

SECTION 8

REPORTS

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What are PTA reports and why write them?

Georgia PTA advocates that local units and councils annually summarize their PTA's work:

- Captures the value of PTA in the school community, in documentation form.
- Provides a written record for future officers and committees, documenting the history of work completed and successful programs and activities (no need to reinvent the wheel), which help to improve the local unit and council PTA.
- Serves as a guide for goal setting and program/event planning, while assisting to maintain consistency and develop strong leadership.
- Opportunity to share ideas and network with other PTAs/PTSAs of the work accomplished during the school year and substantiates all efforts as an advocate for all children.
- Recognition received for efforts and achievements.

The categories of reports are:

- Outstanding Local Unit Report.** In this report, a local unit outlines its goals and overall activities during the current school year, supported by documentation. The report includes three different checklists and a written narrative. This is the highest award any Georgia PTA local unit may achieve.
- The Model PTA Award.** This checklist includes Administrative Guidelines and Operational Guidelines to achieve The Model PTA status that every local unit should and can be doing.
- Best Ideas.** Compiled from local units and councils. A council, district or Georgia PTA may recognize a "Best Ideas" submission with an award.

Who writes reports?

Anyone may write reports, however, the responsibility for writing and documenting reports should be established at the beginning of the school year. A Reports committee may be formed whose sole responsibility is to write and submit reports for the local unit or council. This committee works with the president, vice president and secretary to ensure documentation (letters, flyers, invitations, photos, newsletter articles etc.) is collected throughout the year and included when reports are submitted. Local units may ask each committee chair to submit a paragraph describing its work, programs, activities, by a certain date for use in writing a report.

When are reports due to the state office?

All reports are due to the state office, postmarked on or before the second Friday in March. No late reports will be judged for awards. Be sure to check with your district and council leadership to see if they request copies of your reports to be sent to them for separate District and Council judging.

Who judges the reports?

Reports are read and judged by members of the Georgia PTA Board of Directors. The President appoints a Reports Chairperson who is responsible for assigning state board members to report reading sub-committees. Reports postmarked on or before the second Friday in March which meet the basic requirements are counted, logged, catalogued and distributed by the Reports Chair to each report reader. Report readers judge each report based on the criteria established and creative content.

TIPS FOR SUCCESSFULLY APPLYING FOR AWARDS

- Gain an understanding of the Reports process by attending a Report Writing workshop offered at a Georgia PTA University or council or district trainings.
- Follow all instructions carefully and completely.
- Complete all forms in their entirety; applications are eliminated regularly for being incomplete.
- Submit **two copies** of each report to Georgia PTA on time by personal delivery or U.S. mail (**postmarked on or before the second Friday in March**).
- Abide by the page limit. Consider picture collages or reduced newspaper articles for the documentation portion. If space allows, letters of support from community and/or school officials usually enhance an application.
- Choose your words carefully. Brief well-written summaries at the beginning of the narrative draw attention to the entire application and help summarize the contents quickly.
- Awards criteria provide local units with excellent goals. Use the awards criteria to develop goals and objectives.
- Creative and innovative entries usually carry more weight when being judged. The uniqueness of an idea may set one report apart from the rest.
- Consideration is given to entries that utilize resources available through Georgia and National PTAs and to projects that promote inclusiveness, parental involvement or student achievement.
- Always use proper grammar and spelling.
- Have someone read your work for clarity and mistakes before you submit your report.
- Reports must be typewritten, double-spaced, one-inch margins and 12 point (*only*), Times New Roman font.
- Due to time and equipment limitations, judges at the state level will be unable to view videos sent with entries.
- Arrange summary statements or answers to questions in the order requested.
- Organize the entire application for easy reference to supporting materials.
- Neatness and attractiveness are “eye catching.”
- Do not submit reports in a protective cover. Staple individual reports in 3 places along left hand margin. All three pages (Outstanding Local Unit Cover Sheet, Advocacy Checklist and Membership/Program Checklist) must be attached. If you complete a narrative or submit documentation, they must all be together and may not exceed the 8 and 10 pages allowed for the entire report. **DO NOT** staple all the reports together as they have to be separated for judging.
- Copy the entire completed application for your files. The work and history of your program are documented and should be placed in a file to share with your successors.
- Post your report on your PTA website or school web page.
- Provide a copy of your report to your council and district for their records and judging, if applicable.
- All entries submitted to the state level become the property of Georgia PTA and will not be returned.
- If requested, provide an electronic copy of all reports to be posted on the Georgia PTA website.

Special Note:

1. All local unit PTA/PTSAs are encouraged to achieve Model PTA status at a minimum.

REPORTS TRANSMITTAL MASTER COVER FORM



Directions:

- Each local unit president must complete ONE Reports Transmittal Master Cover Form and submit it with ALL of the reports the local unit is submitting. Submit TWO copies of each report to Georgia PTA for judging.
- Verify that the information on this transmittal form is correct and consistent with other report cover sheets being submitted (correct LU ID#, district, council, number of reports, etc.).
- Entries must be postmarked or delivered to the state office on or before the **second Friday in March**: Georgia PTA, 114 Baker Street NE, Atlanta, GA 30308.
- For more information, contact the state office at 404-659-0214 or gapta@georgiapta.org.

Date _____ PTA Local Unit ID# _____ District _____

Local Unit Name _____

Council Name: _____

Check one: Elementary 750 and below Middle/Junior High School High School
 Elementary 751 and above K-8 School

President's Name _____

Cell Phone _____ Home Phone _____

Email _____

Co-President's Name (if applicable) _____

Cell Phone _____ Home Phone _____

Email _____

Principal's Name _____

Total number of reports submitted: _____

Please check which reports are being submitted:

- Outstanding Local Unit PTA The Model PTA Visionary Award
 Outstanding Principal Outstanding School Nurse Outstanding Educator
 Georgia PTA Hearst Family-School Partnership Award Best Ideas

FOR STATE OFFICE USE ONLY	
Received date _____	Received by _____
Catalogued by _____	Date _____
Total number of reports received _____	

OUTSTANDING LOCAL UNIT PTA AWARD CRITERIA



Objective:

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

- **Merit Award**– Presented to local units “In Good Standing” by last business day in September
- **The Model PTA Certificate** – Presented to local units achieving a minimum of 275 points
- **Outstanding Local Unit PTA** – Presented to one (1) First Place local unit achieving a minimum of 375 points; selection by a panel of judges in each of the four (4) categories:

Elementary 750 and below Elementary 751 and above Middle School K-8 School High School

Important! Report Criteria and Instructions:

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

Narrative Page Limit:

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

Documentation:

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

Report Guidelines:

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

OUTSTANDING LOCAL UNIT PTA AWARD COVER SHEET



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

Date _____ PTA Local Unit ID# _____ District _____
 Council _____ Local Unit Name _____
 Check One: Elementary 750 and below Middle/Junior High School K-8 School
 Elementary 751 and above High School
 President's Name _____ Cell Phone _____
 Address _____ Home Phone _____
 City _____ Zip _____ Email _____
 Principal's Name _____
 PTA or school Website _____

Check all that apply below. Do NOT write anything in the POINTS boxes – those will be completed by Georgia PTA and are for judging purposes only.

	POINTS	
	(For Georgia PTA Use Only)	
In Good Standing Requirement (check all that apply):	60	
<input type="checkbox"/> All Membership Dues Paid through (last date): _____ (date)		
<input type="checkbox"/> PTA Audit/Financial Review Submitted by last business day in September or: _____ (date)		
<input type="checkbox"/> Bylaws on file at the state office		
<input type="checkbox"/> IRS Form 990 filed by IRS deadline date _____ (date)		
<input type="checkbox"/> Council Dues Paid (<i>if part of a council</i>)		
Extra Credit (check all that apply):	30	
<input type="checkbox"/> Officers' contact info on file with state office by May 1 or: _____ (date)	(3 points)	
<input type="checkbox"/> Committee Chairs' contact info on file with state office by August 31 or: _____ (date)	(3 points)	
<input type="checkbox"/> Incorporated	(3 points)	
<input type="checkbox"/> Budget and Audit Report adopted at first general meeting _____ (date)	(3 points)	
<input type="checkbox"/> Purchased PTA insurance _____ (date)	(3 points)	
<input type="checkbox"/> Attended Georgia PTA Convention Leadership Training <u>June 15-16, 2018</u>	(15 points)	
<input type="checkbox"/> Advocacy Criteria/Checklist (<i>attached</i>)	100	
<input type="checkbox"/> Membership Criteria/Checklist (<i>attached</i>)	100	
<input type="checkbox"/> PTA Programs Criteria/Checklist (<i>attached</i>)	100	
<input type="checkbox"/> Narrative (<i>attached – maximum 8 pages – see instructions</i>)	55	
<input type="checkbox"/> Documentation (<i>attached- maximum 10 pages – see instructions</i>)	55	
GRAND TOTAL – to be assessed by Georgia PTA		
POSSIBLE POINTS 500		

ADVOCACY CHECKLIST FOR OUTSTANDING LOCAL UNIT



Name of Legislative Chair/Vice President _____

Email _____

Local Unit Name _____ PTA Local Unit ID# _____

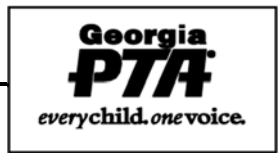
Do NOT complete the Points Total – for Georgia PTA Use ONLY.

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

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

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

MEMBERSHIP AND PROGRAM CHECKLISTS



MEMBERSHIP CHECKLIST FOR OUTSTANDING LOCAL UNIT

Name of Membership Chairperson/Vice President: _____

Email: _____

Local Unit Name: _____ LU #: _____

Achieved 100% membership (calculation below) **OR** Yes No (For Georgia PTA Use ONLY)
 Two percent (2%) increase achieved over last year Yes No 40

Calculation of 100% Membership

- 1) Student enrollment at the end of the first full week of school _____
- 2) Number of certified teachers at the end of the first full week of school _____
- 3) Total lines 1 and 2 _____
- 4) Number of PTA Memberships submitted to state office _____

Best Membership Idea _____ 10

Which of the following were used in your membership development? (five points each): 50

- | | |
|---|--|
| <input type="checkbox"/> Membership Theme: _____
<input type="checkbox"/> Earned Georgia PTA Membership Award
<input type="checkbox"/> National/Georgia PTA Member Benefits and Discounts
<input type="checkbox"/> Attended State/District/Council Membership workshops/trainings
<input type="checkbox"/> National PTA Membership Quick Reference Guide and Georgia PTA Leadership Resource
<input type="checkbox"/> Conducted January membership campaign to capture families transferring into school
<input type="checkbox"/> National PTA Standards for Family-School Partnerships | <input type="checkbox"/> Membership forms in the front office
<input type="checkbox"/> Special Campaigns for Teachers, Community Partners, Male Involvement, etc. (list below) _____
<input type="checkbox"/> Frequent Communications Focusing on the Value, Vision, Mission and Purposes of PTA |
|---|--|

GRAND TOTAL – to be assessed by Georgia PTA	Possible Points	100	<input style="width: 100%; height: 20px;" type="text"/>
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PROGRAMS CHECKLIST FOR OUTSTANDING LOCAL UNIT

Narrative: Please describe your PTA(s) programs (not to exceed the eight pages allowed for the entire report).

Clearly define your unit’s goals and describe your unit’s most significant work in the following two areas during the school year: <ul style="list-style-type: none"> Increasing family engagement Increasing student achievement 	25					
Describe any data used to identify the needs of your school community (surveys, review of School Improvement Plan and/or CCRPI with administration, graduation rates, etc.)	10					
Discuss how your unit incorporated the National Standards for Family-School Partnerships into its programs.	20					
Describe how your unit recruits volunteers (including non-traditional volunteers), assigns duties, trains them, and recognizes their work.	20					
<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">GRAND TOTAL – to be assessed by Georgia PTA</td> <td style="width: 15%; text-align: center;">Possible Points</td> <td style="width: 10%; text-align: center;">100</td> <td style="width: 15%;"><input style="width: 100%; height: 20px;" type="text"/></td> </tr> </table>			GRAND TOTAL – to be assessed by Georgia PTA	Possible Points	100	<input style="width: 100%; height: 20px;" type="text"/>
GRAND TOTAL – to be assessed by Georgia PTA	Possible Points	100	<input style="width: 100%; height: 20px;" type="text"/>			



THE MODEL PTA

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

- Complete thirteen (13) of the fifteen (15) Administrative Guidelines.
- Complete the Operational Guidelines.
- Check out The Model PTA Challenge! Complete one, or more, option(s) found in the Operational Guidelines.
- Send The Model PTA Award Cover Sheet and the completed Living Document to the state office, postmarked by the second Friday in March.

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

All local unit PTAs/PTSAs that achieve The Model PTA status will be recognized at Convention Leadership Training at a special reception.

Special Note:

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

THE MODEL PTA AWARD COVER SHEET



Instructions:

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

Date _____ PTA Local Unit ID# _____ District _____

Local Unit Name _____ Council _____

Check one:

- | | |
|---|--|
| <input type="checkbox"/> Elementary 750 and below | <input type="checkbox"/> Middle/Junior High School |
| <input type="checkbox"/> Elementary 751 and above | <input type="checkbox"/> High School |
| <input type="checkbox"/> K-8 School | |

President's Name _____ Cell Phone _____

Address _____ Home Phone _____

City _____ State _____ Zip _____

Email _____

Principal's Name _____

- **Complete 13 of the 15 Administrative Guidelines to achieve this award.**
Check the criteria completed on the next page and keep a copy for your records.
- **Complete the Operational Guidelines.**
- **Take The Model PTA Challenge - complete one or more options found on the Operational Guidelines**
- **ACHIEVE THE MODEL PTA STATUS: Submit this Model PTA Award Cover Sheet and a completed copy of BOTH the Administrative Guidelines and the Operational Guidelines postmarked by the second Friday in March.**

THE MODEL PTA – LIVING DOCUMENT



ADMINISTRATIVE GUIDELINES	Recommended Date	Completed (Date & Initial)
1. Submit names and contact information of Incoming Officers by May 1 (or as soon as elected), and Incoming Chairs by August 31, to the state office.	May 1 August 31	
2. Maintain updated and approved Bylaws on file at the state office, with a copy of the Bylaws given to all board members. Review Bylaws for possible amendments needed.	November 15	
3. Meetings: Prepare a calendar of the year's meetings and events, including Georgia and National PTA events. (Send a copy of calendar to Council and District upon request).	By First Day of School	
4. Committees develop Plans of Work and submit to the Executive Committee for approval.	By First Day of School	
5. Submit a copy of the PTA Audit/Financial Review to the state office.	Last Business Day in September	
6. Operate within and maintain an approved working budget. The budget and Audit Report should be approved by the general membership at the first general membership meeting of the school year, no later than September 30.	September 30	
7. Submit all State and National portion of membership dues to the state office on a monthly basis, and Council dues and fees by due date.	Monthly	
8. Send at least one delegate to attend all Council meetings, <i>and</i> District Fall and Spring Conferences. Note: Does not have to be president.		
9. Set a membership goal to increase last year's membership. A realistic goal is 100% membership, <i>or</i> a 2% increase (last year's final membership number <u>plus</u> 2%).	100% membership <i>or</i> 2% increase	
10. Members of Board attended Georgia PTA Convention Leadership Training	June 15-16, 2018	
11. <u>Attend any two of the following State or National events:</u> National PTA Convention; PTA Day at the Capitol; Georgia PTA Advocacy Conference; PTA University; District or Council School of Information or other workshop. (underline or circle the events attended)		
12. Attend at least one (1) local School Board of Education meeting, and submit a report to the board of directors.		
13. Purchase PTA insurance.	September 30 (or premium due date)	
14. File 990 and submit the 990 Filing Confirmation form to the state office.	15 th day of the fifth month after FYE	
15. Develop and implement a communications plan that uses available resources: website, social media, flyers, school marquee, bulletin board, technology, etc.	Ongoing	



OPERATIONAL GUIDELINES

1. Appoint a Family Engagement (FE) Chair to the PTA Board of Directors; contact information sent to the state office by August 31st.
2. The FE Chair attends Model PTA or other Family Engagement workshop/training offered by state, district or council PTA before or during the school year.
3. The Chair understands and applies the National PTA Standards for Family- School Partnerships to local unit programs and events. (E-learning courses available at pta.org)
4. Collect feedback from parents and community on current family engagement practices and programs.
5. Results of the input are processed, shared and discussed.
6. Discuss/develop a written Family Engagement Policy, whether a Title I or Non-Title I school.
7. Discuss and develop a written Family Engagement Policy whether a Title I or Non-Title I school.
8. Implement and evaluate programs/events throughout the year.
9. Celebrate the work accomplished, and thank volunteers, parents, teachers, staff and community for their partnership!
10. Describe one program/event/activity that engaged families during this school year. Include a description of the event, communication methods used, target audience, number of families impacted. Description should not exceed two (2) pages, including narrative and documentation of flyers, pictures, etc.
11. Take the Model PTA Challenge by completing one or more of the following options:
 - Complete and submit the Georgia PTA Hearst Family-School Partnership Awards Criteria (on our website and the following pages).
 - Host at least one (1) of the following resources at your local school PTA/PTSA general meeting:
 - Strong Fathers. Strong Families event
 - Watch D.O.G.S. event
 - Host a Parent Involvement/Family Engagement program in November to celebrate Family Engagement month.
 - Complete the Parent Involvement Certificate of Completion – online family engagement modules
 - Share one of the following resources at your school – National PTA Parent’s Guide to Student Success
 - Apply to become a National PTA School of Excellence

**Completed
(Date and Initial)**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

THE MODEL PTA

TIPS FOR SUCCESS:

Understand basic assumptions about families, students and schools and share with local board:

- All parents regardless of their socio economic status and educational background want what is best for their children.
- All teachers, administrators and principals want to provide the best instruction they can for all their students.
- Parents feel connected to their child's educational journey from kindergarten to college when they understand what happens in the classroom, each grade level, year after year.
- The process for building successful partnerships is grounded in the National Standards for Family-School Partnerships and consists of three basic steps. The first step is raising awareness about the power of family and community involvement. The second step is to take action and the third step is to celebrate. Refer to National PTA's resource document: http://www.pta.org/files/BSP_Booklet.pdf

Local Unit PTAs:

- Attend training on The Model PTA!
- Learn how to implement the National Standards for Family-School Partnerships into programs and events.
- Discuss this program with board members, and agree together to build an effective family engagement system in the school using The Model PTA.
- Don't wait to start work on the Model PTA report. Date and initial each guideline when accomplished on both checklists. The President should review the Model PTA Living Document at each Executive Committee/Board meeting so that the document is kept current throughout the year. Even if a local unit misses a recommended date on the Administrative Guidelines, it should still "check the box" when the criterion is completed and initial and date.
- Ask questions from council or district PTA leaders throughout the year.

Council PTA leaders:

- Attend a workshop on The Model PTA program, and become familiar with the process in order to support local unit leaders.
- Provide workshops and trainings at Schools of Information and Priority Fairs on family engagement and Model PTA. Secure assistance from district or state leaders if needed.
- Maintain a record of participating local unit PTAs.
- Appoint council officers to specific areas of The Model PTA, and make local unit PTAs aware of assignments.

Georgia PTA:

- Offers workshops at the annual Convention Leadership Training on the Model PTA as part of the report writing and family engagement series.
- Offers PTA Universities and supports districts and councils with training.
- Provides assistance where needed.
- Contact the Family Engagement Chair for assistance - familyengagement@georgiapta.org.



Award Overview

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

There are three levels of recognition:

The Outstanding Family-School Partnership Award is given to one local PTA for exemplary all-around achievement of all six (6) National Standards.

The Family-School Partnership Award of Excellence is given to six (6) local PTAs, each representing the best in one (1) of the six (6) National Standards.

The Family-School Partnership Award of Merit is given to all local PTAs that apply to the awards program, in recognition of their commitment to building family-school partnerships.

Criteria for Selection

Successful applications will demonstrate their understanding of PTA's National Standards for Family-School Partnerships through policies, programs, and/or activities implemented. The strongest applications will show systemic change and will be able to quantify their impact.

Application Narrative

Applications must be complete and submitted on time. Incomplete or late applications will not be reviewed. Consideration may be given to ensure geographic distribution of awards.

Answer the following three questions (in no more than 2500 characters total per standard, including spaces) for as many of the PTA National Standards for Family-School Partnerships as you choose. A narrative for all six (6) standards is required to be considered for the Outstanding Family-School Partnership Award. Applicants do not have to provide a narrative for all six (6) standards to be considered for an Award of Merit or an Award of Excellence.

- State the goal for the standard and describe the data driven reasons for choosing this goal. (You may want to refer to *PTA National Standards for Family-School Partnerships: An Implementation Guide* for guidance in describing the goal for each standard.)
- Describe in detail one or two activities, programs, or policies your school implemented to address the stated goal. What role did the PTA play? What role did the school and/or community play? (Please identify different activities, programs, or policies for each standard.)
- Describe the measurable results of the activities, programs, or policies identified in question #2. What attitudes or behaviors changed as a result of your efforts? How did you measure results (e.g., surveys, observation, and informal feedback)? Please report the number of students (ages 0-18) impacted. Describe how this effort supported student achievement, as a result of family school partnerships.

Report Guidelines

A page is standard 8.5" by 11" paper.

Print size must be 12 point Times New Roman.

Use one side only, double-spaced, with 1" margins.

Pages must be numbered excluding the cover sheet.

You may download and type in all information and or print clearly.

Do not submit reports in a protective cover. Staple three (3) places along left hand margin the Family-School Partnership Award Cover Sheet and narrative(s) when submitting this application.

HEARST FAMILY--SCHOOL PARTNERSHIP AWARD COVER SHEET



Instructions:

1. Awarded to a local unit PTA/PTSA in good standing.
2. Choose *only one* area of the National Family-School Partnerships to write your essay, *or* choose OVERALL and write about all six standards.
3. Deadline: Postmarked on or before the second Friday in March.
4. Make a copy of the completed report for your records. Reports submitted become the property of Georgia PTA and will not be returned.
5. **Mail or deliver a hard copy to Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308- 3366.**

Date _____ PTA Local Unit ID# _____ District _____

Council _____ Local Unit Name _____

President's Name _____ Cell Phone _____

Address _____ Home Phone _____

City _____ Zip _____ Email _____

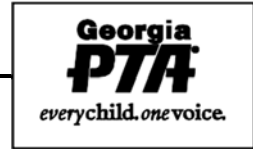
Principal's Name _____

Please check one (1):

- Welcoming All Families
- Communicating Effectively
- Supporting Student Success
- Speaking Up for Every Child
- Sharing Power
- Collaborating with the Community

- Overall (must include a narrative for all six (6) standards)

BIRNEY BUTLER OUTSTANDING EDUCATOR NOMINATION FORM



The Birney Butler Outstanding Educator Award may be awarded to any superintendent, administrator, faculty member or school board member who is a PTA member and demonstrates professional excellence and commitment to the Mission and Purposes of PTA.

Form must be completed, and all award criteria submitted to be considered for judging. If your nominee is a winner, the PTA/PTSA President, Council President and District Director will be notified.

Application (this form with no more than three pages) must be postmarked to Georgia PTA, 114 Baker St NE, Atlanta, GA 30308-3366 on or before the second Friday in March.

Name of Nominee _____

PTA/School Name _____

PTA Local Unit ID# _____ PTA Council _____ PTA District _____

PTA/School Address _____

City _____ State _____ Zip Code _____

PTA/School Website/Social Media _____

Name of PTA/PTSA submitting nomination _____

Cell Phone _____ Home Phone _____

Email _____

Check one: Elementary School Middle School K-8 School High School Other _____

Award Criteria (100 possible points)	Points
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Is the nominee currently a member of a PTA unit? LU#: _____	<input type="checkbox"/> yes <input type="checkbox"/> no	<u>5</u>
--	--	----------

Does the nominee serve on the PTA Board of Directors? Position: _____	<input type="checkbox"/> yes <input type="checkbox"/> no	<u>5</u>
--	--	----------

Does the nominee regularly attend PTA General Meetings?	<input type="checkbox"/> yes <input type="checkbox"/> no	<u>2</u>
---	--	----------

Does the nominee regularly participate in and/or attend local PTA-sponsored events?	<input type="checkbox"/> yes <input type="checkbox"/> no	<u>2</u>
---	--	----------

Does the nominee regularly attend PTA District and/or Council Meetings?	<input type="checkbox"/> yes <input type="checkbox"/> no	<u>2</u>
---	--	----------

Does the nominee regularly attend State and/or National PTA Meetings?	<input type="checkbox"/> yes <input type="checkbox"/> no	<u>2</u>
---	--	----------

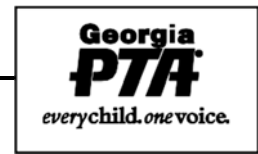
Encourages family and community involvement in local PTA events?	<input type="checkbox"/> yes <input type="checkbox"/> no	<u>2</u>
--	--	----------

Describe briefly how this nominee encourages Family and Community Involvement. Use no more than one page, 8½" x 11", double-spaced.		<u>10</u>
--	--	-----------

Describe how this nominee attends and supports PTA-sponsored functions and activities (i.e. family engagement, student achievement, PTA meetings, Council PTA meetings, District conferences, Georgia PTA Convention Leadership Training, and In-District Advocacy Workshop; etc.) Use no more than one page, 8½" x 11", double-spaced.		<u>20</u>
--	--	-----------

Using no more than one page, 8½" x 11", double spaced, describe how this nominee has made a difference in the lives of students or families, and define characteristics and special qualities of this nominee that demonstrates his/her support of the PTA Purposes and Mission.		<u>50</u>
--	--	-----------

OUTSTANDING PRINCIPAL NOMINATION FORM



Behind every successful PTA, there is a school principal who is supportive, helpful, and personally involved in the PTA activities. To recognize the principal who best fits this description, Georgia PTA will honor one (1) **Outstanding Principal of the Year**, in the categories of elementary, middle and high school. If your principal is a member of PTA, promotes the Purposes and Mission of PTA and encourages the use of the National Standards for Family-School Partnerships, please complete this form and submit to **Georgia PTA 114 Baker St., NE Atlanta GA 30308-3366 on or before the second Friday in March**. A panel of judges will select the winners.

Check one: Elementary Middle School K-8 School High School

Name of Principal _____

School Name _____

Address _____ City _____ Zip _____

School Website _____ PTA District _____

Name of PTA/PTSA making the nomination _____

Name of President _____

Cell Phone _____ Home Phone _____

Address _____ City _____ Zip _____

Email _____

1. Does the Principal encourage the PTA to receive training, attend council, district and state events?

Yes No If yes, please explain: _____

2. Does the Principal participate in PTA/PTSA activities on a regular basis, in addition to attendance at regular meetings?

Yes No If yes, please explain: _____

Page 2 of Outstanding Principal Nomination Form

a. Does the Principal participate in PTA/PTSA activities in the following ways?

- | | | | | |
|---|--------------------------|-----|--------------------------|----|
| 1. Attends local unit meetings | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 2. Attends Executive PTA/PTSA meetings on a regular basis | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3. Attends Council Meetings (if applicable) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 4. Ever Attended State PTA Convention | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 5. Ever Attended National PTA Convention | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 6. Holds a current PTA/PTSA membership | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

3. Number of years the nominee has served as Principal of your school? _____

4. Principal's past and present service in a PTA/PTSA leadership position (please list):

5. Using up to three (3) single-sided pages, state how your principal encourages parents to be involved in the National Standards for Family-School Partnerships:

- Welcoming all families to the school
- Supporting student success
- Communicating effectively
- Speaking up for every child
- Sharing power
- Collaborating with community

6. Attach up to two (2) single-sided, additional pages of documentation to support your nomination.

7. Attach a photograph and biography of the principal's educational career, awards and recognitions.

8. Include number 7 and number 8 on a CD or disk, if possible.

Report guidelines:

Use 8.5" by 11" paper, one side only, double-spaced, with 1" margins, 12 pt. Times New Roman.

TOTAL MATERIAL SHOULD NOT EXCEED SIX (6) SINGLE-SIDED PAGES IN ADDITION TO THE NOMINATION FORM. ANY REPORT NOT FOLLOWING THESE GUIDELINES WILL BE DISQUALIFIED FROM JUDGING.

If your nominee is a winner, the PTA/PTSA President will be notified. This award will be given at the Georgia PTA Convention and Leadership Training. The local unit submitting the winning nomination will be responsible for expenses incurred for traveling to the convention and lodging.

Signed _____ Date _____
(Local Unit President)

OUTSTANDING SCHOOL NURSE NOMINATION FORM



School nurses provide substantial medical care and offer critical services for the students of Georgia’s public schools. In recognition of National School Nurse Day in May, Georgia PTA will honor one (1) outstanding school nurse in either elementary, middle or high school). For the purpose of this award, a school nurse is anyone who provides health care services for students on a full or part time basis at the local school. School nurse must be a PTA member.

Check one: Elementary Middle School K-8 School High School

Date		PTA Local Unit ID#	
District	Council	PTA Name	
PTA President’s Name			
Home Address			
City		State	Zip
Cell Phone		Home Phone	
Email			
Principal’s Name			
School Address			
City		State	Zip
School Nurse’s Name			
# Years as a School Nurse at This School		# Years as a School Nurse	

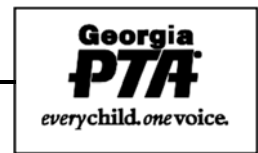
The following criteria for submission must be met:

- Complete and sign a copy of this nomination form.
- Use letter-size, 8 ½” x 11” paper, one side only for each of the following statements. Include the PTA unit’s name and LU ID# in the top right corner of each page.
- Prepare a statement about the school nurse. The statement should **tell us how your school nurse makes a significant difference in the lives of students in your school**. It should be typed, double spaced with 1” margins, 12 pt. Times New Roman font, not to exceed two pages.
- Include up to 5 student statements with your local unit’s nomination. Student statements should **describe how your school nurse helps students**. Each student statement should not exceed 100 words for elementary students (K-5) or 200 words for middle or high school students (6-12). If typed, the student statements must be double spaced with 1” margins, 12 pt. Times New Roman font. If handwritten, please write or print clearly.
- Mail 1) completed and signed nomination form, 2) PTA statement and 3) any additional student statements, postmarked on or before **the second Friday in March**, to: Georgia PTA, 114 Baker Street, Atlanta, GA 30308.
- Incomplete or illegible nomination forms will not be read. Make a copy for your files as the form and statements will not be returned to your local unit.

PTA President’s Signature _____ Date _____

Principal’s Signature _____ Date _____

VISIONARY AWARD NOMINATION FORM



Instructions:

- Awarded to an individual or group and must be PTA member(s)
- Deadline: Postmarked on or before the second Friday in March
- Faxed/electronic copies will not be accepted
- Make a copy of your report. Reports submitted become the property of Georgia PTA and will **not** be returned
- **Mail or deliver to: Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366**

Name of Nominee _____ Position/Title _____

PTA/School/School District/Organization Name _____

Cell Phone _____ Home Phone _____

Address _____

City _____ State _____ Zip _____ Email _____

President's Name _____ Cell Phone _____

Address _____ Home Phone _____

City _____ State _____ Zip _____ Email _____

Principal's Name _____

Name of Person Submitting the Nomination _____

Email _____ Phone _____

Check One: Elementary 750 and below Middle/Junior High School High School
 Elementary 751 and above K-8 School

1. Page Limit:

A maximum of five (5) pages is allowed for the Visionary Award.

2. Documentation:

A maximum of five (5) single sided pages is allowed.

3. Report guidelines:

A page is standard 8.5" by 11" paper. Use one side only, *double-spaced*, with 1" margins. Pages must be numbered excluding this cover sheet. The written report may not be reduced. Print size must be 12 pt. Times New Roman. Documentation may be reduced but keep it legible. The cover of the report should be a completed copy of this Visionary Award Cover Sheet.

4. Criteria:

- The Visionary Award will be given to an individual person, Local Unit, Council, or District PTA that demonstrates an "above and beyond" approach to addressing and resolving community issues and concerns.
- Clearly define a specific issue or concern, and its negative impact (demographic, education, economic) on either the area, the educational system, or the economy within the community.
- Who did this person or unit reach out to beyond those considered the usual partners, whether it is other persons, other schools, businesses, faith-based community members, or other nonprofits, etc. How were their resources utilized in the collaboration to resolve the issue or concern?
- Clearly describe how the issue or concern was resolved and provide a summary of the future impact on the community now that this issue or concern is resolved.

BEST IDEAS FORM



Purpose: Each local unit or council, in good standing, may submit a “Best Idea” in any of the PTA Priority areas on or before the second Friday in March. Best ideas will be reviewed and if judged to be a best idea and not already in practice, will be placed on the Georgia PTA website.

Instructions:

- a. Use this form to submit a Best Idea
- b. One form for each Best Idea
- c. In 150 words or less, describe your Best Idea
- d. Faxed copies will not be accepted
- e. **Mail/deliver your form to Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366.**

Date _____ District _____ Council _____

Local Unit Name _____ PTA Local Unit # _____

Check One: Elementary 750 and below Middle\Junior High School High School
 Elementary 751 and above K-8 School

OR

Council Name _____ Council ID# _____

Check One: 1-24 Units 25-49 Units Over 50 Units

President’s Name _____

Cell Phone _____ Home Phone _____

Email _____

Check one:
 Advocacy
 Membership
 Programs (Communications, Community Outreach, Parent Involvement, Health and Youth Services, Education Enrichment, Environment, Special Education, Reflections, Arts in Education, etc.)
 Other _____

Best Idea Title: _____

