

# SECTION 8

## REPORTS

PTA Reports .....	196
Report Writing - Tips .....	197
Reports Transmittal Master Cover Form.....	198
Outstanding Local Unit PTA Award Criteria .....	199
Outstanding Local Unit PTA Award Cover Sheet .....	200
Advocacy Checklist for Outstanding Local Unit .....	201
Membership Checklist for Outstanding Local Unit .....	202
Programs Checklist for Outstanding Local Unit .....	202
The Model PTA .....	203
The Model PTA Award Cover Sheet.....	204
The Model PTA – Living Document (Administrative) .....	205
The Model PTA – Living Document (Operational) .....	206
Georgia PTA Hearst Family-School Partnership Award .....	207
Birney Butler Outstanding Educator Nomination Form .....	209
Outstanding Principal Nomination Form .....	210
Outstanding School Nurse Nomination Form .....	212
Visionary Award Nomination Form .....	213
Best Ideas Form.....	214

### 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 reveals 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.** Awarded to local units and councils.

### 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.

### 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.

### 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, and meeting 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

1. Gain an understanding of the Reports process by attending a Report Writing workshop offered at a Georgia PTA University, or council or district trainings.
2. Follow all instructions carefully and completely.
3. Complete all forms in their entirety; applications are eliminated regularly for being incomplete.
4. Submit your entry on time by personal delivery or U.S. mail (**postmarked on or before the second Friday in March**).
5. Abide by the page limit. Consider picture collages or reduced newspaper articles. If space allows, letters of support from community and/or school officials usually enhance an application.
6. 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.
7. Awards criteria provide local units with excellent goals. Use the awards criteria to develop goals and objectives.
8. Creative and innovative entries usually carry more weight when being judged. The uniqueness of an idea may set one report apart from the rest.
9. 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.
10. Always use proper grammar and spelling.
11. Have someone read your work for clarity and mistakes before you submit your report.
12. Reports must be typewritten, double-spaced, one-inch margins and 12 point (*only*), Times New Roman font.
13. Due to time and equipment limitations, judges at the state level will be unable to view videos sent with entries.
14. Arrange summary statements or answers to questions in the order requested.
15. Organize the entire application for easy reference to supporting materials.
16. Neatness and attractiveness are “eye catching.”
17. Do not submit reports in a protective cover. Staple 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.
18. 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.
19. Post your report on your PTA website or school web page.
20. Provide a copy of your report to your council and district for their records and judging, if applicable.
21. All entries submitted to the state level become the property of Georgia PTA and will not be returned.
22. Please provide, upon request, an electronic copy of all reports to be posted on the Georgia PTA website.

#### **Special Note:**

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

# REPORTS TRANSMITTAL MASTER COVER FORM



**Purpose:** To streamline the check-in process of reports at the state office.

**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.
- 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@bellsouth.net](mailto:gapta@bellsouth.net).

Date \_\_\_\_\_ Local Unit ID# \_\_\_\_\_ District \_\_\_\_\_

Local Unit Name \_\_\_\_\_

Council Name: \_\_\_\_\_

**Check one:**     Elementary 750 and below                       Middle/Junior High School  
                     Elementary 751 and above                       High 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:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Outstanding Local Unit PTA                         | <input type="checkbox"/> The Model PTA            | <input type="checkbox"/> Visionary Award      |
| <input type="checkbox"/> Outstanding Principal                              | <input type="checkbox"/> Outstanding School Nurse | <input type="checkbox"/> Outstanding Educator |
| <input type="checkbox"/> Georgia PTA Hearst Family-School Partnership Award |   |   |

**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
  - High School

## Important! Report Criteria and Instructions:

1. Deadline: **Postmarked on or before the second Friday in March.**
2. Mail or delivered to Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366.
3. Make a copy of your report. Reports submitted become the property of Georgia PTA and will **not** be returned. **Give a copy to District Director and Council President.**
4. Complete an Outstanding Local Unit Cover Sheet and attach all three completed checklists.
5. Clearly define your unit's goals and describe unit's most significant work during the school year.
6. Discuss how you incorporated the National Standards for Family-School Partnerships into your program(s) and project(s) and effectively advocated for children.
7. Describe how you involved the diversity of your school community in your PTA and its work.
8. Describe how you developed and utilized partnerships and enhanced membership focused on the PTA Mission and Purposes.
9. Emphasize the creative, innovative ideas, concepts, and methods you developed and implemented to achieve your goals.
10. Describe and include the data used to identify the needs of your PTA. Discuss how your accomplishments were achieved and evaluated to enhance and sustain the work of your PTA unit.
11. Describe how you achieved Target Membership or 2% increase (last year's final membership number plus 2%).

## Narrative Page Limit:

A maximum of eight (8) pages is allowed for the written portion of the Outstanding Local Unit PTA Award including best ideas for advocacy, membership and programs.

## 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.

## Report Guidelines:

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



# ADVOCACY CHECKLIST FOR OUTSTANDING LOCAL UNIT



Name of Legislative Chair/Vice President \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_

Local Unit Name \_\_\_\_\_ LU# \_\_\_\_\_

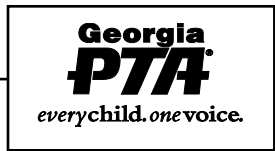
**Do NOT complete the Points Total – for Georgia PTA Use ONLY.**

ADVOCACY ACTIVITIES – Check all that apply	POINTS	TOTAL
<b>Attend Advocacy/Legislative Events or workshops:</b>		
<input type="checkbox"/> Georgia PTA Convention and Leadership Training (legislative/advocacy workshops) (5 points)	<b>40</b>	
<input type="checkbox"/> National Convention or e-learning on National PTA website (3 points)		
<input type="checkbox"/> Georgia PTA Advocacy Conference – September (15 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 (15 points)		
<input type="checkbox"/> Attend local School Board Meetings or speak at local meetings where school funding decisions are made	<b>10</b>	
<input type="checkbox"/> Publish registration information for Georgia PTA <i>Capitol Watch</i> and National PTA’s <i>PTA Takes Action</i> in newsletters and e-newsletters	<b>10</b>	
<input type="checkbox"/> Read <i>Capitol Watch</i> postings and report in newsletter or electronic communication (documentation required)	<b>5</b>	
<input type="checkbox"/> Attend House or Senate Committee/Subcommittee Meetings or Lobby at Capitol during the legislative session with Georgia PTA member	<b>5</b>	
<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)	<b>5</b>	
<input type="checkbox"/> Include Legislative Articles in PTA/School Newsletters focused on National PTA and/or Georgia PTA Priority issues (documentation required)	<b>5</b>	
<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	<b>5</b>	
<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	<b>5</b>	
<input type="checkbox"/> Conduct a voter registration information/advocacy campaign at your school	<b>5</b>	
<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	<b>5</b>	
<b>GRAND TOTAL – to be assessed by Georgia PTA</b>	<b>100 Possible Points</b>	

\*Elected officials can be any that 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.

Documentation - includes newsletters, bulletins, fliers, newspaper clippings, photographs, copies of surveys, etc. (see instructions)

# MEMBERSHIP AND PROGRAM CHECKLISTS



## MEMBERSHIP CHECKLIST FOR OUTSTANDING LOCAL UNIT

Name of Membership Chairperson/Vice President: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Local Unit Name: \_\_\_\_\_ LU #: \_\_\_\_\_

Achieved target membership (calculation below) and/or  
 Two percent (2%) increase achieved over last year  Yes  No (For Georgia PTA Use ONLY)  
40

### Calculation of Target Membership

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

**Best Membership Idea** \_\_\_\_\_ 10

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

- |   |   |
|---|---|
| <input type="checkbox"/> Membership Theme: _____<br><input type="checkbox"/> National/Georgia PTA Websites<br><input type="checkbox"/> National/Georgia PTA Member Benefits and Discounts<br><input type="checkbox"/> State/District/Council Membership Workshops<br><input type="checkbox"/> National PTA Membership Quick Reference Guide,<br>Georgia PTA Leadership Resource, Georgia PTA Membership Kit<br><input type="checkbox"/> Just Between Friends Membership Management and Communications<br><input type="checkbox"/> National PTA Standards for Family-School Partnerships | <input type="checkbox"/> National/Georgia PTA Brochures (list below) _____<br><input type="checkbox"/> Special Campaigns for Teachers, Community Partners, Male Involvement, etc. (list below) _____<br><input type="checkbox"/> Frequent Communications Focusing on the Value, Vision, Mission and Purposes of PTA _____ |
|---|---|

<b>GRAND TOTAL – to be assessed by Georgia PTA</b>	<b>Possible Points</b>	<b>100</b>
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## PROGRAMS CHECKLIST FOR OUTSTANDING LOCAL UNIT

Check all that apply:	Points	Total
<input type="checkbox"/> Distributed a comprehensive Volunteer Survey, based on programs and activities planned by the PTA, as a means of engaging volunteers	15	
<input type="checkbox"/> Engaged non-traditional volunteers (i.e. men, grandparents, working parents) with volunteer opportunities	15	
<input type="checkbox"/> Conducted Volunteer Orientation; provided a Volunteer Handbook and familiarized all volunteers with the policies and procedures of the school	5	
<input type="checkbox"/> Volunteer(s) served in a capacity that encouraged community participation in your school or made the community aware of activities (i.e. District Liaison, Business Partner Liaison, Local School Council)	5	
<input type="checkbox"/> PTA participated in student transition programs for those new to the school or those moving on to the next school level	5	
<input type="checkbox"/> PTA registered in the National PTA's Three for Me program at <a href="http://www.three4me.com">www.three4me.com</a>	5	
<b>Narrative: Please describe your PTA(s) programs (not to exceed the eight pages allowed for the entire report).</b>		
Describe how you recruit volunteers, record their hours, assign duties, and show appreciation	10	
Describe the PTA's best idea to increase parent involvement	20	
Describe the PTA's best idea for a program that increased student achievement	20	
<i>Documentation – includes newsletters, bulletins, fliers, newspaper clippings, photographs, copies of surveys, etc. (not to exceed the ten pages allowed for the entire report)</i>		
<b>GRAND TOTAL – to be assessed by Georgia PTA</b>	<b>Possible Points</b>	<b>100</b>



## **The Purposes of The Model PTA:**

- Encourages and directs the Local Unit PTA to fulfill the requirements to be “In Good Standing”.
- Provides a strong format and defines an effective process for parent engagement, advocacy and partnership in the school community.
- Assists the local school community to fulfill the parents’ rights and responsibilities portion under the current education legislation.

## **The benefits for the Local Unit to achieve The Model PTA status:**

- Provides a course of action to create and maintain a mature parent involvement system within the school.
- Fulfilling this process leads the local unit PTA to be an effective and efficient school collaborator.
- Having an at-a-glance Administrative Guidelines checklist makes it easier for the PTA to address core issues and connect with parents on a more comprehensive level.
- Increases and enhances parent and community involvement and engagement.

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

- Complete twelve (12) of the fourteen (14) Administrative Guidelines.
- Complete either Level One or Level Two of the Operational Guidelines.
- Send in The Model PTA Award Cover Sheet and the completed Living Document to the state office, postmarked on or before 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. Both the PTA/PTSA President and the Parent Involvement Chair should maintain a copy of the Living Document in their respective handbooks.

### **Special Note:**

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

For more information on The Model PTA – Visit the Georgia PTA website at [www.georgiapta.org](http://www.georgiapta.org) or contact the Georgia PTA Family Engagement Chair with questions, comments, or assistance for local unit and council participation.

# 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.**
- 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 \_\_\_\_\_ 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               |

President's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Principal's Name \_\_\_\_\_

Must complete 12 of the 14 activities to achieve this award. Check the box items completed and keep a copy for your records.

- Names/contact information of Incoming Officers submitted to the state office by May 1, and Incoming Chairs by August 31.
- Updated and approved Bylaws on file at the state office. Board members have a copy of the local unit bylaws by November 15.
- Prepared a calendar of year's events and meetings, included Georgia and National PTA events.
- All Local Unit Committees worked from an approved Plan-Of-Work which included a budget.
- PTA Audit/Financial Review was submitted to the state office by the last business day in September.
- Local Unit operated within and maintained a budget and Audit Report approved by the general membership.
- State and National portion of dues were sent in monthly; and Council membership fees/dues paid.
- Local Unit was represented at Council meetings and at District Fall and Spring Conferences.
- Set a membership goal to increase last year's membership. A realistic goal is Target membership, or 2% increase (last year's final membership number plus 2%).
- Attended Georgia PTA Convention Leadership Training.
- Attended at least two different events (please circle all that apply): National PTA Convention; PTA Day at the Capitol; Georgia PTA Advocacy Conference; PTA University; District or Council School of Information, Priority Fair or other training workshops; a Report Writing workshop.
- Attended at least one (1) local School Board of Education meeting (whether full, community or video stream), and submitted a report to the board of directors.
- Insurance: Purchased PTA Insurance.
- Submitted The Model PTA Award Cover Sheet and a completed copy of Living Document to the state office, postmarked on or before the second Friday in March.

Completed (check one or both):  Level One  Level Two



<b>ADMINISTRATIVE GUIDELINES</b>	<b>Recommended Date</b>	<b>Completed (Date &amp; Initial)</b>
1. Submit names and contact information of Incoming Officers by May 1, and Incoming Chairs by August 31, to the state office.	May 1 August 31	
2. Bylaws on file at the state office, a copy of the Bylaws is given to all board members.	November 15	
3. Meetings: Prepare a calendar of the year’s meetings and events, includes Georgia and National PTA events. (Copy of calendar sent to Council and District, upon request only.)		
4. All committees developed respective Plans of Work and submitted to the Executive Committee for approval.	Before School Begins	
5. Submit a copy of the PTA Audit/Financial Review to the state office.	Last Business Day in Sept.	
6. Operate within and maintain an approved working budget (for the year). The budget and Audit Report should be approved by the general membership.	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.	Monthly	
8. Send at least one representative to attend all Council meetings, and District Fall and Spring Conferences.		
9. Set a membership goal to increase last year’s membership. A realistic goal is Target membership, or 2% increase (last year’s final membership number plus 2%).	Target membership or 2% increase	
10. Attend Georgia PTA Convention Leadership Training.		
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; Report Writing workshop.		
12. Attend at least one (1) local School Board of Education meeting, and submit a report to the board of directors.		
13. Insurance: Purchased PTA insurance.	September 30	
14. <b><u>ACHIEVE THE MODEL PTA STATUS:</u></b> Submit The Model PTA Award Cover Sheet and a completed copy of the Living Document, <i>or</i> the Outstanding Local Unit PTA Report.	Postmarked on or before the second Friday in March	



**OPERATIONAL GUIDELINES**

<b><u>Level One:</u></b>	<b>Completed (Date and Initial)</b>
1. Appoint a Parent Involvement (PI) Chair to the PTA Board of Directors, contact information sent to the state office.	1. _____
2. The PI Chair attends The Model PTA or other Parent Involvement Workshop before/during the school year.	2. _____
3. The Chair understands the National PTA Standards for Family-School Partnerships.	3. _____
4. Collect feedback from parents and community on current parent involvement practices and programs.	4. _____
5. Results of the input are processed, shared and discussed.	5. _____
6. Discuss/develop a written Parent Involvement Policy, whether a Title I or Non-Title I school.	6. _____
7. Discuss/develop a written Parent Involvement Plan of Work, based on the input results and/or PI Policy; implement programs/events.	7. _____
8. Evaluate programs/events; PI Chair; the Standards; membership.	8. _____
9. Celebrate the work accomplished, and thank Volunteers, Parents, Teachers, Staff and Community for their partnership!	9. _____

**Level Two:**

Apply for the Georgia PTA Hearst Family-School Partnership Awards. Criteria and form are on our website and on the following pages. Must be postmarked on or before the second Friday in March.

**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.

Date Application Submitted to Georgia PTA: \_\_\_\_\_

Submitted by: \_\_\_\_\_



## 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.

1. 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.)
2. 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.)
3. 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:**

- Awarded to a local unit PTA/PTSA in good standing.
- Deadline: Postmarked on or before the second Friday in March.
- Make a copy of the completed report for your records. Reports submitted become the property of Georgia PTA and will not be returned.
- Mail or deliver a hard copy to Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366.

Date \_\_\_\_\_ 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):**

- I. Welcoming All Families
- II. Communicating Effectively
- III. Supporting Student Success
- IV. Speaking Up for Every Child
- V. Sharing Power
- VI. Collaborating with the Community
  
- Overall (must include a narrative for all six (6) standards)

# 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 \_\_\_\_\_

Local Unit # \_\_\_\_\_ PTA Council \_\_\_\_\_ PTA District \_\_\_\_\_

PTA/School Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

PTA/School Website \_\_\_\_\_

Name of PTA/PTSA submitting nomination \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_

Check one:  Elementary School  Middle School  High School  Other \_\_\_\_\_

<b>Award Criteria (100 possible points)</b>	<b>Points</b>
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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>
---	--	----------

Does the nominee encourage 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 Parent 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. parent involvement, student achievement, PTA meetings, Council PTA meetings, District conferences, Georgia PTA Convention Leadership Training, and PTA Advocacy Conference etc.) Use no more than one page, 8½” x 11”, double-spaced.		<u>20</u>
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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 parents, and define characteristics and special qualities of this nominee that demonstrates their support of the PTA Purposes and Mission.		<u>50</u>
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# 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                       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

3. Does the Principal participate in PTA/PTSA activities in the following ways?
- |   |                              |                             |
|---|------------------------------|-----------------------------|
| a. Attends local unit meetings                            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Attends Executive PTA/PTSA meetings on a regular basis | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Attends Council Meetings (if applicable)               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Ever Attended State PTA Convention                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Ever Attended National PTA Convention                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Holds a current PTA/PTSA membership                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

4. Number of years nominee has served as Principal of your school? \_\_\_\_\_ Anywhere? \_\_\_\_\_

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

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6. 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:

- a. Welcoming all families to the school
- b. Supporting student success
- c. Communicating effectively
- d. Speaking up for every child
- e. Sharing power
- f. Collaborating with community

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

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

9. 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                       High School

Date		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. **Give a copy to District Director and Council President.**
- 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:
- |   |  |
|---|--|
| <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               |

### 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:**

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

Date \_\_\_\_\_ District \_\_\_\_\_ Council \_\_\_\_\_

Local Unit Name \_\_\_\_\_ Local Unit # \_\_\_\_\_

Check One:             Elementary 750 and below             Middle/Junior High School  
                              Elementary 751 and above             High 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:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_