topics or areas:

- Goals or purpose of committee or program
- Steps to accomplish goals (include timeline and significant dates)
- Details each committee member’s responsibilities (with time estimates)
- Estimated revenue to be generated and estimated costs or expenses
- Facilities and other resources needed
- Staff involvement (i.e., administrators, teaching and support staff)
- Sponsor/partner participation, and contact information, if applicable
- Evaluation plans/post event analysis

ARTS IN EDUCATION

The Arts are an important part of education. Arts programs promote self-esteem, open the horizons of the creative mind, and enhance scholastic skills. As a result, students' lives are enriched and their visual and auditory skills strengthened. Students' abilities in reading, writing and arithmetic are increased. Arts' programs boost students' success with technology because information processing in most new technologies is based on graphic and visual understanding. Exposure to the Arts increases sensitivity to the emotions and needs of other human beings. Arts also increase positive self-esteem and affect who we become as adults. Dance, theater, voice, playing an instrument, story telling, visual arts creation, writing and photography – all help a child build confidence and add joy to the learning experience.

Georgia PTA Arts in Education Programs are available to help develop your students' minds. Encourage your school to participate in these programs: *Cultural Arts Programs*, *National PTA Reflections Program*, and *National PTA Reflections Theme Search*. PTAs also may apply for the *National PTA Reflections Grant* to supplement Arts funding at their school.

BENEFITS OF ARTS EDUCATION

The Arts contribute to understanding among different peoples, helping students to learn about other cultures by studying their art, music, dance and legends. The Arts enhance learning in other subjects, such as math, science, geography, language and history by reinforcing ideas and expanding concepts taught. Art enhancement has helped children become better learners by helping them analyze, interpret and work hard to complete a goal. Over the years, evidence for the educational value of the Arts has grown steadily. High school students, for example, who study at least one of the Arts – theater, visual arts, dance or music – **score about 40 points higher on the verbal and math sections of the Scholastic Aptitude Test (SAT)** than other students. Some schools use Arts methods to assess students' academic performance and determine the level of achievement beyond standard written tests.

ARTS ADVOCACY

As community leaders, PTA members can make a difference in children's education by encouraging adequate funding for better Arts education. Each child should have opportunities in the Arts, regardless of the school he or she attends. Parents can contact their legislators, boards of education, superintendents and principals to promote Arts education as part of the curriculum.

Parents also can encourage their students' growth in the Arts. Study and talk about the history of a special work of art – a quilt, a piece of pottery or a painting – enhance their learning experience. One of the best ways to get your child excited about art is to be enthusiastic yourself.

ARTS CHAIRPERSON

The Arts Chairperson should:

- a. Improve communication among parents, teachers, students and the community through cultural arts events. Email is a great way to keep parents informed.
- b. Plan an Arts activity for a PTA meeting. Use parents, teachers, students and community resources in a variety of ways.
- c. Encourage participation in the National PTA "Reflections" Program.
- d. Suggest home projects for family fun with arts and crafts.
- e. Encourage parents to assist the school with field trips.
- f. Sponsor community projects that will help people gain an understanding and appreciation of other lands, people and their cultural arts.

- g. Encourage participation in library story-telling hours, music groups or art classes.
- h. Write articles for the PTA newspaper and other community publications.
- i. Support the various Georgia PTA Arts Programs by making a monetary donation.
- j. Confer with the Parent Involvement Chair to ensure the National Standards for Family-School Partnerships are implemented in every Arts program/project/event.

ARTS COMMITTEE

The committee should include parents, administrators, teachers and students. Questionnaires can help provide valuable information to guide the program. Teachers may suggest an area of curriculum that the Arts can enhance, and may suggest the best time of year for certain activities.

Chairperson/Committee Planning

1. Develop a plan of work in writing.
2. The PTA/PTSA Executive Committee must approve the plan of work.
3. Consider the PTA/PTSA budget when planning. A committee budget should be submitted as part of the plan. As the year progresses, check with the Treasurer or Budget Committee to verify the remainder of the plan can be afforded. Encourage donations to support Georgia PTA Arts Programs.
4. Communicate to all parties involved to create a clear understanding of who has each responsibility. Reminders, posters, announcements, bulletin boards and flyers are helpful.
5. Double-check with everyone involved.
6. Thank you notes are appreciated.
7. Take photographs of events for your PTA scrapbook, newsletter, newspapers, bulletin boards, and to include in the Outstanding Local Unit Award Report due to the state office, postmarked on or before the second Friday in March.
8. Notify the press three weeks prior to any event or submit information yourself. Include a summary of the program; the time, location and a map to your school; the name and phone number of the principal and PTA person handling the program.
9. Keep a procedure book with copies of work to pass on to the next chairperson.
10. Your budget needs to include the prices paid for items plus any donated items received with an estimate of their value to give you a true estimate of what it costs to conduct your program.

ARTS PROGRAMS

Many PTA/PTSAs plan programs involving several weeks or months of hosting a guest artist for the school (a residency). Some programs feature one school-wide project (e.g., creating a metal sculpture in a garden) or programs for different groups (e.g., puppet making for kindergarten, painting for first grade).

Performances, historical presentations and Arts in Education (residency) programs can spark a student's interest and provide a valuable learning experience as well as entertainment. These programs may be some children's only exposure to live performances.

Guidelines for Visiting Artists

- Have the program approved by the principal and PTA president. Include all details: times, dates, schedule of classes, etc.
- Ensure space in the school is reserved.
- If the program requires student travel, ensure written approval is received from the appropriate school officials. Have a written agreement about buses. Permission slips signed by a parent are a must.
- Agreements with an artist must be in writing and approved by the President. This should include dates, times, fees, travel arrangements, consequences of cancellation, materials or equipment needed (room set up, tables and microphones), the method and time of payment, and the size of audience and number of performances.
- Ensure the program is age appropriate.
- Give map or directions to your school to the visiting artist.
- Double check with the artist a few days before the program. Make sure your school is still on their schedule. Call.
- A few days before the program, contact the principal, school personnel involved, and teachers to remind them of the schedule.
- Check microphone, speakers, and other equipment before the program.
- Have a member of the PTA/PTSA greet the artist, offer refreshments, provide a tour of the school and introduce them to your schools' audience.
- Send thank you notes to all involved.

GEORGIA PTA ARTS PROGRAMS

You can also find the National PTA Reflections resources online – all of which are available to help further Arts in Education in our schools and keep parents aware of the benefits and programs available in the Arts.

The Reflections Committee oversees the National Reflections Program for the state of Georgia, using guidelines from National and State PTA.

REFLECTIONS

WHAT IS “REFLECTIONS”?

Reflections is a cultural arts program of the National PTA. This Arts program is available to students who attend a school with a PTA/PTSA in good standing as defined in the *Basic PTA Information* section of this resource.

REFLECTIONS PROGRAM

Students may submit entries in six Arts areas for the Reflections Program. The categories are:

Literature	Visual Arts
Musical Composition	Dance/Choreography
Photography	Film/Video Production

National PTA does not limit the number of entries a student may submit. A student’s entry must be accompanied by an Official Entry Form. The student’s work is entered by grade level – pre-kindergarten, kindergarten, and grades one (1) through twelve (12) – in each category. Students must be enrolled in a school with a PTA/PTSA in good standing in order to participate in Reflections.

The National PTA Special Artist Division is an option for students with a disability as defined under the Americans with Disabilities Act (ADA). Generally, rules and guidelines within the Special Artists Division are intended to ensure accessibility to the National PTA Reflections Program and are modeled after the guidelines outlined in the Americans with Disabilities Act (ADA).

Regardless of age, students with special needs may enter the National PTA Reflections® Program in the grade division most closely aligned to their functional abilities. Special Artists are now allowed to enter in any of the six categories. These entries will be judged and awarded separately at the state level. Special Artists entries do advance to National PTA.

Home School students must be a PTA member of the Birney Butler unit and may submit entries for any category. These entries are sent directly to the state office no later than the first Friday in December. Home School entries will be judged and awarded separately at the state level, and do not advance to National PTA.

The 2018-2019 Reflections theme is “*Heroes Around Me*”.

ELIGIBILITY

A student may be eligible to win at the State level and move on to the National level only if their local unit is in good standing.

LEVELS OF JUDGING

The first level of entry for a student is at their local PTA. Judging is held by the local PTA unit and the winners move to the next level - the council. The council’s rules will determine the number of winners per area and grade level at the local PTA. Please note that the local unit must comply with the council rules on number of entries, deadline of entries, and requirements for entry. The council judging is held and two entries for each grade level per arts area (literature, musical composition, photography, visual arts, dance choreography, and film/video production) may be submitted to the state level for judging. **ALL COUNCIL ENTRIES MUST BE RECEIVED IN THE STATE OFFICE BY THE FIRST FRIDAY IN DECEMBER.**

Please note: Local units must submit entries to a council for judging if they are in an area, which has a council. If a local unit is in an area where there is no council, the local PTA may submit one entry for

each grade level per each of the six arts areas to the state by the first Friday in December for judging. Please notify the State Reflections Chair for further assistance.

AWARDS

Georgia PTA will present a first, second, and third place winner for each grade level in each arts area. Awards are presented at the Georgia PTA Reflections Reception in March.

Participants from Georgia whose entries have advanced to the National PTA level of judging will also be named at the awards ceremony. These national representatives are selected from the first place winners by divisions. The divisions are as follows: Primary (Pre-Kindergarten - Grade 2), Intermediate (Grades 3-5), Middle/Junior (Grades 6-8), and Senior (Grades 9-12). There will be one winner per division for each arts area (literature, musical composition, photography, visual arts, dance choreography, and film/video production) allowing Georgia to submit a total of 24 entries to National PTA.

RULES

Specific Reflections Program Rules are available:

- Online at www.georgiapta.org. The rules are also available in Spanish.
- In the Georgia PTA *Reflections Guide* (available online at www.georgiapta.org).

IMPORTANT:

- All works submitted to the state level must include an Official National PTA Entry Form.
- The Reflections Program Consent Form must accompany the official entry form if a person's recognizable image or voice is included in the submission.
- Grade level must be shown. Do not list level as 4-6. This does not allow the work to be judged at the student's grade level. List the grade level.
- Title of work and artist statement are required on all submissions.
- The dimensions of the piece of work must be indicated by Photography and Visual Arts entrants.
- Visual Arts entrants must also indicate the type of media.
- Any paper and canvas entries in the Visual Arts category will ONLY be accepted if mounted on a stiff and sturdy material, such as mat board, corrugated cardboard or foam core board. Construction paper and poster board are not acceptable mounting material. Canvas stretched on wood frames **will NOT** be accepted.
- Musical Composition, entrants must state the length of playing time of their composition on their entry and DVD/CD and its case. Entries may not exceed five minutes.
- Dance Choreography entrants must submit videotape or DVD of the performance, not to exceed five minutes.
- Film/Video Production entrants must be the director, screenwriter and cameraperson; and may appear on the DVD, not to exceed five minutes
- Any omission in the above areas could leave the entry as a non-winner.
- **DUE DATE – ALL COUNCIL AND NON-COUNCIL REFLECTIONS ENTRIES MUST BE RECEIVED BY GEORGIA PTA BY THE FIRST FRIDAY IN DECEMBER.**

HELPFUL HINTS FOR REFLECTIONS CHAIRPERSON

- Please double-check for student signature, parent signature, grade level, school name, and school address. Verify that the student's address and telephone number are on the form.
- Check and recheck the size of the entry. Photography and Visual Arts have size limitations and must be within the limitations. Mount Photography and Visual Arts entries on stiff and sturdy material, such as mat board, corrugated cardboard or foam core board.
- **DO NOT** submit mounted works in literature. If a book is submitted, please see that the entry is placed in a manila folder with entry form stapled to the back.
- Reminder: Plagiarized entries will be disqualified and returned to the student. Use of copyrighted material is prohibited. This includes the use of copyrighted cartoon characters or other such material in visual arts or photography entries. No entries in any Arts area can borrow from copyrighted material.
- Confirm that the length of playing time for musical compositions, dance choreography, and film/video production together with the student's name, grade division, state and year are marked on *both* the CD/DVD and its case.
- Shrink-wrap is encouraged for entries sent to the state for judging. This process is *highly* recommended for Photography and Visual Arts. **DO NOT** use food plastic wrap.
- Please take photos of all Visual Arts and Photography entries, and copies of all Literature, Musical Composition, Dance Choreography and Film/Video entries forwarded to the next level of judging. Keep the copies for your records.
- Shrink wrap Photography and Visual Arts entries and then place the completed Official Entry Form in a plastic sheet protector and firmly attach to the back of the entry on *top* of the shrink-wrap. Tape the plastic sheet protector on three sides, leaving the top open for easy access for the judging process.
- Local Units and Councils must complete the appropriate Participation Form (Form A) and the Award Recipients Log (Form B). Please TYPE entries on Form B. These forms must accompany the entries to each level of judging. The local unit initiates the forms, forwards them to the Council with the winners, and the Council then forwards their forms to the State with its winners. Please complete only the section appropriate for your level. Keep a copy of your Form A and Form B. Council Chairs: these forms **MUST** accompany entries sent to State.

SUGGESTIONS FOR A SUCCESSFUL REFLECTIONS PROGRAM

- Establish entry deadline dates and the general program plan before school starts. In areas where there is a council, find out the council deadline and be certain to set your local school entry date at least one month prior to the council date. This allows time for judging.
- Communication is the key to a successful program. At the beginning of the school year, send home a simple flyer to students and parents announcing the theme, the six categories, the entry deadline, and the location where students may obtain a copy of the rules. It is better to have interested students pick up a complete set of rules than to summarize the rules, as sometimes important details are eliminated. Posters should include entry deadline dates and other basic information.
- Make a Reflections folder for teachers, with three complete sets of rules and 10 entry forms. Establish a location where more copies can be obtained. The number of teachers having folders depends on your school. All teachers may have folders, or in some schools, only music and art teachers have them.
- Teacher support is important to success – ask to attend a teacher meeting before school starts to explain the program. Recognize teachers who support the program with a special memento.
- Study the rules carefully and go over them with the students and teachers. This may be done on a class-to-class basis, over closed circuit TV or at a meeting with interested students. Stress the types of acceptable materials and the size limits.
- Entries can be prepared in class, at home, or at special times. Some schools have Reflections week, where all students who wish to enter are given special time to prepare entries. Some PTAs purchase supplies and have Saturday or afternoon Reflections days for making entries.
- Seek qualified judges outside your local school. Be certain they understand your time constraints for judging, the rules, and that the program is focused on a theme. Do not use parents as judges.
- Create excitement with posters, signs at the bus stop, announcements, countdown to deadline date, reminders in the cafeteria, buttons or pins for students who enter, and recognition for teachers who promote the program.
- Determine the type of awards program, date, and prizes given. Merchants may donate prizes. The National PTA catalog has posters, awards and items that would make good prizes.
- Display entries at school.
- Acknowledge all children who enter and make them all feel like winners.
- Submit press releases to the media or publish names of winners in the PTA or school newsletter and announce their names in school.
- Mail awards program invitations to the student's home. Invite community and school leaders.
- At the awards program, display visual art and photography entries, play a CD of the student's music as he or she accepts his or her music award and have the student read his or her literature entry out loud if time permits.
- Plan another special activity in conjunction with Reflections awards program: Arts Festival, Talent Show or Open House.
- Confer with the Family Engagement Chair to ensure the National Standards for Family-School Partnerships are implemented throughout the Reflections Program.

AUDIT COMMITTEE

A PTA audit is a review of the financial transactions to be sure that receipts have been properly accounted for and expenditures made as authorized in the budget, as approved by the general membership, and in conformity with PTA bylaws and standing rules. An audit must be completed at the end of each school year. At least two weeks before the end of school, the board of directors appoints an auditor or audit committee. The audit committee is a special committee. Once the audit is completed and the results given to the executive committee, the work of the auditor or auditing committee is completed. The audit committee must review all accounts of the PTA.

Who May Conduct the Audit?

Individuals selected to serve on the audit committee should have accounting or financial background and an unbiased, independent perspective of the books. An auditor or auditing committee member shall not be related to any signee on the checking account by marriage or any other relationship. Per the bylaws, the PTA president, treasurer or any signee may **not** be a member of the audit committee. Local units are not required to pay an accountant to complete the PTA audit but may do so.

When Is an Audit Performed?

On an annual basis at the end of each school year; upon resignation of the treasurer; at any time deemed necessary; and when missing funds are suspected.

How to Conduct the Audit

For detailed instructions on conducting an audit and reporting of the audit, please see pages in Treasurer's Section entitled "The PTA Audit" as well as the Georgia PTA AUDIT/FINANCIAL REVIEW FORM contained within this Leadership Resource Guide.

BYLAWS COMMITTEE

Each local PTA or PTSA is a self-governing unit, with its structure and specific regulations prescribed in bylaws that the members have adopted. The bylaws of the unit supersede any general parliamentary rule with which they conflict. Bylaws may not be suspended even by unanimous vote.

The Bylaws Chairperson Should:

- Be informed regarding local, state and National PTA bylaws.
- Distribute copies of the bylaws to all board members and other PTA members upon request.
- File one copy of the bylaws with the President, one with the principal, and the approved copy in the secretary's permanent minutes for safekeeping and quick reference.
 - Review the local unit bylaws every year and note any automatic changes that may have occurred in state and national bylaws. Amendments to local unit bylaws require: (1) 30-days notice to the membership of the specified change, and (2) approval by a 2/3 vote of the members at a general meeting. Submit one original Bylaws Amendment form for approval. **Bylaws become effective upon receipt of approval from Georgia PTA.**
 - Study and discuss bylaws at board meetings or in study groups. Familiarize members with their specific duties as outlined in the bylaws. A copy of the bylaws should be a part of the procedure book for each officer and committee chairperson.
 - Any violation of the bylaws should be brought to the attention of the board of directors immediately.

ARTICLES

Since local PTAs are organized and chartered by Georgia PTA and are units of National PTA, certain articles are included in every local association's bylaws. These articles include Name, Articles of Organization, Purpose, Basic Policies, Relationship with National and Georgia PTA, Members and Dues, Officers and Their Election, Duties of Officers, Meetings, Board of Directors, Standing and Special Committees, Council Membership, Fiscal Year, Parliamentary Authority and Amendments. Also, certain sections within articles are included in all local associations' bylaws.

Refer to the Georgia PTA website, www.georgiapta.org, to review the Georgia PTA bylaws.

APPROVAL OF BYLAWS

Once a local unit has been organized and voted on bylaws, the District Director or State representative will take one (1) signed copy each of the bylaws and bylaws worksheet to the state office to be approved by the Georgia PTA Bylaws Chairperson. A copy will be returned to the local unit for their permanent files. It also is important to give a copy to all officers and board members, as well as have a permanent copy on record for all members to read. It is highly recommended that each board member become familiar with the bylaws document and refer to them regularly.

AMENDING THE BYLAWS

When a change to the bylaws is desired, members should follow the procedure outlined in the bylaws for making amendments. Refer to Article XVIII: Amendments, Section 1.

Bylaws may be amended at any regular general membership meeting by a two-thirds vote of those present and voting, a quorum being present and notice of the proposed amendments has been provided to the membership thirty (30) days prior to the meeting. **The amendment becomes effective upon receipt of approval from Georgia PTA.**

When giving notice that an amendment will be proposed, you should word the notice formally: For example: To “Amend Article V, Section 7 Line 128 Dues, by striking out \$5.00 and inserting \$6.00.” Include a brief explanation as to the reason for the proposed change.

Each amendment to the bylaws needs to be submitted to the state office on a separate form. Send one copy of each amendment that you want to be approved to the state office. Upon approval, the original will be attached to the bylaws at the state office and a full new set of bylaws will be returned to the local unit.

FAQS: BYLAWS

What do we do if our president resigns?

Fill the vacancy according to your local unit bylaws, Article VI, Section 7.

What's the difference between an amendment and a revision?

Amendments are changes made to bylaws. A revision is the substitution of an entirely new set of bylaws. A revision is more complicated because your old bylaws are opened up for changes as well as the new revised bylaws. A vote has to be taken on which set of bylaws the unit wishes to adopt. Amendments are much easier to deal with even if there are a significant number of them.

How often does our local unit need to send in our bylaws?

Local units operate under bylaws that have been approved by Georgia PTA. Mandatory amendments adopted by the National or Georgia PTAs are automatically part of your local unit's bylaws. If your local unit makes a change at the local level, your bylaws must be submitted to Georgia PTA for approval.

If a quorum was not present at a general meeting and we voted on officers, is that a legal election?

No. If a quorum is not present, then no business is to be conducted. If the presiding officer ignores the fact, any member should call attention to the lack of a quorum before any business or elections take place. If a quorum is not present at any meeting required in the bylaws such as election of nominating committee or officers, you must fix the time for an adjourned meeting. An adjourned meeting may be held any time prior to the next regular meeting.



Please refer to this list when amending your bylaws and completing the Bylaws Amendment Form.

- Local units may only amend the following items in their bylaws.
 - These items are the fill in the blank lines in their respective bylaws.
 - All amendments must be approved by the general membership.
 - The general membership must be given 30-days notice of the proposed bylaws amendments.
 - **The effective date is when you receive approval from Georgia PTA, not when the vote was taken.**
- a. **Article I: Name:** The name of this association is “the name of your PTA” (e.g. Great Care MS)
 - b. **Article V: Membership and Dues: Section 7. (Dues amount)**
This is the dollar amount that each individual member must pay to be a member of the PTA/PTSA. The bylaws may only contain one dues amount and there are no family memberships (e.g. \$5.00).
 - c. **Article VI: Officers and Their Election: Section 1. (Officers)**
State a specific number of vice presidents. Must also state a specific number of secretaries (e.g. two secretaries). You must indicate the titles of the vice presidents, and/or secretaries. **You may not have co-treasurers.**
 - d. **Article VI: Officers and Their Election: Section 2. (Election month)** State a specific month of the year when elections will be held (e.g. March). You may not state “spring.”
 - e. **Article VI: Officers and Their Election: Section 5. (Term of office for officers)** State a specific number of years that officers may hold office, either one (1) or two (2) (e.g. 1).
 - f. **Article VI: Officers and Their Election: Section 7. (Nominating Committee)** State a specific uneven number (e.g. 5) for the number of members and a specific number for the alternates (e.g. 1). You may have one or two alternates.
 - g. **Article VI: Officers and Their Election: Section 7c. (Nominating Committee report presented at the general meeting)** State a specific month of the year. This month must be the same as the election month noted in #4 (e.g. March).
 - h. **Article XII: Standing and Special Committees: Section 3. (Term of office for committee chairs)**
State a specific number of years that committee chairs may hold office, either one (1) or two (2). Term in office does not have to be the same term as the officers (e.g. 1).
 - i. **Article XIII: General Membership Meetings: Section 3. (The election meeting)** State a specific month of the year. This month must be the same as the election month noted in #4 and the election month noted in #7 (e.g. March).
 - j. **Article XIII: General Membership Meetings: Section 6. (Quorum for general meetings)** State a specific number of members that must be present at a general membership meeting in order to conduct business (e.g. 25).
 - k. **Article XIV: Council Membership: Section 1. (Council name)** Name the specific Council PTA that serves your PTA/PTSA (e.g. East Cobb).
 - l. **Article XVI: Fiscal Year & IRS Form 990: Section 1. (Fiscal year date)** For the beginning date, state a specific month and the first day of that month. For the ending date, state a specific month and the last day of that month. The dates must be equal to a 12-month period (e.g. June 1-May31).

BYLAWS AMENDMENT FORM



Purpose:

Use this form to submit bylaws amendments to the state office for approval.

Instructions:

- Make copies of this form as needed.
- Use a separate form for each amendment, except if amending the election month, nominating committee report month, officer election month. (All 3 months MUST be the same).
- Fill in the information requested below. Please print.
- Submit one original for each amendment. (The originals are filed at the state office and a new full set of bylaws will be returned to your local unit.)
- **Mail to Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366 or fax to Georgia PTA office, Attention: Bylaws Chair at 404-525-0210.**

Date		PTA Local Unit ID #	
District	Council	PTA Name (No abbreviations)	
Contact Person		PTA Position	
Address			
City		State	Zip
Cell Phone		Home Phone	
Email			

Local Unit/Council general membership voted on _____ and approved the following amendment.
(Date)

Article _____ Section _____ Line _____ Page _____

The amended wording now reads: _____

President's Signature _____

Secretary's Signature _____

STATE APPROVAL
_____ APPROVED BY
_____ DATE

The amendment(s) shall become effective upon receipt of approval from the Georgia PTA.

CHARACTER EDUCATION

The Character Education Committee's purpose is to support the curriculum implemented to teach character education and inspire civic values. The core focus is to bridge the gap between home, school and community.

POSITION STATEMENT

National PTA believes that parents are the first and most important moral educators of their children. However, we recognize the vital role public schools have in teaching character education and inspiring civic virtue. Parents should work with their community to identify the core moral and civic virtues to be taught, and work with their public schools to develop education programs.

Public schools provide the common experience that bridges ethnic, cultural and religious differences to ensure a democratic society. Recognizing this role of the public schools, National PTA has for decades encouraged schools to provide education for citizenship and urged communities to work together in developing character education programs. National PTA has long encouraged its state and local units to develop and promote programs to strengthen home and family life and to provide children and youth with opportunities to grow in good will and moral character.

Building on this past commitment, National PTA defines character education as a long term, comprehensive process to help young people develop core ethics such as fairness, honesty, compassion, personal responsibility and respect. Character education also includes teaching civic principles, which can be defined as core components of democracy such as the guarantee of inalienable rights and commitment to civil debate.

National PTA urges its constituents to take a leadership role in assuring that public schools develop strong character education programs in cooperation with parents and community members. Coming together as communities to define and develop such programs is essential to the well-being of our children and youth and to the preservation of public schools.

PROGRAMS FOR CHARACTER EDUCATION SHOULD INCLUDE:

- Comprehensive definition of "Character" which includes thinking, feeling, and behaviors.
- Promotes core ethical values as the basis of good character.
- Effective character education includes a meaningful and challenging academic curriculum that respects all learners and helps them succeed.
- Integration of the school staff as a learning and moral community in which all share responsibility for character education and attempt to adhere to the same core values that guide the education of students.

COMMUNITY OUTREACH

Community outreach is PTA's commitment to include the entire community in all phases of PTA programs and activities. It is of such importance that it must be given top priority when planning PTA activities. A concerted effort must be made to involve every member of the community in PTA including but not limited to parents, step-parents, foster parents, grandparents, students, teachers, school staff, school administrators, law enforcement officers, governmental services and agencies and businesses. Everyone needs to be included.

PROGRAMS

Develop a school wide community outreach plan that responds to needs of your community as per a Community Outreach Survey. Activities may include: Holiday collections for needy families or area food banks, clothing drives, beautification projects for community centers, family adoption for needy families in school community, visitation to area retirement homes or hospitals, grandparent adoption days which encourage elders in the community to volunteer in the school, paper and recycling drives, local cultural fairs to promote education on different cultures, welcome packets for parents and students new to the school, building homes in the community, adopting "sister schools", etc.

Reminder About Donations to Other 501(c)(3) Organizations

IRS rules do not prohibit 501(c)(3) organizations from making donations to other 501(c)(3) organizations.

PTAs should not raise or hold money for other organizations. PTAs raise money for their PTA programs and work. Raising money for other organizations or groups is the other group's responsibility in accordance with their own mission or purpose. What PTAs might do is raise awareness about the needs of other organizations, preferably those with a common focus or mission to PTA. A unit can share information about other organization's fundraisers and can encourage members to volunteer at their events, albeit not to the detriment of the PTA and its ability to find volunteers and financial support.

A PTA, through a Community Outreach line item in its budget and to a reasonable extent, can secure supplies for another organization. A PTA also can help in other non-monetary ways such as conducting a coat and mitten drive for a nearby children's shelter, conducting a healthy snacks drive for a sister school, or buying supplies for a PTA group to serve dinner at a local soup kitchen.

On a one-time/emergency basis, a PTA can consider donating its own funds to an organization. This would be best demonstrated by donating to the American Red Cross for Hurricane Katrina or for tsunami relief. But again, the intent is not to raise funds for other organizations.

DIVERSITY & INCLUSION

GEORGIA PTA AND DIVERSITY

Recognizing diversity within organizations means valuing differences and similarities in people through actions and accountability. For Georgia PTA, these differences and similarities include age, ethnicity, language and culture, economic status, educational background, gender, geographic location, marital status, mental ability, national origin, organizational position and tenure, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

GEORGIA PTA'S GOALS TOWARD DIVERSITY

The Georgia PTA's Board of Directors has established a Board level committee for Diversity and Inclusion. The goal of Georgia PTA and this committee is to advocate, create opportunities and effect positive changes for Georgia's diverse student population, families, schools and communities.

The Mission of the Georgia PTA Diversity and Inclusion Committee is to create a high-performing and productive association through an inclusive community environment in which each individual is valued for his/her unique skills, talents and contributions in order to capitalize on the innovation that results from the power of partnerships within diverse groups with diverse thoughts.

CULTURAL COMPETENCY

Georgia PTA is committed to engaging all children of Georgia and their families. In order to be effective leaders, members, students, administrators, teachers and volunteers must welcome all families with an understanding that cultural norms may differ across diverse populations but the goal to make every child's potential a reality is universal. Georgia PTA employs the following components of cultural competence to ensure we are serving and advocating effectively:

- **Awareness.** Awareness is consciousness of one's personal reactions to people who are different.
- **Attitude.** The difference between increased awareness of cultural bias and beliefs in general and the examination of one's own beliefs and values about cultural differences. Georgia PTA respects differences and believes in equality.
- **Knowledge.** Social science research indicates that our values and beliefs about equality may be inconsistent with our behaviors, and we ironically may be unaware of it. Georgia PTA is committed to cross-cultural effectiveness and makes every effort to match our attitude and behaviors to create an inclusive association that allow members to work at maximum productivity levels.
- **Skills.** The Skills component focuses on practicing cultural competence to perfection. Communication is the fundamental tool by which people interact in organizations. This includes gestures and other non-verbal communication that tend to vary from culture to culture.

RESOURCES

Georgia PTA will provide resources to districts, councils, and local units to support inclusion of our diverse student population. Look for articles, training, workshops and more that will help your PTA serve and advocate on behalf of your student population. Our goal is that all PTAs across Georgia will be empowered to represent their communities. A diverse and inclusive PTA that reflects the demographics of its student population gains strength and effectiveness through increased volunteer and resource support. In our commitment to meet these goals, Georgia PTA will listen to your suggestions and present them before the board for consideration. Whenever your PTA is facilitating an initiative to address diversity in your community, please e-mail the Diversity and Inclusion Chair your information so we can support your initiative and share your initiative with our Georgia community.

EDUCATION ENRICHMENT

The goal of this committee is to develop and implement programs that support the academic achievement of K-12 students. Because research shows that family engagement increases student achievement, the most effective programs are built around the National Standards for Family-School Partnerships. See the Family Engagement section for more information on the national standards.

PROGRAM AREAS:

Education Enrichment covers a wide variety of content areas, including:

- *Reading*
- *English/Language Arts*
- *Math*
- *Science*
- *Social Studies, including Geography, History, Economics, and Personal Financial Literacy*
- *Character Education*
- *Study Skills*
- *Education/Career Planning*
- *Out-of-School Time Programs, including After School and Summer Learning Programming*

Because of the many diverse program areas, it is highly recommended that local unit Education Enrichment programming is shared by multiple committees. For example, an elementary school local unit may have separate committees and volunteers supporting different aspects of **reading enrichment**:

- **Book Fair:** The goal of this committee is to organize and staff an on-site, weeklong book fair to encourage and excite students and families to read. Proceeds typically support the purchase of new books for the school.
- **After School Book Club:** The goal of this committee is to offer students the opportunity to participate in an adult-led afterschool book club, such as the program offered by the Great Books Foundation.
- **Media Center Volunteers:** The goal of this committee is to support school staff in the media center, freeing them up for working with students on reading (e.g., reading to classes, research lessons).
- **Teacher Literacy Resource Center:** The goal of this committee is to organize and maintain the reading resource center for classroom books used by teachers.
- **Parent Education:** The goal of this committee is to support parenting skills through a variety of ways, such as workshops/seminars, newsletter/website articles and a parent resource center in school.
- **Literacy Committee:** The goal of this committee is to encourage student and family reading at home. For example, the committee may provide incentives for students to set and achieve reading goals for Accelerated Reading, or promote specific books with in-class readers or favorite book reviews by students and teachers printed in the newsletters.
- **Summer Enrichment:** The goal of this committee is to promote reading, writing and math skills over the summer break. The reading portion of this program may include an incentive or rewards program for keeping a reading log, as well as advertising local library reading programs.

When developing education enrichment programs for curriculum areas, especially content areas such as Social Studies and Science, it is highly recommended that Committee Chairs work with school staff to ensure that required state curriculum standards are not only being supported, but that these programs help students exceed and excel in these content areas. Collaborate with other committees and schools whenever possible to share the workload!

ENVIRONMENTAL EDUCATION

Environmental Education (EE) is an active process that increases knowledge, skills, abilities and awareness, resulting in understanding, commitment, informed decisions and constructive action to ensure stewardship of the earth's environment. Hands-on experiences are the best ways for students to build understanding of the complex world around them. These experiences can best be initiated through citizen science, service-learning and outdoor classroom projects.

Students who experience learning in outdoor situations and connect with nature, reap benefits that can last a lifetime. Today students spend a great deal of time inside of a building looking at a screen of some kind. They can see a tree but do not know its bark, its textures, etc. Many students today have no idea of the source of water in their community. Their usual answer is "the faucet." They have lost their connection to the "river." It is easier to pollute something with which we have no connection.

Programs: Some of the programs that could be initiated by the EE Committee include Science Nights such as the *Our Shared Forests* project, education enrichment in the areas of air, water, school grounds/outdoor classrooms, energy, gardening/greenhouse growing projects, Adopt-A-Stream/Road, school-wide or community-wide waste management/recycling, chemicals and IPM (integrated pest management) as described in *Georgia Green & Healthy School*.

Here is what you can do to bring Environmental Education to the school:

- Enrich curriculum with Environmental Education through field trips, environmental speakers, special PTA environmental education projects, artists or artists in residence.
- Working with your media center librarian, ensure the center is stocked with adequate and current environmental education resources such as field guides for plant, tree, insect, pond life, and bird identification. There are also many engaging fiction books to stimulate students' understanding and appreciation of the natural world.
- Sponsor school celebrations for Earth Day (April 22) and other Environmental days such as Georgia Arbor Day (third Friday in February) and America Recycles Day (November 15). Activities for all grade levels can include entertainment, crafts, poster contests, speakers, outdoor and classroom activities.
- Encourage students to participate in River of Words, Art and Poetry Program on Watersheds, or other program encouraging interdisciplinary curriculum enhancements.
- Support students in forming an Environmental Club and participate in school and community projects such as campus clean-up day, Adopt-a-Road or Adopt-a-Stream.
- Develop a school Outdoor Learning Center/Classroom, Wildlife Sanctuary, or National Wildlife Federation Schoolyard Habitat for certification.
- Encourage Teachers to attend outdoor learning workshops and environmental staff development classes such as Project Wild, Project WET, and Project Learning Tree. Many trainers would be happy to set up a special workshop for your school's staff and PTA volunteers.
- Join local environmental networking organizations such as the Environmental Education Alliance and Evergreen Schools. Attend the Outdoor Classroom Symposium and PTA Leadership training.
- Recruit volunteer "Earth Parents" to support environmental projects such as classroom recycling and gardening.
- Investigate the many grant opportunities to fund your school environmental education projects. In coordination with your school administration, you may apply for and manage grants for recycling programs, outdoor classrooms, gardens, etc.

FAMILY ENGAGEMENT

The Family Engagement Committee addresses the very foundation of PTA by promoting equity in education, health, and safety for all children. The inherent goal of the committee is to build and strengthen relationships between schools, families, and community so that collaboratively, all stakeholders can support and transition all students to graduation and beyond.

The Family Engagement Chairperson should:

- ☐ Attend training and workshops offered by Georgia PTA, District Directors and Council PTA leadership on the National Standards for Family-School Partnerships, The Model PTA, available family engagement resources, strategies, and best practices.
- ☐ Strengthen home-school-community partnerships by providing families and community leaders with the opportunity to answer surveys, participate in the decisions and implementation of programs, and the evaluation process that follows.
- ☐ Raise awareness about parental responsibilities and rights under the education legislation, Elementary and Secondary Education Act, now known as Every Student Succeeds Act (ESSA).
- ☐ Work with committee chairpersons to ensure family and community strategies and initiatives are included in all PTA programs/projects/events and school functions.
- ☐ Work with the local school principal on the Family Engagement/Parent Involvement Policy.
- ☐ Focus on promoting parenting skills and host educational workshops for students and their families.
- ☐ Share information about and work with cooperating agencies that provide services to families.
- ☐ Assist teachers, Parent Involvement Coordinators, and Parent Liaisons to work effectively with families to increase involvement and engagement within the classroom and school community.
- ☐ Achieve The Model PTA status for the local unit PTA; take The Model PTA Challenge.
- ☐ Submit The Model PTA Award Cover Sheet, along with a copy of the Living Document, to the state office, postmarked by the second Friday in March.
- ☐ Apply for the Georgia PTA Hearst Family-School Partnership Award.

THE NATIONAL STANDARDS FOR FAMILY--SCHOOL PARTNERSHIPS

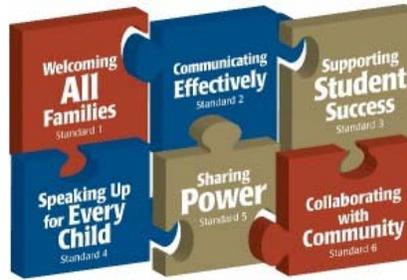
More than 30 years of research shows that **family engagement** increases student learning and success. Regardless of a family's financial status or educational background, students with involved parents are more likely to:

- ☐ Earn higher grades and test score
- ☐ Pass their classes,
- ☐ Attend school regularly,
- ☐ Have better social skills and adapt well to school, and
- ☐ Go on to postsecondary education.

When families, schools, and communities work together:

- ☐ Student learning and achievement improves,
- ☐ Teacher morale rises,
- ☐ Communication among parents, teachers, and administrators increases, and
- ☐ Family, school, and community connections multiply.

THE NATIONAL STANDARDS FOR FAMILY-SCHOOL PARTNERSHIPS



Standard 1: Welcoming all families into the school community

Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.

Standard 2: Communicating effectively

Families and school staff engage in regular, two-way and meaningful communication about student learning.

Standard 3: Supporting student success

Families and school staff continuously collaborate to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

Standard 4: Speaking up for every child

Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

Standard 5: Sharing power

Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.

Standard 6: Collaborating with community

Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

National Standards Implementation Guide

The benefits of family-school-community partnerships are many: higher teacher morale, more parent involvement, increases in student learning, and greater student success are only a few. That is why PTA developed the *National Standards for Family-School Partnerships Implementation Guide*, a tool for empowering people to work together with an end goal of building family-school partnerships and student success. This family engagement resource is a foundational guide to all PTA programs, and the standards were adopted by the Georgia Board of Education in June 2010.

For each of the six (6) National Standards for Family-School Partnerships, this online guide provides:

- ☐ An explanation of each standard and its importance, as well as an assessment that schools, PTA leaders, and families can take to strengthen the quality of implementation of family engagement programs, initiatives, events, and strategies.
- ☐ Insights to help convince educators of the standard's value
- ☐ A success story from a school community
- ☐ Action steps for your school community
- ☐ Resources to enhance your understanding

Visit the National PTA website at <https://www.pta.org/home/run-your-pta/National-Standards-for-Family-School-Partnerships> to download the full guide, as a PDF, which provides additional details, background, research, and success stories, and to download parent involvement resources in English and in Spanish.

FAMILY ENGAGEMENT PROGRAMS, RESOURCES, AND AWARDS

The Model PTA - a Georgia PTA parent involvement / family engagement program co-designed by a local school district Superintendent and Georgia PTA to assist local units to maintain in good standing status, as well as provide a meaningful and intentional family engagement program throughout the school year. Local units who complete this program and submit The Model PTA Award Cover Sheet to Georgia PTA, postmarked on or before the second Friday in March - will be honored at Convention Leadership Training. New this year to The Model PTA is The Model PTA Challenge! More information on The Model PTA is found in this *Leadership Resource Guide*.

Georgia PTA Hearst Family--School Partnership Awards - Recognizes and celebrates 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. More information on the Georgia PTA Hearst Family-School Partnership Awards is found in this *Leadership Resource Guide*. There are three levels of recognition, recognized at Convention Leadership Training:

- **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.

Parent Involvement Certificate of Completion - Georgia PTA, in collaboration with the Georgia Department of Education, will offer online modules on the What, How, and When of effective family engagement. Participants who complete all of the modules will receive a Certificate of Completion, which satisfies an ESSA compliance commitment for family engagement. This program will be launched in November 2018.

Monthly Family Engagement Conference Calls - Local Unit, Council, and District PTA leaders who are focused on the work of effective family engagement are invited to participate in monthly conference calls. Relevant family engagement topics will be discussed, family engagement updates provided, guest speakers will share their expertise in male engagement, Title I, community collaborations, and more. Details and dates of conference calls to follow.

NATIONAL PTA RESOURCES:

- **Phoebe Apperson Hearst Awards** - The [Phoebe Apperson Hearst Awards](#) for innovation in family engagement, named after National PTA co-founder Phoebe Apperson Hearst, recognize and celebrate achievement in building effective family-school partnerships. The awards are presented to

PTAs that have earned the [National PTA School of Excellence](#) designation and demonstrated outstanding success engaging families in student success and school improvements. The awards are the highest honor National PTA presents to effective family engagement. Become eligible by enrolling in the National PTA School of Excellence program between May 1 and October 1 at [PTA.org/Excellence](#).

- **Take Your Family to School Week Grant** - In celebration of National PTA's Founder's Day, this year, we are excited to support local PTA's in hosting family engagement events throughout Take Your Family to School Week. This grant, sponsored by Chrysler and Google Chromebook will provide \$1,000 to 55 local PTA's who commit to hosting an event that focuses on one of three PTA programmatic themes: Health and Safety; Literacy and Digital Learning. More details to follow.
- **The Parents' Guides to Student Success** - were developed by teachers, parents and education experts in response to the [Common Core State Standards](#) that more than 45 states have adopted. Created for grades K-8 and high school English, language arts/literacy and mathematics, the guides provide clear, consistent expectations for what students should be learning at each grade in order to be prepared for college and career. <https://www.pta.org/home/family-resources/Parents-Guides-to-Student-Success>
- **Family Guides** - National PTA, in partnership with the National Education Association, is pleased to offer newly updated Family Guides. These guides can help parents and caretakers find valuable tips for helping their child succeed in key learning areas. PTA leaders, teachers, parents and families should use these guides to engage families in education throughout a child's academic career.
- **College and Career Readiness resources** - As parents, one of our goals is to make sure our children receive a high school diploma. But - what does this *diploma* mean? What can students actually accomplish when they graduate? Does the diploma mean they have the skills needed for the next steps in life? Are students actually prepared for college or career? <https://www.pta.org/home/family-resources/College-and-Career-Readiness>
- **Special Education Toolkit** - This toolkit helps make sense of an often confusing system and educates families of newly diagnosed children with special needs on how to get the best special education, services and resources available to them. <https://www.pta.org/home/family-resources/Special-Education-Toolkit>
- **National PTA School of Excellence** is a recognition program that supports and celebrates partnerships between PTAs and schools to enrich the educational experience and overall well-being for all students. Enrollment for the 2018 — 2019 school year is now open. <https://www.pta.org/home/programs/National-PTA-School-of-Excellence>

In the 2018-2019 school year, put your school on the National PTA School of Excellence map!
Enroll before **October 1, 2018!** Contact excellence@pta.org for more information.



THE MODEL PTA

This Georgia PTA family engagement program is designed to assist local unit PTA leaders to become effective collaborators with school administrators and includes a series of relevant and impactful resources. This program creates and strengthens: engaged parents and community, increased student learning, support of teachers, and support of the school improvement plan, and more. A local unit PTA is only limited by their collaborative imagination as to what can be achieved with this program, for all students.

The Purposes of The Model PTA:

- Encourages and directs the local unit PTA to fulfill the requirements to be “In Good Standing, “and therefore, be eligible to participate in programs, receive awards and recognition, and vote.
- Provides a framework and defines an effective process for family engagement, advocacy and partnership in the school community from a dual capacity perspective - administrators and teachers AND parents and community.
- Assists the local school community to fulfill the parents’ rights and responsibilities under the current education legislation.
- Supports teachers in the classroom and strengthens family engagement policies and local school improvement plans.

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 collaborative partner.
- Having an at-a-glance Administrative Guidelines checklist makes it easier for the PTA to address core issues, leaving time for programs and events that connect with families on a more comprehensive level.
- Increases and enhances family and community involvement and engagement.

To achieve The Model PTA status, please see p. 204

HEALTH / WELLNESS EDUCATION

Health is a state of physical, emotional, and mental wellbeing often defined as “wellness.” This term helps define one’s thinking about health in terms of decision-making and assuming responsibility for what is best for the individual. Health includes the following: Physical Health, Mental Health, School Health and Nutrition.

A healthy school environment is more than a Walk to School program or healthy snacks for birthday celebrations. It involves incorporating a healthy way of thinking into programs, studies and activities at school. This shift in the school culture takes time. Start the school year by developing relationships with the PTA leadership team and the school administration team. Listen to feedback and share ideas. Together the team can have great impact on student health and well-being. Studies show that healthy students perform better academically and have lower rates of absenteeism and discipline issues.

Examples of Health Committee functions are:

1. Be a part of the School Wellness Committee, which acts as an advisory group concerned with the health and well-being of students and staff. If the committee has not been formed, help to facilitate its creation. The committee should include staff, students, and parents. Work with committee members to recommend and gain support for fun health initiatives at the school. Find out more about wellness committees with a helpful toolkit from the Alliance for a Healthier Generation: https://www.healthiergeneration.org/_asset/wvj4dq/09-875_SWCToolkit.pdf
2. Understand the basics of the school district’s Wellness Policy. This will give a snapshot of district guidelines regarding health & wellness. Learn more about wellness policies from the National PTA website at: <http://www.pta.org/programs/content.cfm?ItemNumber=3391>
3. Educate parents and the community on the health needs of children and how to meet those needs. Promote and provide essential materials and information concerning health issues and observances set forth by Georgia PTA and National PTA. Try to obtain health materials in Spanish, when possible. Most organizations provide their material in both English and Spanish.
4. Implement programs focusing on the promotion of healthy eating habits and increasing physical activity. Use the Georgia PTA and National PTA Health & Wellness websites. There are several resources and fun ideas to be creative and to enhance a healthy environment at school.
5. Use health professionals for PTA meetings to promote comprehensive school health. Work with the local police/fire department and emergency management agencies, who offer countless programs such as fire safety, CPR, first aid, and drug education.
6. Keep parents informed about updated nutrition and health information by including articles in the school newsletter, PTA blast, and social media outlets.
7. Stay abreast of what is happening regarding health & wellness at the state and national level. Get more involved, if possible. Contact the state Health & Wellness Chair for more information.
8. Recognize outstanding school nurses by nominating them for Georgia PTA’s Outstanding School Nurse Award. The application is included in the Special Awards, Grants and Program section of this resource.
9. Help support Georgia SHAPE at your school. Work with and/or support the Physical Education Teacher to provide *Fitness Assessments for every student in school.

*Fitness Assessment: The Georgia Student Health and Physical Education (SHAPE) Act was passed in the 2009 Georgia legislative session and is now Official Code of Georgia 20-2-777. Beginning in the 2011-2012 school year, the law requires each local school district to conduct an annual fitness assessment program for all students in grades 1-12 enrolled in Georgia public school physical education classes taught by certified physical education teachers. For more information, visit the Georgia Department of Education website at http://www.gadoe.org/ci_services.aspx?PageReq=CIServFitAssess

Physical, Nutrition, & Mental Health Program Ideas:

(this is not an all-inclusive list; it is meant to spark some ideas!)

- Power Up for 30 (Georgia SHAPE program)
- Walk & Bike to School Days
- First Aid
- Immunizations
- Dental Health (Poster Contests)
- Hand Washing (Germ Busters)
- Blood Drives
- Asthma Training
- Taste Tests with Food and Nutrition Services
- Student Nutrition Club
- Running Club
- Sun Safety
- Hearing & Vision Screening
- Tobacco Free Schools Policy Use
- Playground Safety
- Bike, Skateboard/Skates, Scooter Safety (helmet safety)
- Healthy Habits Teams
- Healthy Meals/Snacks Cookbook
- Seminar on Nutrition
- Alcohol & Drug Prevention
- Mental Health Programs (including depression, eating disorders, stress management, teen suicide, bullying, and crisis management)
- Child Restraint Safety (car seats, seatbelt safety, and bus safety)
- Health Fairs (mammography, teen health fairs, bone density screenings, cholesterol screenings, diabetes screenings, etc.)
- Fun fitness challenges
- Run/Walk Community Events
- Art contests to promote good health

SAFETY

The PTA's Role in School Bus Stop Student Safety – Evading Tragedy at Your School

Numerous studies have revealed that there is no safer way to transport a child than on a school bus. The National Highway Traffic Safety Administration has stated:

American students are nearly eight times safer riding in a school bus than with their own parents and guardians in cars. The fatality rate for school buses is only 0.2 fatalities per 100 million vehicle miles traveled (VMT) compared to 1.5 fatalities per 100 million VMT for cars.

Georgia's school buses move over 1,000,000 students each morning and again each afternoon as they travel the equivalent of more than 30 trips around the earth daily. Although fatal crashes involving Georgia school bus occupants are extremely rare events, student fatalities and serious injuries continue to occur at Georgia school bus stops, caused by a variety of circumstances and errors on the part of the student, the school bus driver and the passing motorist.

While there are on-going efforts to focus on school bus stop public awareness and school bus driver training, recent national and Georgia statistics show the necessity for students to be trained on the proper procedures for loading and unloading their school bus. As a result, the Georgia State Department of Education (GaDOE) has developed and distributed School Bus Safety Training Curriculum for grades K-12 which is included in the GaDOE Health and Safety Curriculum and covers the following:

- Safety procedures while waiting at school bus stops;
- Recognition of the danger zones around the school bus;
- Safety procedures for loading and unloading the school bus;
- Safety procedures for crossing the road to and from the school bus and school bus stop;
- Safety procedures for unloading and loading the school bus at school;
- Safe school bus riding practices; and
- Emergency school bus evacuation procedures.

Student safety training is the cornerstone of providing a safety net that protects students at their school bus stops. **The PTA parent leader at the local school level can play an important role in . . .**

1. Recognizing school bus stop student safe behaviors that may have been absent in past Georgia student fatalities and serious injuries. The *Georgia Handbook - Pupil Transportation Safety and Instruction Manual* found at the GaDOE website provides instructional detail on these essential high priority safe behaviors that must be taught to ensure student safety.

2. Explaining where to find resources for available school bus safety training. Resources found at the GaDOE Pupil Transportation web site are targeted to focus on the safe student behaviors required to reverse the current trend of Georgia school bus stop fatalities and injuries. This site should be the primary or sole source for instructional content. <http://www.gadoe.org/Finance-and-Business-Operations/Pupil-Transportation/Pages/School-Bus-Safety.aspx>

If PTA parent leaders have questions or need clarification regarding resources, they should contact Steve Monroe, GaDOE Pupil Transportation Consultant at smonroe@doe.k12.ga.us or 678-492-0819.

3. Instructing parents on essential safe student behaviors that they should require of student riders at their school bus stop. If students are to execute safe behaviors at the school bus stop, it is essential that parents know what to look for and what to teach, reinforce and enforce. Use of the following GaDOE School Bus Safety Materials is recommended.

- *Georgia Handbook - Pupil Transportation Safety and Instruction Manual* (for parent on-line access)
- Print ready instructional handouts on pages 10-14 in the *Georgia Handbook - Pupil Transportation Safety and Instruction Manual*. These handouts cover essential safe student behaviors that, when missing, have historically resulted in severe student injury or student death in Georgia. These are essential high priority safe behaviors that must be taught and fully developed in the classroom and in the home to ensure student safety. (for duplication and distribution to the home)
- Grade appropriate student curriculum (Power Points w/narratives, videos, etc. for parent training in meetings, workshops, publications, etc.)

4. Analyzing how to engage various members of the school community in keeping students safe at school bus stops. PTA parent leaders are connected in the school community and in a position to identify and engage available school community instructional resources (puppet shows, skits, local school news announcements, mentoring by older students, school produced public service announcements, newsletters, etc.).

5. Facilitating collaboration among partners within the school community on the delivery of school bus safety student training. This training involves (at a minimum) school system central office and local school administrators, teachers, students, parents and school bus drivers. PTA parent leadership is in a position to help facilitate (if necessary) that these partners are all aligned and working together in their effort.

6. Evaluating the local school's ongoing student training program for school bus safety. Are school administrators embracing and supporting the training? Are they holding students accountable if reported for unsafe behaviors? Are responsible staff members actually delivering the training? Are parents informed on required student safe behaviors? Are they supportive of the school community's effort to change unsafe behaviors? Are school bus drivers providing the follow-up training required to protect students (school bus drivers are receiving training through the local school system Pupil Transportation Department and from the GaDOE Pupil Transportation Division)? Etc.

What is currently happening in your local school community in the teaching of high priority student safe behaviors required when at the bus stop, when near the school bus, when loading and unloading and when riding the school bus? As a PTA parent leader, you can play a key role in protecting **YOUR** school's students and reversing the current heartbreaking trend of tragic student fatalities and injuries in Georgia.

HISPANIC/LATINO

The Hispanic/Latino Committee will serve as the advocacy voice for local unit PTAs/PTSAs. This committee should take the initiative to reach out to Hispanic/Latino families and the Hispanic/Latino community. Hispanic/Latino parents, like American parents, are very concerned and keenly interested in helping their children succeed in school. Many of them realize that this is the key to becoming productive members of American society. They must first become familiar with the educational school system and its many policies and procedures.

This committee can be very beneficial to the Hispanic/Latino families that are not familiar with the steps involved in navigating through the educational system. The committee's purpose is two-fold: 1) to ensure that local unit PTA leadership becomes familiar with the Hispanic/Latino culture and educational beliefs; and 2) share resourceful information to these individuals that is designed to educate parents on matters related to family engagement and involvement. These parents will understand how important and vital the roles that they play are in their child's education and that everything they do to promote their child's learning is of value.

Checklist for Hispanic/Latino Committee:

- Collaborate with PTA governing bodies, experienced members and all stakeholders to develop an action plan for the creation and implementation of a thriving, sustainable membership of Latino families;
- Create a committee of Hispanic/Latino parents, educators and professionals to advance the committee goals;
- Collaborate with Hispanic/Latino agencies to create awareness of the benefits of PTA membership;
- Educate Hispanic/Latino parents about the benefits of *volunteering* in their child's educational experience;
- Actively recruit Hispanic/Latino parents for membership and leadership positions within local unit PTAs/PTSAs;
- Provide translated versions of PTA resource materials to Hispanic/Latino families [*can be found on National PTA website, ask the Georgia PTA state office if they have come some copies available for use*]; and
- If there are any Hispanic/Latino parents that are interested in learning more about the *Hispanic/Latino Statewide Community PTA*, direct them to contact the Georgia PTA State office.

El comité Hispano/Latino servirá como la voz de abogacía para unidades locales de PTAs/PTSAs. Este comité debe tomar la iniciativa de llegar a las familias y comunidades Hispánicas/Latinas. Los padres Hispánicos/Latinos, al igual que los padres Americanos, están muy preocupados y interesados en ayudar a sus hijos para que progresen en sus estudios. Muchos de ellos se han dado cuenta que esta es la clave para convertirse en miembros productivos de nuestra sociedad Americana. Ellos tienen que familiarizarse con el sistema educativo y sus extensas políticas y procedimientos.

Este comité puede ser muy beneficiario para las familias Hispánicas/Latinas que no están familiarizadas con los pasos envueltos en la navegación entre el sistema educativo. El propósito de estos comités serán: 1) asegurarse que el liderato de las unidades locales de PTA se familiaricen con la cultura y creencias educacionales de los Hispánicos/Latinos; y 2) compartir recursos informativos con estos individuos que estén diseñados para educar a padres sobre temas relativos a la cooperación y involucración de familias. Estos padres entenderán la importancia y vital papel que ellos toman en la educación de sus hijos y el valor de todo lo que ellos promueven para el aprendizaje de sus niños.

Lista de comprobación para el comité Hispano/Latino:

- . Colaborar con los cuerpos gobernantes, miembros con experiencia y todas las personas interesadas para crear un plan de creación y implementación de una próspera y sostenible membresía de familias Hispánicas/Latinas.
- . Crear un comité de padres Hispano/Latinos, profesores y profesionales que avancen las metas del comité.
- . Cooperar con las agencias Hispánicas/Latinas para crear conciencia sobre los beneficios de una membresía de PTA.
- . Educar a los padres Hispánicos/Latinos sobre los beneficios de ser voluntarios en la experiencia de lo que es la educación de sus niños.
- . Reclutar activamente a los padres Hispánicos/Latinos para que sean miembros y tomen posiciones de liderato en sus unidades locales de PTAs/PTSAs.
- . Proveer versiones traducidas de recursos materiales de PTA a las familias Hispánicas/Latinas (se puede encontrar en la web de PTA, o preguntar a las oficinas estatales del PTA de Georgia si tienen algunas copias disponible para el uso); y
- . Si hay algunos padres Hispánicos/Latinos que estén interesados en aprender un poco más sobre el PTA Hispano/Latino Comunitario del estado de Georgia, diríjanlos a contactar la oficina PTA Estatal de Georgia.

HOSPITALITY

The hospitality chairperson is the official host of the PTA unit and, with a committee, has the responsibility of establishing a friendly, comfortable atmosphere at PTA meetings and events. The hospitality committee helps to create a sense of belonging that invites members to become involved in PTA activities. The hospitality chairperson should work with the committees who plan programs or events, and vice versa.

Hospitality practices should be reflective of the various cultures in the school and community (social conventions, programs, refreshments, decorations, etc.).

RECOMMENDED ACTIONS

Meet or consult with other appropriate programs chairperson to secure dates of PTA meetings and other planned events. Hold planning meeting with hospitality committee members and invite the president to this and all committee meetings. It is also a good idea to include room representatives at an initial planning meeting to plan for additional for school wide dates, celebrations, etc.

Determine a budget for the year and request this money prior to adoption of the annual member PTA funds and projects.

Report at each board meeting on hospitality plans for upcoming PTA events and coordinate arrangements with other chairperson's plans, again paying close attention to the Hospitality budget.

DEVELOP A CLEAR PLAN FOR ALL HOSPITALITY EVENTS

- Determine who will be in charge of organizing all food, ice, paper product needs, etc., so that items needed are always present at the event.
- A courtesy call to those in charge prior to the event can save embarrassment and assure a successful event. Establish this policy from the beginning of the school year.
- Clarify who will be responsible for making reservations for meeting places and book well in advance.
- Prepare name cards, registration sheets, and any decorations to be used at events.
- Obtain names of special guests from president or program chairperson and carry out any special arrangements that have been planned for them.
- Check physical setting: number of chairs for audience, lectern, microphone, water and glasses, room temperature, table and chairs for presiding officer and others, seating for program participants, flags and standards, blackboard, etc.
- Be sure adequate food, equipment and supplies are available.
- Develop a clean-up plan prior to every event.

LEGISLATION & ADVOCACY

PTA AND ADVOCACY

Since 1897, PTA has worked to improve the lives of children and their families. PTA members continue to direct their time, energy, experience and knowledge in advocating for changes in laws, policies and programs.

What Is Advocacy?

Advocacy can be broken down into basic parts: the Advocate, the Issue, the Act and the Decision Maker.

1. **The Advocate:** Anyone who speaks for another. PTA members are advocates for children, parents and teachers.
2. **The Issues:** PTA members advocate on a wide variety of child-related issues for which PTA has a position or resolution. Resolutions and position statements can be found at georgiapta.org or pta.org.
3. **The Act of Advocating:** Advocating is to engage, educate, and empower yourself or others to communicate PTA's position to decision makers.
4. **The Decision-Maker:** Any individual or body with the power to address the issue or solve the problem. Decision-makers include elected and appointed officials, legislative bodies, school boards, county commissioners and judges.

Every PTA member can be an effective advocate. The process is always the same: identify, research and understand the issue; identify, research and understand the decision-maker; and develop and communicate the message. The process is not always easy, and dedication and perseverance are usually required. Sometimes success is achieved quickly, sometimes slowly.

We are concerned with the laws, policies, and conditions which impact children and their families, whether at the local, state, or federal level.

RESPONSIBILITIES OF THE LEGISLATIVE CHAIR

Keep informed about issues:

- Georgia PTA's web site, www.georgiapta.org, is the most comprehensive site for legislative information. Read Georgia PTA's *The Voice* newsletter. You can access this information and sign up to receive it automatically via e-mail on the PTA website, www.georgiapta.org.
- For information on national and federal issues go to the **National PTA** legislative website at www.pta.org and click on the *Take Action* button. To learn about federal issues, click on *PTA Takes Action: Federal Policy Update*. To **join** the PTA Takes Action Network, click on the button with that title and input your contact information. You will receive a legislative e-newsletter, which reports on current federal issues that affect our children, families and public education. You will also be connected to the NPTA Federal **Action Alerts**. Because most Action Alerts are time-sensitive, they are sent via email. You can respond by making a phone call, or you can personalize a sample letter issued by NPTA and mail, fax, or e-mail it directly to your Senator and Congressman. Also on the site is information about PTA's Public Policy Agenda and policy issue cards, which provide detailed information on federal issues.
- **Attend legislative and advocacy workshops offered by Georgia and National PTA**, including Convention Leadership Training (CLT), Advocacy Workshops in the fall, Student Advocacy Day, PTA Day at the Capitol, National Legislative Conference, National Convention, and other PTA training offered throughout the year. Make sure you encourage other PTA members to attend as well.

- **Develop a relationship with decision makers:** Effective advocacy hinges upon established relationships. PTA members should reach out to officials to offer information and be a resource. The best time to develop a relationship is before you have an advocacy, ask. Invite an official out for lunch or coffee, introduce yourself, and explain the mission of PTA. Remember: YOU are educating your elected official about issues that affect your children, your family and your community schools.
- **Respond to Action Alerts by contacting YOUR officials to ask for their support on the issue.** When you are called to action, do not leave it for someone else to do. Call or email your elected officials.
- **Educate your local unit membership:**
 - ✓✓ Report on local, state and national issues at PTA meetings.
 - ✓✓ Forward legislative action alerts to your membership and urge action.
 - ✓✓ Write articles on the issues for your PTA newsletter.
 - ✓✓ Provide PTA members with the names and contact information of decision makers.
 - ✓✓ Encourage and educate PTA members to be effective advocates for children and parents by conducting information sessions, legislative forums, town hall meetings and candidate forums.
 - ✓✓ Hold regular voter registration drives, including a link to on-line voter registration on your website.
 - ✓✓ Inform your community of polling dates, times, locations, including early and absentee options.
 - ✓✓ For information on local education issues, attend local school board meetings and access information from your school district's website. For state updates, check the Georgia Department of Education website at gadoe.org.
- **Advocate for children and youth by promoting the National and Georgia PTA legislative positions.** A copy of the *Georgia PTA Legislative Priorities* is available on the GA PTA website. Make copies of this and distribute it to your membership and decision makers.
- **Develop legislative priorities for your school.** Use the legislative priorities of the Georgia PTA as a guide.
- **When you come to the State Capitol:**
 - ✓✓ Prepare for your visit by finding legislators' offices and contact information at legis.ga.gov. Consider making an appointment.
 - ✓✓ Visit your own and other key legislators, Offices in CLOB (Coverdell Legislative Office Building) are across Mitchell Street from the State Capitol. If you did not make an appointment and the legislator is unavailable, leave a message including your contact information. Follow up via email or phone. If the legislator is in session, consider calling them out to the ropes to state your case. You can also attend committee meetings.
 - ✓✓ Visit other members of your delegation (from the same county). Delegations meet regularly to discuss various pieces of legislation and appreciate hearing from you.
 - ✓✓ Contact the State Legislative Chair (legislation@georgiapta.org) and /or the PTA Education Chair (education@georgiapta.org) to gain additional insights into the legislative process, including meeting at the State Capitol.

Purpose of the local unit Legislative Chair is to engage, educate and empower the local members to be effective advocates. Please do not hesitate to reach out to your council, district and State Legislative Chair and/or PTA Education Chair for assistance.

TAKING A POSITION

Resolutions and position statements are an important part of the advocacy activity of PTA at all levels. There are ways of calling special attention to a critical need or concern and frequently lead to promotion and enactment of needed legislation or policies which resolves problems and improve conditions. The Georgia PTA's legislative priorities are developed based on National and Georgia PTA resolutions, positions and member input.

Position statements provide an outlet for Boards of Directors to adopt a position between general membership meetings. It is important to note that these position statements only reflect the position of the Board, not the membership, and expire at the end of the Board's term.

“Resolutions are a formal way of stating intended action by a group of people. A resolution is an original motion, which because of its importance, length, or complexity is submitted in writing. It is then brought forward on the floor of a local unit general membership meeting, state convention, or national convention for wider adoption” (from *Pennsylvania PTA*, www.papta.org/Page/311). Resolutions at the National and State levels are adopted by delegates to their respective annual conventions. Districts, councils and local unit PTAs may adopt resolutions at their general or special called meetings. Information on writing a resolution can be found under Sample Resolution at the end of this section.

Districts, councils and local unit PTAs may work to promote a National or Georgia PTA resolution or position without formally adopting the position as its own. **If an official position exists, no subordinate PTA may take a conflicting position; however, the subordinate PTA may choose to remain silent on the issue.** If an official position does not exist, the membership of a local unit PTA must adopt a resolution prior to speaking on the issue.

A summary of National PTA positions can be found on National PTA's website, www.pta.org. A summary of Georgia PTA positions and resolutions can be found on our website, www.georgiapta.org.

CALL FOR RESOLUTIONS

PTAs are encouraged to submit resolutions involving state issues for consideration by Georgia PTA Convention delegates. Resolutions should include the Cover Sheet for Submitting Georgia PTA Convention Resolutions form found in this resource and must be postmarked or emailed by March 15th. Be sure to review the checklist on the form and to provide sufficient background information with the resolution. Please contact the Georgia PTA Legislative Chair if you need assistance or have questions regarding this procedure.

LIMITATIONS OF LOBBYING ACTIVITY

Because PTAs are 501(c)(3) tax-exempt organizations, the IRS rules regulating lobbying activities of nonprofit organizations must be followed.

The following political activities are absolutely prohibited: supporting or opposing political parties or candidates for federal, state, or local public office, even on nonpartisan slates. PTAs may only engage in nonpartisan, issue-oriented advocacy.

Certain lobbying activities are limited. PTA members lobby when they contact or urge the public to contact members of a legislative body for the purpose of proposing, supporting, or opposing legislation. The IRS imposes a limit on the amount of money spent on these activities (generally 5%). Records of the money amounts should be accurately kept. These records help PTAs monitor their activities to stay within IRS guidelines. Complete any required IRS forms, such as the 990 and 990EZ.

The following activities do not count as lobbying because they are considered educational:

- Reporting on passed, or pending, legislation to members;
- Reporting state and national PTA positions to PTA members;
- Adopting PTA resolutions and position statements; and
- Researching and reporting on an issue without bias toward one side or the other.

More information about IRS lobbying limitations can be found on National PTA website at www.pta.org.

BALLOT ISSUES

Legislation, as used in the definition of lobbying, includes any local, state or national bill, resolution, referendum, amendment or initiative. A ballot issue is a piece of legislation that needs approval from the voters in order to become law. PTAs may work to support or oppose the passage of ballot issues, within the IRS limits on lobbying. The types of ballot issues PTAs are most often involved with are school bond referendums, Special Purpose Local Option Sales Tax (SPLOST) and constitutional amendments.

Follow these guidelines when working on ballot issues:

- PTAs should only lobby for or against ballot issues which would affect the work of the PTA. Guidance can be found on both the National and Georgia PTA websites under “Advocacy.” You may also contact State and National PTA for more information on a specific issue.
- If an official PTA position does not exist, PTA’s wanting to take a position must take a vote at a meeting of the general membership. This can be done in the form of a resolution. Additionally, funds for lobbying expenses should be included in the budget and approved by the membership. PTAs should only lobby based upon a position developed with the approval of the membership.
- PTAs must be careful not to be used by other individuals, groups or organizations to promote non-PTA interests. In voter surveys, PTA is widely respected for its positions on children’s issues. Every PTA member and PTA must safeguard the reputation and integrity of the association. Unauthorized use of the PTA name should be reported to your PTA officers, council or district PTA leaders, and state office as appropriate.

ELECTIONS DOs & DON'Ts

During elections, PTAs are popular. Candidates are very anxious to meet and get support from voters and all types of community groups, including PTA. Therefore a review of PTA allowable activity is necessary.

- **PTA CAN sponsor voter registration efforts.** This kind of project activity is strongly encouraged. In order to be effective advocates for children, a citizen must be registered to vote and educated on the issues. First time voters, our high school students, and newcomers to the community should be encouraged to register and to vote. This is teaching and supporting basic civic education. Georgia has on-line voter registration at registertovote.sos.ga.gov.
- **PTA CAN encourage citizens to vote, publicize election dates and location and hours of polling places.** Again, this is actively advocating and supporting basic civic education. Georgia voters can find this information at mymvp.sos.ga.gov.
- **PTA CAN support or oppose ballot questions** such as: educational special purpose local option sales taxes (SPLOST), bond issues for schools and tax assessment questions. However, PTA action in these matters must be based on a position adopted through resolution at the national, state, district, council, or local level. Speaking to a ballot issue, which may happen to be a part of a political candidate's or party's platform, does not constitute support for that political candidate or party. Instead, it indicates advocacy on a position of record for the organization.
- **PTA CAN sponsor political forums or candidate meet-and-greet meetings.** All candidates for a specific office **must** be invited to participate and each candidate must be given equal time to speak at the forum/meeting. Invited candidates who choose not to attend **will not** invalidate the PTA activity. Make sure an announcement is made at the beginning of the forum informing the audience that **all** candidates were invited and that candidate X, Y or Z declined to attend.
- **PTA CANNOT support or oppose a candidate or a political party or body.** Never lend the PTA local unit's name or your personal PTA title to a political campaign. Never write messages of support or opposition on PTA letterhead or use a PTA distribution medium, such as a directory or an e-mail list, for a candidate.
- **PTA CANNOT solicit or accept sponsorships or donations from a political campaign fund.** Such sponsorships or donations are often publicized in PTA newsletters and other media, and when paid with political campaign funds, the **appearance** is that PTA supports that candidacy. Candidates, like any other citizen, may use their **personal** funds to support local PTA units.
- **PTA CANNOT link in any way the PTA name or logo with a political candidate or party.** PTA encourages all members to cast a ballot for candidates of one's choice and to be as active as one desires. PTA Board members should exercise restraint in visible support of candidates, such as yard signs, bumper stickers, campaign pins, adding one's name to a support list for a candidate, etc. If an observant citizen concludes that a PTA leader's support of a candidate constitutes PTA organizational support, then the PTA leader should refrain from the overt activity.

If you have any questions or concerns about any of the above statements, please contact your Local, Council, District or State Legislative Chair.

GUIDELINES FOR PTA BOARD MEMBER INVOLVEMENT IN POLITICAL ACTIVITY

PTA represents parents, educators, community leaders and anyone concerned with the welfare of children and youth. PTA representatives should conform to the requirements of the law, both in service to PTA and in their personal affairs. They should observe high standards of conduct so that the integrity, independence, and tax exemption of the PTA may be preserved.

1. The following rules which govern activities of members of 501(c)3 associations should be observed:
 - A. Except as stated in Section 1.07 II, an officer, employee, or volunteer of the National, any state or local PTA, acting solely in his or her individual capacity, may participate freely in the partisan political process.
 - B. However, in one's official capacity as an officer, employee, or volunteer of the PTA, Amended 1/2017 Page 3 an individual may not:
 - i. Make speeches for a partisan political organization or candidate or publicly endorse a candidate for public office.
 - ii. Submit funds for or pay an assessment or make a contribution to political gatherings, or purchase tickets for political party dinners or other functions.
 - iii. Endorse a political candidate.
 - C. If a PTA official speaks at a campaign rally supporting a particular candidate, he or she should not be introduced in his or her official capacity. Any written material in which an individual's name appears clearly should state that his or her affiliation with PTA is noted for identification purposes only.
 - D. A PTA official may not use any of the association's resources in support of a partisan political campaign, and must clearly indicate that they are acting in their personal capacity, not as officials of the association.
2. An elected officer of National PTA may not seek nor hold an elected national partisan political office while serving as an officer of National PTA.
3. In addition, there are general basic responsibilities of nonprofit boards that should be strongly considered:
 - A. Avoid even the appearance of a partisan political activity that might embarrass the board or the association, and disclose any possible conflicts to the board in a timely fashion.
 - B. Maintain independence and objectivity and do what a sense of fairness, ethics and personal integrity dictate, even though not necessarily obliged to do so by law, regulation, or custom.
 - C. The position statements made by National PTA are made only after input and vote by the National Board and/or delegates at convention. Once the position has been adopted, it is the position of the association. While everyone is not always in agreement with each position, it remains the responsibility of the Board members to not publicly speak against those positions.

These guidelines are designed to serve as a resource for the development of similar guidelines for state and local PTAs. Specific activities may require consultation with your legal counsel (from: National PTA Governance Policy Manual, <https://bit.ly/2Hg3sBM>).

ETHICS IN GOVERNMENT ACT

The Ethics in Government Act is a Georgia law prohibiting the contribution of taxpayer dollars to a campaign committee. PTAs are often involved in campaign committees dealing with ballot issues, such as a special purpose local option sales tax referendum (SPLOST). Since taxpayer dollars are used to purchase school supplies and to pay the salaries of school employees, any use of school resources or of school employee time could result in an ethics charge being filed against the school system or a school employee as a prohibited campaign contribution.

PTAs are private organizations, and as such are not governed by the Ethics in Government Act and cannot be charged with violations of the Act. However, PTAs must take all necessary precautions to ensure their actions do not inadvertently cause charges to be levied against a school, school system or other government agency.

To avoid violations, PTAs should follow these guidelines:

- Maintain an independent contact list of PTA members, and send campaign materials (including newsletters if they contain promotional material) directly to PTA members. Do not use a school-supplied mailing list. Do not send campaign material home with students.
- Copy all campaign material off school premises. Do not use school copiers.
- PTAs may distribute campaign material during PTA meetings. If the PTA is utilizing school facilities as a private organization, the campaign activity is permitted **only** during and within the confines of the PTA meeting. The PTA meeting must abide by the local school system policies permitting private organizations use of school facilities.
- Distribution of educational material (non-promotional) using school resources is not a violation of the law. For example, you can send home a flyer with students urging parents to vote in the upcoming referendum; however, you may not urge them to vote “YES.”
- Discuss campaign plans with the principal in advance to ensure mutual understanding of the law.

The Ethics in Government Act only applies to information distributed to influence voters.

It does not apply to:

- Distribution of material urging members to contact their legislators on an issue;
- Publicizing PTA positions on legislative issues;
- Educating the public about issues.

KNOWLEDGE IS POWER: 10 TIPS FOR EFFECTIVE ADVOCACY

1. **Know your issue.** A thorough understanding of the issue is critical. Get the facts, complete research, read articles, consult the experts. Be sure you define the issue properly; otherwise you cannot identify the appropriate remedy.
2. **Know your goals.** Set realistic goals that can be accomplished.
3. **Know your limitations.** Assess your organization's abilities and resources and be sure you are not exceeding your limits. Figure out how much time and how many individuals will need to be involved and determine whether your needs can be met by existing resources.
4. **Know the level of membership support.** Many important issues may not gain widespread support. Issues that address the concerns of the membership and present a likelihood of success will motivate more people to act.
5. **Know your allies.** Identify and reach out to individuals or groups that might support your position on the issue. The broader the support for an issue, the greater the chance for success.
6. **Know your opposition.** Identify potential opposition and understand opposing arguments. Determine the resources of the opposition and gauge how powerful they may be.
7. **Know your obstacles.** Even if there is no organized opposition to an issue, there may be obstacles. Funding is one of the biggest obstacles to achieving success. Sometimes the obstacle may be an existing law or policy that needs to be changed. Identifying obstacles will help you assess the feasibility of achieving your goals.
8. **Know your decision-maker.** Identify who has the power to help you resolve your issue. It could be a school board member, a legislator, a county commissioner, or another elected official. Once the appropriate individual or body has been identified, learn all you can about that individual or body.
9. **Know your message.** Design an effective message that is simple and understandable. Tailor your message to the audience and keep the message consistent. Make sure every messenger carries the same message.
10. **Know your ultimate purpose.** Always keep in mind the reason you are involved – to improve the lives of children. Don't get so caught up in the issues that you fail to advocate effectively for children.

SAMPLE RESOLUTION

A resolution consists of two main parts: Whereas statements and Resolved statements. The *Whereas* statements are the preamble part of the resolutions that describe the issue, provide background information, and give reasons for the resolution. The *Resolved* statements indicate the action called for and express the opinion of the group.

Resolutions should also have an identifying title.

A RESOLUTION ON WRITING A RESOLUTION

WHEREAS,	A resolution is a formal way of stating intended action by a group of people; and
WHEREAS,	A resolution is an original motion, which because of its importance, length, or Complexity is submitted in writing; and
WHEREAS,	A resolution is the members' opportunity to address problems, situations, or Concerns which affect children and youth and which require local, state, or national action for solutions; and
WHEREAS,	Resolutions are an important part of PTAs advocacy efforts as well as program development; therefore be it
RESOLVED,	That if the area of concern is not already addressed at the local, state or national level in the form of a position paper or resolution; be it further
RESOLVED,	That the clauses of a resolution tell the reader what action should be taken to solve the problem set up in the whereas; be it further
RESOLVED,	The resolved clauses should be the strongest part of your resolution; be it further
RESOLVED,	The first word of the resolved clause should be a verb, and should show what action will follow in the clause; be it further
RESOLVED,	Each operative clause should end with a semi-colon (;) and the last resolved clause should be followed by a period (.); be it further.
RESOLVED,	That Local units, council and states write resolutions when an issue arises and bring the resolution forward on the floor of the appropriate general membership meeting for wider adoption.

Thank you to the Pennsylvania PTA for this resolution (www.papta.org/Page/312)

RESOLUTION COVER SHEET (GEORGIA PTA)



Purpose:

This cover sheet must accompany any resolutions proposed for action by delegates to the Georgia PTA Convention.

Instructions:

- Make copies of this form as needed.
- Use a separate form for each resolution.
- Fill in the information requested below. Please print.
- Must be postmarked or emailed to legislation@georgiapta.org by March 15.
- **Mail to Georgia PTA, ATTN: Legislative Chair, 114 Baker Street, NE, Atlanta, GA 30308-3366.**

Date		PTA Local Unit ID#	
District	Council	PTA Name (No abbreviations)	
Contact Person		PTA Position	
Address			
City		State	Zip
Cell Phone		Home Phone	
Email			

RESOLUTIONS CHECKLIST

Georgia PTA reviews submitted resolutions against criteria established by National PTA. More information about these requirements can be found on National PTA’s website, www.pta.org.

This resolution:

- Concerns a field of interest of Georgia PTA and is in agreement with the Purposes and basic policies of National PTA.
- Concerns a matter that is statewide in scope and requires statewide action for solution.
- States a position not previously adopted by National or Georgia PTA.
- Is written in language appropriate for state consideration.
- Includes a table of contents.
- Is accompanied by background material that is statewide in scope and from a variety of sources.
- Does not use PTA materials as a reference.
- Uses current resource material (less than 6 years old).
- Included background references from accurate sources for each *Whereas* statement. (Newspaper articles, abstracts, and editorials alone are not adequate documentation.)
- Includes a reference sheet that substantiates each *Whereas* statement.
- Provides sufficient background to give a person with no knowledge of the subject enough information to make an intelligent decision.
- Does not contain more than 25 double-sided pages of documentation (numbered consecutively, in no smaller than 12 pt.).

President’s Signature: _____

MALE INVOLVEMENT

The purpose of the Male Involvement Committee is to encourage, strengthen and support the efforts of male involvement in the education of children. It is our ultimate goal to provide opportunities to men to not only become more engaged in the education of children, but to also offer men an opportunity to become more involved with other men who are facing, or have faced, similar situations and stereotypes commonly held within the greater community.

PROGRAMS:

Strong Fathers-Strong Families, LLC - is focused on improving the connection between fathers and their children in such a way that children achieve more academically, emotionally, and socially. Strong Fathers-Strong Families, LLC facilitates campus based academic programs for fathers and and their children. Based on their experience with over 200,000 fathers in these programs they offer schools their Strong Schools™ Event Kit which helps schools provide a Bring Your Dad to School Day, a Dad and Kid Math Event, a Dad and Kid Science Event and a Dad and kid Reading Event. The Strong Schools™ provides all of the print and online resources in English and Spanish needed to promote and facilitate these successful father engagement events.

Strong Fathers-Strong Families, LLC also provides Monthly Check In Calendars for families to use to talk about school each day. Instead of the typical “What did you do at school today?” where the typical answer is “Nothing.”. These calendars are provided to school each month in English and Spanish and are also shared daily on social media platforms.

Leaders looking for father engagement resources can find information at www.strongfathers.com and those wanting to promote these resources to fathers and families can find these daily resources at www.strongfathers.org

WATCH DOGS (Dads of Great Students) - The strength of PTA is the structure, resources, training and experience that the national organization offers. The same holds true for Male Engagement programs. We have found that to attempt to create your own program or “daddy’s club” is tremendously time consuming and expensive. Without structure and resources, these efforts are usually short-lived. There are several PTA recognized programs that reach out directly to men. These programs send the message that men are encouraged to become a positive male role model in education. Each of these organizations has been in existence for over 20 years and just like PTA, they have the structure, resources training and experience to make your PTA successful in engaging families. A national program recognized by National PTA as a positive membership driver for local units.

- Fathers and father-figures are asked to choose one day out of the school year to volunteer for the entire day.
- Work in the school during the day to see what school day is like.
- Two stand-alone events per year to promote the program and PTA.
- Dads & Kids Pizza Night in Fall
- Donuts with Dad in Spring
- Guaranteed positive results for your PTA * All Pro Dads: www.allprodad.com A national program that is recognized by National PTA as a positive membership driver for local units.
- One-hour morning breakfast per month.
- Curriculum provided.

WATCH D.O.G.S. (Dads of Great Students): www.dadsofgreatstudents.com

MEMBERSHIP

Members make it possible for PTA to serve children and youth. The goal of the Membership Committee is to enroll members throughout the school community, including those who may not have children in school but have a vested interest in seeing children succeed. Georgia PTA believes membership should be reflective of the community, and that leadership should be reflective of membership.

GETTING STARTED

The Membership Chairperson and committee are responsible for promoting the value of PTA, increasing PTA membership and giving everyone in the community an opportunity to belong.

The Membership Chairperson/Committee should:

1. Secure records of membership and procedure book from the previous year's chairperson.
2. Plan early. Organize your Membership Committee at once. Involve as many people as you can. Ask for cooperation from the room representatives. Have a membership recruiter in every classroom. Ask your president, principal and Executive Committee to assist you.
3. Work with the Membership Committee to adopt a Plan of Work that includes conducting a membership campaign during the entire school year.
4. Ensure the **National Standards for Family-School Partnerships** are implemented in all Membership Drives, programs/projects/events.
5. Keep track of all cards... they must be accounted for.
6. Secure lists of parents of children in every classroom if permissible.
7. Send a cordial letter of invitation to join the PTA to each home. Have the president and the principal sign the letter.
8. Begin the membership campaign early as soon as teachers report back to school; at parent/student orientation events; and the first week of school.
9. Enroll all parents, teachers, principals, and staff at your school. Include grandparents, relatives, business partners, and students.
10. Have membership tables at registration day, open house and all PTA events during the year.
11. Issue a membership card for EACH PERSON, not each family. This is a National PTA requirement. Distribute cards to every member promptly upon receipt of dues.
12. Fill out the cards completely. Never issue blank membership cards.
13. Collect and count membership money. Use the Funds Verification Form available in this LRG. Turn dues receipts over to the Treasurer as soon as they are received and recorded. Use the members of the membership committee to assist with counting and verifying dues receipts.
14. Remit membership money immediately to the treasurer and request a receipt.
15. Remember that state and national dues are not to be considered as income for the unit or included in its budget. The local unit collects the dues and sends the state and national portions (for members previously not remitted) on a monthly basis to the state office.
16. Work with the Community Outreach Committee to grow and promote membership.
17. Compile and maintain a list of all persons' names, addresses and telephone numbers of members who paid dues to your PTA. Do this by individual classrooms or homerooms. Provide a duplicate membership roster for the secretary's official book.
18. Be aware of increases and decreases in membership from prior years.
19. Attend all council and district workshops and Convention Leadership Training to be informed on all

PTA issues.

20. Recommend volunteers, leaders and community members for the Honorary Georgia PTA Life Achievement Award, Founders Award or a National PTA Lifetime Achievement Award. (See Forms in this Guide.)
21. Evaluate membership efforts at the end of the year. Identify trends.
22. Return unused membership cards to the state office by the end of the school year.
23. Pass along materials and knowledge to the next Membership Chairperson.

MEMBERSHIP PROCEDURE BOOK

What does a PTA Membership Procedure Book include?

1. Directory of PTA board members, faculty, your membership committee, council membership chairperson, district membership chairperson and other necessary contacts
2. Association bylaws
3. Current budget
4. Membership forms including Honorary Georgia PTA Life Achievement Award, Founder's Award and National PTA Honorary Lifetime Achievement Award
5. Membership calendar and your plan of work
6. National PTA Membership Quick-Reference Guide
7. Membership Committee section of this Leadership Resource
8. Membership brochures
9. Job descriptions
10. Membership award information and deadlines
11. Previous year's membership report with suggestions for improvement

A three ring binder makes the most convenient notebook for a procedure book as pages can be added and subtracted easily for update purposes. *Remember that a PTA procedure book is the property of the association and not the person using it for the year.*

SELECT A THEME OR SLOGAN

When planning your membership campaign, choose a theme or slogan that will become familiar to everyone in your community. Publicize it and use it often. You may wish to have tee shirts, bumper stickers or other items made up with your slogan printed on them to sell in your school. Use the theme on posters, letters, flyers, and radio announcements and in your PTA newsletter. It will create interest, promote friendship, and make PTA fun. You might even have a contest and present a prize to the person who gives you the best idea for a slogan or theme.

MEMBERSHIP PROCLAMATIONS

As a means of promoting membership, contact a local, county or regional official and request that August, September or October be proclaimed “PTA Membership Enrollment Month” for your area. Contact this person early so there will be enough time to prepare a proclamation. Take a photograph of the official presenting the proclamation and send it to the local newspaper with an article.

MEMBERSHIP CHALLENGES

For several years, states and regions have challenged each other to increase their PTA membership. Georgia PTA encourages local units and councils to make their membership campaign more exciting by issuing a challenge to another unit or council. Some ways to meet the challenge are:

- Strive for a PTA member for each child enrolled in school.
- Strive for 100% staff membership.
- Increase membership by a specific percentage.
- Reach out to people who do not have a child in school such as grandparents, business people, school board members, etc.
- Set a goal to gain a certain number of new members in February—Founders Day month.

MEMBERSHIP CARDS

- National PTA provides membership cards to Georgia PTA, which is accountable for the cards.
- Georgia PTA distributes membership cards to the local unit president at Convention Leadership Training (CLT) and at the state office in July/August for those who weren’t able to attend CLT.
- The number of cards given to each unit is based upon the number of unit members reported during the immediate past PTA year. The state office will send additional membership cards upon request and payment of dues for at least 90% of the membership cards previously received by the PTA. You *cannot* obtain cards from the National PTA office.
- Membership cards are for an annual membership and will remain valid until it is renewed at the beginning of the next school year. Membership cards must be presented, with credentials, by members registering as voting delegates at state and national conventions, and at council and district meetings, as well as local unit meetings.
- Give a membership card to each person who joins a PTA unit as soon as they pay their dues. Never issue a card in more than one name, such as “Mr. and Mrs. Jones” or “Jones Family.”
- An individual must be a member in a PTA unit to be eligible to vote or to hold office in that unit, Georgia PTA, or National PTA.
- The membership card entitles its owner to attend and enjoy full participation in any Georgia PTA or National PTA sponsored meeting (conferences, workshops, convention, etc.) Frequently, members are asked to show a current membership card as identification and credential when voting. Carry the card to all PTA meetings.
- Membership in one unit does not constitute membership and voting privilege in another unit.

- You must account for every membership card, either by dues sent to the state office or by returning unused or voided cards to the state office by the end of the school year.
- Never issue blank membership cards. Fill in National PTA Unit ID# (local unit #), name of PTA member, name of PTA, date issued, and date expired. Use the membership template available on the Georgia PTA website to simplify adding this repetitive process.

MEMBERSHIP HAS ITS PRIVILEGES

PTA members:

- Support children and youth throughout the nation.
- May participate in all PTA/PTSA meetings.
- Are eligible for office at the local unit PTA/PTSA.
- Can vote at local, state, and National PTA meetings.
- Are a member of Georgia PTA and National PTA.
- Will have informed and trained leadership.
- Will receive Member Benefits from companies and organizations from National and Georgia PTA. Check the website for the latest list.
- Have a unified voice to influence legislation - affecting children.
- Can advocate for the education, health, safety and welfare of all children and youth.

PTA membership provides an opportunity for you to invest in your child's future.

Invest in your children's future by:

- Advocating for better conditions for children and families
- Promoting quality education and a true partnership between home and school
- Striving to expand the arts
- Encouraging community involvement
- Working for a healthy environment and safe neighborhoods

PTA membership provides a way to influence decisions affecting the welfare of your child.

Communicate with decision-makers on issues and concerns facing today's children such as:

- Violence prevention in schools, on television, and on the Internet
- HIV prevention education and comprehensive school health programs
- Family Engagement programs promoting parent and family participation in education
- Drug-free schools and communities

PTA membership provides you with the opportunity to increase your skills both personally and professionally.

Grow personally and professionally by strengthening your skills in:

- Nonprofit board management
- Speaking in public
- Conducting meetings
- Planning events and programs
- Building partnerships with other education and health organizations or groups

PTA membership provides you with resources on a wide variety of child-related issues.

Obtain valuable information on parenting, education, health, and safety topics like:

- Resources for encouraging parent/family involvement
- Ideas for making parent-teacher conferences work
- Tips for influencing a child's self image in positive ways
- Programs for promoting school and bike safety

PTA membership provides you with an opportunity to join forces with the National PTA.

- Unite with a national association that exclusively advocates on behalf of all children by:
- Supporting and speaking on behalf of children in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children
- Assisting parents in developing the skills they need to raise and protect their children
- Encouraging parent and public involvement in the public schools of this nation

MEMBERSHIP AWARDS**Local Units**

- **Visionary Pin and Certificate:** Awarded to PTAs submitting dues for 400 or more members to Georgia PTA by the last business day in August.
- **Pacesetter's Certificate:** Awarded to PTAs submitting dues for 300-399 members to Georgia PTA by the last business day in August.
- **Early Bird Certificate:** Awarded to PTAs submitting dues for 200 members to Georgia PTA by the last business day in September.
- **Platinum Membership Award:** Awarded to all PTAs submitting *100% Membership dues and Membership Awards Form to Georgia PTA by the last business day in September.
- **Gold Membership Certificate:** Awarded to all PTAs submitting *100% Membership dues and Membership Awards Form to Georgia PTA by the last business day in October.
- **Silver Membership Certificate:** Awarded to all PTAs submitting *100% Membership dues and Membership Awards Form to Georgia PTA by the last business day in November.
- **Bronze Membership Certificate:** Awarded to all PTAs submitting *100% Membership dues and Membership Awards Form to Georgia PTA by the last business day in February.
- **Community Partnership Membership Certificate:** Awarded to PTAs having 30 or more community members by the last business day in October (attach list of community members). Community partners include, but are not limited to, business partners, police/fire department members, school board members and senior citizens.
- **Oak Tree Membership Certificate:** Awarded to PTAs having 100% staff membership by the last business day in October (attach list of ALL staff and their positions). Staff includes principal, administrative staff, clerical staff, custodians, social workers, counselors, cafeteria staff, etc.
- **President's Membership Award:** Awarded to one local unit in each district.

*Please Note: 100% Membership is defined as one paid PTA member for student enrollment plus the number of certified teachers on staff as of the Friday of the first full week of school. To qualify for the 100% Membership Award, local units MUST submit dues and Membership Awards Form to Georgia PTA by the respective deadlines.

Council Membership Awards

Certificate awarded to all councils with a 2% increase (over last year total) as of June 30. The Council with the highest percentage increase will receive two (2) CLT registrations.

District Membership Awards

Certificate awarded to all districts with a 2% increase (over last year total) as of June 30. The District with the highest percentage increase will receive two (2) CLT registrations.

WAYS TO HONOR YOUR MEMBERSHIP

Honorary Georgia PTA Life Achievement Award

Present an Honorary Georgia PTA Life Achievement Award for meritorious and outstanding service on behalf of children and youth. Honorary awards may be presented at local, council, or district meetings and at state conventions. The \$25 fee includes a certificate suitable for framing and a wallet size identification card. The fee does not include a pin that can be ordered for \$25 from the state office. Refer to the Honorary Georgia PTA Life Achievement Award Form in the *Special Awards, Grants and Program* section of this *Leadership Resource*.

This honorary award does not carry a privilege to vote and/or hold office. They provide guest privileges upon payment of the registration fee at the state convention. However, honorary members may become voting members by joining a local unit PTA.

Georgia PTA Founders Award

The Founders' Award is the highest Georgia PTA honor that a PTA can bestow upon an individual. Generally, it is awarded to someone who has already received a Georgia PTA Honorary Life Achievement Award. It is an especially significant way to honor a person who has promoted children's well being by serving as an advocate for children. The honorees name is placed on the Founders Roll and is honored at each convention. The \$100.00 fee includes a certificate suitable for framing and a wallet size identification card. The fee does not include a Founder's Bar that can be ordered for \$25.00 from the state office. Refer to the Founders' Award Form in the *Special Awards, Grants and Program* section of this *Leadership Resource*.

Like the honorary recognition, the Founders' Award does not carry a privilege to vote and/or hold an office. However, the person so honored may become a voting member by joining a local unit PTA.

Georgia PTA Memorials

Local units, councils, districts, or individuals may honor the memory of a deceased individual who has made significant contribution to PTA work by contributing a minimum of \$25.00 as a memorial. (Use the Donations Transmittal Form found in the *Treasurers section* of this *Leadership Resource*.)

National PTA Honorary Lifetime Achievement Award

The Honorary Lifetime Achievement Award is the highest honor that a PTA can bestow upon an individual. It is the most significant way to honor worthy people in your school, community, and state. The honored person is someone who has given outstanding service to children by being an advocate for children. The honoree need not be a member of a PTA nor be well known beyond his or her own area of service. The \$125.00 fee includes a certificate and a lapel pin. Refer to the Honorary Life Achievement Award Form in the *Special Awards, Grants and Program* section of this *Leadership Resource*.

Honorary Lifetime Achievement Awards do not carry a privilege to vote and/or hold office. They provide guest privileges upon payment of the registration fee at the state/national convention. However, honorary members may become voting members by joining a local unit PTA.

Birney Butler Membership

If you don't have access to a local PTA, you may join the Birney Butler Unit of the Georgia PTA. This membership, named after the founders of the PTA, is for individuals who wish to join PTA and become proud card-carrying PTA members. This membership has voting rights and is entitled to all benefits of such membership.

ADDITIONAL MEMBERSHIP CARDS ORDER FORM



Purpose:

Use this form to request additional membership cards.

Instructions:

- Make copies of this form as needed.
- Fill in the information requested below. Please print.
- To receive additional membership cards, your local unit PTA must submit dues for **at least 90 percent** of the number of cards received to date. (Use Dues Transmittal Form in this section for submitting dues.)
- Please allow one (1) week to process mail requests and two (2) days to process pick up requests.
- Cards will be mailed to contact person listed below.
- **Make checks payable and mail to Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366.**
(A \$30.00 service fee applied for *checks returned for non-sufficient funds.*)

Date		PTA Local Unit ID#	
District	Council	PTA Name (No abbreviations)	
Contact Person		PTA Position	
Address			
City		State	Zip
Cell Phone		Home Phone	
Email			

Number of Cards Received to Date: _____

Number of Cards Sold to Members: _____

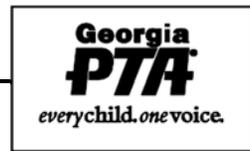
Number of Additional Cards Requested: _____

Dues Submitted to Georgia PTA as of Today: \$ _____

Signature of President or Membership Chairperson: _____

FOR OFFICE USE ONLY		
_____ # of Membership Cards Mailed to Contact	Date _____	Initials _____
_____ # of Membership Cards Picked Up by Contact		
Notes:		

MEMBERSHIP AWARDS FORM



Purpose:

Use this form to inform the state PTA office that your local unit PTA has achieved 100% Membership

Instructions:

- Make copies of this form as needed.
- Fill in the information requested below. Please print.
- This form must be postmarked by the last business day of the month listed below to qualify for the respective award.
- Dues **must** be paid by the same date. Submit *Dues Transmittal Form* and check with this form.
- **Make checks payable and mail to Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366.**
(A \$30.00 service fee applied for *returned* checks.)

Date		PTA Local Unit ID#		School Enrollment plus Certified Staff#	
District		Council		PTA Name (No Abbreviations)	
Contact Person				PTA Position	
Address					
City			State		Zip
Cell Phone			Home Phone		
Email					

Check Award Level Earned:

(Please note: In order to qualify for an award level, dues and this form must be postmarked by the last business day of the month indicated for the respective award.) **Additionally, in order to receive the award earned, your unit must be in “Good Standing” by March 1.**

- The Visionary Pin and Certificate:** 400 members to Georgia PTA by last business day of August.
- The Pacesetter’s Certificate:** 300 members to Georgia PTA by last business day of August.
- The Early Bird Certificate:** 200 members by the last business day of September.
- The Platinum Membership Award:** 100% Membership achieved and dues sent to the state PTA office no later than the last business day in September.
- The Gold Membership Certificate:** 100% Membership achieved and dues sent to the state PTA office no later than the last business day in October.
- The Silver Membership Certificate:** 100% Membership achieved and dues sent to the state PTA office no later than the last business day in November.
- The Bronze Membership Certificate:** 100% Membership achieved and dues sent to the state PTA office no later than the last business day in February.

**Calculation of 100% Membership – (one (1) member for each student, faculty and staff)
(Line 1 must equal or exceed line 4):**

- Total number of PTA members enrolled and submitted to state office _____
- Student enrollment at the end of the first full week of school _____
- Number of certified teachers at the end of the first full week of school _____
- Total of lines 2 and 3 (# of members required for above awards) _____

Signature of President or Membership Chairperson _____

FOR OFFICE USE ONLY:	
Date Received _____	# of Members Paid to Date _____

THE COMMUNITY PARTNERSHIP AWARD FORM



Purpose:

To recognize the importance of building successful partnerships as stakeholders in school improvement, student achievement and parental involvement through PTA membership. Local units who have **30 or more community partner members** may apply for this award. Partners include: business partners, police/fire department members, school board members, senior citizens, chamber of commerce members, nurses, doctors, community organizations and institutions, etc. Local units will need to issue a membership card to one or more persons affiliated with the business.

Instructions:

- Fill in the information requested below. Please print.
- This form must be postmarked by the last business day of October.
- Attach a list of partner names and type of partnership (business partner, school board, etc.). Required.
- **In order to receive the award earned, your unit must be in “Good Standing” by March 1.**
- **Mail to Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366.**

Date		PTA Local Unit ID#	
District	Council	PTA Name (No Abbreviations)	
Contact Person		PTA Position	
Address			
City		State	Zip
Cell Phone		Home Phone	
Email			

1. Have 30 or more community partner members joined your PTA? Yes No

If *Yes*, please attach a list (including their name and type of partnership) to verify their membership in your PTA.

2. Have dues for these members been submitted to Georgia PTA? Yes No

If *No*, please submit dues payment simultaneously with this form. Remember to use the *Dues Transmittal Form* included in the *Treasurers* section of this resource.

President’s or Membership Chairperson’s Signature _____

FOR OFFICE USE ONLY:	
Date Received _____	# of Members Paid to Date _____

THE OAK TREE AWARD FORM



Purpose:

To recognize the value of the school staff as stakeholders advocating for all children through PTA membership. (Staff includes: principal, administrative staff, clerical staff, custodians, social workers, counselors, cafeteria staff, i.e., and personnel assigned or based at the school.)

Instructions:

- Fill in the information requested below. Please print.
- Attach a list of staff members and their positions. (Required.)
- This form must be postmarked by the last business day of October.
- **In order to receive the award earned, your unit must be in “Good Standing” by March 1.**
- **Mail to Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366.**

Date		PTA Local Unit ID#	
District	Council	PTA Name (No Abbreviations)	
Contact Person		PTA Position	
Address			
City		State	Zip
Cell Phone		Home Phone	
Email			

1. How many staff members are based at your school this school year? _____
2. Has each one of them joined your PTA this school year? Yes No
If **Yes**, please attach a list (including their name and staff position) to verify their PTA membership.
3. Have dues for these members been submitted to Georgia PTA? Yes No
If **No**, please submit dues payment simultaneously with this form. Remember to use the *Dues Transmittal Form* included in this section.

President’s or Membership Chairperson’s Signature _____

<p>FOR OFFICE USE ONLY:</p> <p>Date Received _____ # of Members Paid to Date _____</p>

NOMINATING COMMITTEE

The Nominating Committee is a special committee elected by the membership, at least one month prior to the election meeting and charged with the important task of nominating an eligible person for each office as described in the bylaws:

ARTICLE VI: OFFICERS AND THEIR ELECTION

#Section 7. There shall be a nominating committee composed of ___ members (must be an uneven number) and ___ alternates who shall be elected by this local PTA/PTSA at a regular general membership meeting at least one month prior to the election of officers, as outlined in Article VI, Section 2.

- All members of the nominating committee shall be a member of this PTA/PTSA.
- The committee shall elect its own chair.
- The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular general membership meeting in _____ at which time additional nominations may be made from the floor.
- Only those individuals who are current members of this local PTA and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.
- The president is not eligible for election to the nominating committee.
- The principal is eligible to serve if elected.

The Nominating Committee publicly notifies the general PTA membership as to when and how they will accept formal nominations for officer positions. After receipt of nomination forms, the Nominating Committee formally interviews each candidate to determine their qualification to lead PTA.

All PTA members should be encouraged and welcomed to place their names into nomination and equal attention given to each. This assures that the Nominating Committee has done its due diligence in developing the best slate of officers possible for their PTA.

When the slate is completed it is published at least ten (10) days prior to the election meeting. ***Please note that the slate for Councils is to be published at least fifteen (15) days prior to the election meeting.***

SUGGESTED QUALIFICATIONS OF CANDIDATES

1. Knowledgeable about and adheres to the purposes and basic policies of PTA.
2. Knows parliamentary procedure.
3. Experienced in PTA or other organizational work.
4. Has demonstrated a sense of justice and fairness in PTA or other volunteer or organizational work.
5. Exhibits enthusiasm for goals and objectives of PTA.
6. Willingness to make PTA a high priority in his/her schedule.

Please refer to the *Nominating Committee and Elections Guide* at www.georgiapta.org for details regarding how this committee operates.

PROGRAMS

A PTA's programs can take many forms. The main purpose of any PTA program should be to involve families and help the school. Your PTA can run the types of programs that will be valuable to your school and community. Effective planning is essential for creating programs that children, families and communities will enjoy and benefit from.

Work with other committee chairs to plan and implement your PTA programs. For example, confer with the Parent Involvement/Family Engagement Chair to ensure the National Standards for Family-School Partnerships are implemented in every program/project/event.

The resources needed to support these programs (money, time, volunteers, space for activities, etc.) are often limited and require program leaders to think creatively. Programs should be planned in response to a need or priority of the school community. They must be relevant, have clearly defined goals and when appropriate, be sustainable over time.

Programs should encourage and support opportunities for parents, families, and other caring adults to be involved in the healthy growth and development of children and youth. Topics such as *Promoting a Healthy Lifestyle* could include food and nutrition, physical activity, safety and grassroots advocacy; *Targeting Parent Involvement in Education* could include student achievement, volunteerism, leadership and grassroots advocacy. Another program could be *Accentuating the Arts and Appreciating Culture* with topics such as visual arts, performing arts, language arts, cultural enrichment and grassroots advocacy. There are numerous ideas on the National PTA website (<http://www.pta.org/programs/>) as well as on the Georgia PTA website, including program ideas such as *How to Conduct a...*

- *Founders Day Program*
- *Trash to Treasures Program*
- *Honoring Our Heroes Program*
- *Red Ribbon Week Program*
- *Waste Free Lunch Day Program*
- *Save the Honey Bees, Save the Earth*

PUBLIC RELATIONS (Communications)

The objectives of the Public Relations Committee are to inform the public and the PTA membership about the ideals of the PTA as expressed by its Purposes and Mission and to create a supportive climate for the PTA in the community so that its goals can be accomplished.

The Public Relations Chairperson should:

- Know and understand the association.
- Be well informed about National and Georgia PTA legislative positions.
- Establish working relations with representatives of television, newspaper, radio and other news media in the community.
- Arrange a public relations calendar for the year.
- Develop a resource material file.
- Use committee chairperson reports as resource information for feature stories.
- Emphasize news that will attract more participation in the PTA.
- Develop awareness among PTA members of the continuing need for information about plans, projects, and activities.
- Ensure press release coverage of PTA programs/projects/events that occur in the school community.

Every medium of communication - television, newspaper, school/PTA website, social media, magazine, exhibits, pictures, posters, telephone, and personal contact - should be used to tell what the PTA is, what it has done, what it is doing, what it plans to do, and why. The structure and image of the local PTA will grow through an effective public relations program.

Adapt to local use, whenever possible, news releases and articles about Georgia PTA and National PTA activities. Show how they relate to local issues.

PUBLICATIONS & MEDIA

The work of the PTA is promoted through its publications. Through intelligent use, leaders gain knowledge and skills necessary to carry on a program that will earn the respect and confidence of the home, school and community.

Publications Program: PTA Newsletter (hard copy/online guidelines)

- Determine the purpose of the newsletter and who your readers are. Always ask, “Do the readers really care about this?” Be sure the article is relevant before publishing it.
- Make it eye catching so people will read it. This means neat, clean copy (no blurs or smudges), sharp black type and illustrations (uncluttered, with plenty of white space).
- Make use of devices (such as screens, color blocks, arrows, bullets, and subheads) to break up copy, organize material and call attention to important items.
- Vary look with photos/clip art. Avoid mixing the two and don’t overuse. Too much clip art is distracting.
- Make sure each issue contains the name, address of the PTA, and school (if a local unit). Include a masthead in each issue (the box with name of the newsletter), name and address of the president, editor, and information on the newsletter such as copy deadlines and frequency of publication.
- Make sure each issue contains the PTA logo adapted for your unit.
- Feature a mix of short informational items and longer, factual articles or mini-features.
- Invite the school principal and staff to contribute. Give them a specific topic, some pointers on what the audience would want to know, and a word limit.
- Pay attention to grammar, spelling and usage.
- Edit for clarity and style and eliminate extra words and jargon.
- If sending home through student backpacks or posting on school website, get principal’s approval for newsletter prior to printing/posting.
- Use large, readable type, and headlines that are the right proportion to that type. For better readability, set type in columns, but don’t make them too wide.
- Reprint and excerpt (cut/paste) from other sources, but for both legal and ethical reasons, always get permission from the publisher first and run a re-print line.
- Most newsletters are emailed, but a hard copy once or twice a year mailed to students’ homes can be impactful. Be sure money is provided in the PTA budget for postage.
- Exchange newsletters with other PTAs; look at the content and layout of other publications. Imitate the best.
- Arrange to have a PTA corner in your community newspaper. Volunteer to write articles regularly, and stick to the deadline.
- Refer to “Website Coordinator” in the Committees section of this resource for more information and ideas.

Your PTA newsletter should include:

- Frequent use of PTA Logo (e.g. masthead, header, footer, articles, etc.)
- Message from the PTA President
- Calendar of events, including PTA meetings and workshops
- Committee chair reports/news
- PTA membership articles and updates
- PTA legislative/advocacy articles and links to sign up for legislative updates
- Parenting articles, including National Standards for Family-School Partnerships
- Family Engagement opportunities
- State or National PTA news/information, including websites (www.pta.org and www.georgiapta.org); council or district PTA news/information

ROOM REPRESENTATIVE

Room representatives are parents and guardians from a particular class or grade level who serve as a liaison or contact person for the classroom. The Room Representatives play a very important role in each PTA unit. They provide a close personal contact between the PTA, parents, students and teachers. The room representative coordinator or committee chairperson represents the room representatives on the board of directors.

At the beginning of the school year the Room Representatives' Chairperson and the principal should meet with the room representatives, PTA President and teachers to become better acquainted and to determine the responsibility of each. This would be an ideal time to inform room representatives of school policies, procedures and programs (i.e., school schedules, number of parties permitted, etc.) and how they relate to room representatives.

- Room representatives have an excellent opportunity to relate the purpose of PTA and bring parents and teachers into closer contact through telephone calls, written notes and home visits. Personal contact seems to make people feel more involved.
- Room representatives should work closely with the Membership Chairperson by contacting parents in their classrooms and urging them to join the PTA.
- Room representatives should urge attendance at PTA meetings by informing parents of dates, times and programs. Ask telephone chairperson in each room to contact parents and personally invite them to PTA just prior to each meeting.
- Room representatives should work with the Hospitality Committee by providing “meet” and “greeters” at each PTA meeting.
- Room representatives should assist with all programs and projects undertaken by PTA.
- The Room Representative and the school principal should consider drafting a “code” for parents and volunteers who visit the school.
- PTSAs might give students the opportunity to serve as room representatives.
- Keep a procedure book of activities to be given to the next chairperson.

SPECIAL EDUCATION (Special Services)

This committee addresses the needs of diverse learners in the school population by fostering communication and awareness of special education between the district, school, parents, and children. Exceptional children include the gifted and talented, as well as students with mental disabilities; physical disabilities; chronic illnesses; visual disabilities; hearing disabilities; speech disabilities; social and emotional disabilities; learning disabilities; and in some instances, disadvantaged and deprived students. Each local unit is strongly encouraged to have this committee. This committee recognizes and promotes each child's abilities rather than disabilities. It is not designed to be a sounding board, but is organized to help assist parents and teachers in the education of all children.

Special Services Programs

Provide current information about support groups and meetings to families, assist with and promote awareness of legislative issues relating to special education, conduct educational workshops for parents about services and strategies related to special services, raise awareness among all students, parents, and staff about the needs, talents and uniqueness of all children, encourage students, parents and community members to mentor children and work within the community to encourage businesses to provide employment opportunities for children receiving special services.

VOLUNTEER COORDINATOR

The PTA Volunteer Coordinator oversees the activities of the school volunteers and represents them on the Board of Directors.

Assess, Recruit and Prepare:

- Meet with the principal and PTA president to review school and district policies and procedures regarding volunteers on campus.
- Assess the need for volunteers at your school.
- Recruit from all segments of the community.
- Create job descriptions for your unit's committees including goals, timeline and significant dates, detail activities and time estimate for committee members, estimated cost/revenues, facilities needed, outside purchases required, faculty involvement, previous year committee contact information, sponsor/partner participation and miscellaneous information.
- Train the volunteer to ensure that school district requirements are met (health standards, liability, etc.). Contact your council and your school district to determine standards.
- Match the volunteer's interest and skills with the needs of the PTA and school.
- Check to see if your school district or school has a volunteer or parent involvement coordinator. If so, contact them to explain your PTA's interest in working with them.
- Provide opportunities for orientation and training. Furnish a handbook or an information sheet to each volunteer about his or her responsibilities.
- Furnish a handbook, an instruction or information sheet.
- Provide name/identification badges for volunteers.

Tips for Recruiting Volunteers:

- Plan ahead – decide on the projects your PTA will be doing and what will be needed to make your projects a success.
- Know the number needed – when organizing the project, decide how many volunteers will be needed. Make a chart that clearly shows the job and hours needed.
- Contact volunteers promptly – when parents, teachers, students, senior citizens and community leaders agree to be volunteers, contact them as soon as possible. Let them know what the PTA needs and how they can help.
- Plan for the unexpected – things happen that make it impossible for volunteers to come at their appointed time. Make sure you have a backup reliever so volunteers will not have to work longer than they had planned.
- Thank and recognize – *try to send a thank you note after a volunteer has worked for your PTA*. Also, plan other ways to recognize your volunteers. After all, it's the only pay they will receive.

Reasons People Continue to Volunteer:

- They were trained or prepared to do their volunteer job well.
- Someone asked them about their volunteer experience and for their opinion about how to make it better.
- You made them feel valued and the volunteer had a positive experience.
- To use otherwise unused gifts or skills.
- Because of tradition.
- Out of concern (child abuse, teen pregnancy, etc.)
- To have a sense of purpose, fulfillment and accomplishment.

WEBSITE COORDINATOR

The website coordinator is responsible for maintaining an up-to-date website complete with information that speaks to the aims and accomplishments of the local unit, encourages attendance at PTA meetings and parent involvement in PTA activities, fosters cooperation with the school in keeping families informed about school functions, and encourages engagement with the child in the home and in the school.

When developing and maintaining PTA websites utilize these guidelines:

- Adhere to PTA noncommercial, nonpartisan and nonsectarian policies.
- Clear all materials with PTA president and school principal before downloading to the website.
- PTA presidents should verify the accuracy of PTA information and compliance with PTA policies.
- Use your PTA logo and tagline (*everychild. onevoice.*) on your website. Consider placing links to National PTA (www.pta.org) and Georgia PTA (www.georgiapta.org) on your website. If your council and district have websites, also include those.
- Never present material critical of any individual or group.
- Do not publish, without permission, personal information about students or adults. This includes: photographs of students or adults (with/without first or full names); home addresses and/or telephone numbers of students or adults; email addresses of students or adults; and class schedules.
- Date all materials.
- Always make it easy for the reader to identify and find you. List the following items: name of PTA district, council or unit; contact information (not home addresses.); names of PTA levels to which you belong (PTA district and council, Georgia PTA, National PTA); and most importantly, include an email address and phone number so you can be reached for more information about your association.

Translating Materials:

- PTAs must work closely with the school to meet the language needs of all recipients.
- To translate information and materials, seek help from bilingual parents on your board of directors, teachers or support personnel in the classrooms or the school district, or the foreign language departments at local high schools, community colleges and universities.

YOUTH / STUDENT SERVICES

The purpose of the Youth Services Committee is to identify the greatest potential threats to children and youth and avert or lessen these dangers; and encourage the availability of facilities and services for these young people.

Issues that may be addressed by this committee are substance use and abuse, tobacco use by minors, sexuality issues such as sex education and teen pregnancy, eating disorders and obesity among youth, gangs, prejudices and discrimination, internet safety, child abuse prevention, stress, depression and suicide, bullying and school violence/discipline issues, teen driving, bus/bike/crosswalk and fire safety, stranger danger, peer pressure, high school absenteeism and high school dropout rates, runaway/missing children, terrorism and/or disaster preparedness.

PROGRAMS

Effective programs include Red Ribbon Week, MADD's The Power of YOU(th) program, The Great American Smokeout, C.H.A.T. (children's hour at the table), Fun Runs, Jump Rope for Heart, Alcohol Awareness Month, Consequences of Crime programs, Prom Promise, Sun & Skin (skin cancer awareness), study skills/test-taking tips, Lunch-n-Learns, teen driving programs in the middle and high schools, school safety patrol programs and inviting speakers to the school to discuss these various issues with students.

In order to be most effective with students, similar programs should be offered for the parents during the same time period. In addition, there are many free printed materials on these topics available for students and parents.

YOUTH INVOLVEMENT

Student involvement is the commitment by PTA to actively involve students in the work of the association. Parents, teachers and students are dedicated to work as a team to train youth to be future advocates, community leaders, and parents. Georgia PTA encourages and supports student participation in PTA events and programs.

Meaningful student involvement happens when the ideas, knowledge, opinions, and actions of students are engaged in every facet of schools. Research and experience proves that meaningful student involvement strengthens students and educators' commitment to education, community and democracy.

WHAT TO DO

Form a student involvement committee whose membership includes students and adults. Survey the school community to find out what type of activities would encourage student involvement.

Develop a plan for student involvement based on survey results. Set reasonable goals based on what the unit needs to accomplish:

- Develop activities that include and would be of interest to students and adults.
- Seek input from all students – not just those who traditionally are seen as "leaders."
- Keep lines of communication open and two-way.
- Respect all opinions.
- Consider student opinions seriously.
- Be prepared for students to have an active voice in PTA.

Publicize activities through the PTA newsletter, school or PTA website, flyers, e-mail, marquees, local newspapers, personal telephone calls, media and other newsletters. Promote positive student involvement through publicity (e.g., posters, radio announcements).

Evaluate activities and accomplishments at least once a year. This will show how students were actively involved, and how students can continue to be involved in PTA activities.

PTA/PTSA

COMMITTEE PLAN OF WORK

20____-20____

Officer/Chairperson Name: _____

Responsibilities/Duties:		
Goal: <i>Check all areas event achieves....</i>		
<ul style="list-style-type: none"> • Welcoming All Families • Communicating Effectively • Supporting Student Success 	<ul style="list-style-type: none"> • Speaking Up for Every Child • Sharing Power • Collaborating with the Community 	
SPECIFIC ACTION STEPS	START DATE	COMPLETION DATE
Budget:		
Resources/Communications Plan:		
Evaluation Process:		
Committee Members:		

Event: _____ Date and Time: _____

Location: _____ Expected attendance: _____

Plan approved: _____ *President's Signature:* _____
(Date)