

SECTION 1: GEORGIA PTA

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Dates to Remember:

Georgia PTA Family Braves Day – TBA
 2019 Advocacy Workshops (*Fall 2019 – held in Districts*)
 PTA Founders Day – February 17, 2020
 PTA Day at the Capitol – late February/early March, 2020
 Georgia PTA Convention Leadership Training – June 2020

STATE OFFICE

The state PTA office is located in downtown Atlanta at 114 Baker Street, NE. Office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. The office is closed on major holidays and typically closed the Monday and Tuesday after the annual convention.

The state office is there to answer questions and provide assistance. However, if you have concerns or more complex issues, please contact your council first, and if not resolved, contact your district leadership. The state office staff duties include but are not limited to the following:

1. Sending information to local unit presidents, council presidents and district directors. Note: Each office is responsible for distributing the materials to the proper persons on their respective board of directors.
2. Updating the database with new officers' contact information. Note: The secretary of the local unit, council and district shall submit online, at www.georgiapta.org, the names, home addresses, daytime telephone numbers and email addresses to the state office no later than May 1.
3. Maintaining membership and financial records.
4. Preparing statistical reports.
5. Maintaining a library of audiovisual materials and workshops.
6. Keeping copies of current federal and state tax information.
7. Organizing information for local units, councils and districts.
8. Providing National PTA with a list of local unit and council presidents and Georgia PTA board members.
9. Maintaining a store of PTA products for members and constituent units.
10. Supporting the publication and managing the distribution of print and electronic newsletters and mailings.
11. Processing membership dues, donations, incorporation fees, local unit number (LU#) and Employer Identification Number (EIN) requests, Field Service Requests and other requests of constituent units.
12. Overseeing the maintenance of the state office building.
13. Preparing recognition certificates, plaques/awards and Honorary Georgia PTA Life Achievement Awards.
14. Coordinating registration for Georgia PTA events including Convention Leadership Training, PTA Day at the Capitol, PTA/PTSA Youth Day at the Capitol, and District Advocacy Workshops.
15. Serving as a resource and support for the Georgia PTA Board of Directors, districts, councils, local units and PTA members.

DIRECTIONS TO STATE OFFICE

Southbound 1-75/1-85: Exit #249C, Williams Street. At the fourth light, turn left onto John Portman Blvd (you will cross over Baker Street – it is a one-way street). At the fifth light, turn left onto Piedmont Avenue. Turn left at the first light onto Baker Street. The PTA office is the second building on the right across the street from the Hilton Hotel. Parking is free behind the building.

Northbound 1-75/1-85: Exit #248 C, Andrew Young International Boulevard. Proceed on exit ramp to the second light and make a left turn onto International. Continue over the bridge to the next light and make a right turn onto Piedmont Avenue (one-way street). Go to the second light and turn left onto Baker Street. The PTA office is the second building on the right across the street from the Hilton Hotel. Parking is free behind the building.

Note: The state office building is a one-story, cream-colored brick building located at 114 Baker Street in Atlanta (between Piedmont Avenue and Courtland Street, both one-way streets). You cannot access Baker Street from Courtland Street; you must turn left from Piedmont Avenue onto Baker Street. The building is located between two public parking lots.

PTA MART

The Georgia PTA Mart offers a variety of gift and novelty ideas to promote PTA awareness and membership.

* Official logo merchandise is attractive, practical and reasonably priced and includes such items as tote bags, mugs, cups, t-shirts, balloons, badge holders, pens, Post-its, pins, portfolios, and more. Choose from a large selection.

* Simplify your membership drive and increase your membership. Buy pre-printed membership envelopes. They include everything you will need for financial and membership record keeping. Membership posters are also available.

* Fine jewelry and a variety of logo/lapel style pins are available. Gold-filled officer pins are a special gift for incoming and outgoing officers. (Traditionally, this style president's pin is passed from president to president, and the outgoing president is awarded a past president's pin.)

* Recognize your officers, volunteers, staff, and Principal with gifts that identify with PTA.

* Our stickers are easy and effective. (PTA or PTSA) Meeting Tonight; PTA Junta Esta Noche; I've Joined (PTA or PTSA) Have You?; Yo Me He Unido al PTA; Y Usted Tambien?; Real Life Is Drug Free; PTA Volunteer Name Tags.

PTA Mart best sellers include:

- * The "Pink" line (mugs, pens and t-shirts) and the "Blue" line of tumblers with and without handles
- * *I've Joined PTA (or PTSA) Have You?* and *PTA or PTSA Meeting Tonight* stickers and yard signs, also available in Spanish.
- * Balloons
- * Academic year calendars

Obtain a complete list of items and order form from the Georgia PTA website at www.georgiapta.org. You may request a form by calling, faxing or emailing the state PTA office.

Orders must be accompanied by check or money order and are shipped within five days of receipt. Located in the state office, the PTA Mart is open during regular business hours.

GEORGIA PTA AWARD DEADLINES

Please note: Membership award applications MUST include dues payment and Dues Remittance Form. Make checks payable to Georgia PTA. There is a \$30.00 fee applied for checks with insufficient funds.

Postmarked on or before	Award	Page #
Last business day in August	Visionary Pin and Certificate Pacesetter's Certificate	175
Last business day in September	Early Bird Certificate Platinum Membership Award	175
Last business day in October	Gold Membership Certificate Community Partnership Award Form Oak Tree Membership Award Form	175 176 177
Last business day in November	Silver Membership Certificate	175
Last business day in February	Bronze Membership Certificate	175
Second Friday in March	Georgia PTA Scholarship	196
Second Friday in March	Outstanding Local Unit Report	202-205
Second Friday in March	Advocacy Checklist Membership and Programs Checklists*	204 205
Second Friday in March	The Model PTA Cover Sheet	207
Second Friday in March	The Model PTA Living Document (Administration Guidelines) (Operational Guidelines)	208 209
Second Friday in March	Georgia PTA Hearst Family-School Partnership Award Criteria and Form	211-212
Second Friday in March	Birney Butler Outstanding Educator Nomination	213
Second Friday in March	Outstanding Principal Nomination Outstanding School Nurse Nomination	214 216
Second Friday in March	Visionary Award Nomination	217
Second Friday in March	"Best Ideas" Form	218
Second Friday in March	CLT Grant Application	197
30 days before Convention	Keys to Leadership Passport	195

*Must be submitted with the Outstanding Local Unit Report in order to be eligible for the Outstanding Local Unit Award.