

# 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 _____ |
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<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	

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

*Documentation – includes newsletters, bulletins, fliers, newspaper clippings, photographs, copies of surveys, etc. (not to exceed the ten pages allowed for the entire report)*

<b>GRAND TOTAL – to be assessed by Georgia PTA</b>	<b>Possible Points</b>	<b>100</b>
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