



## **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 of the No Child Left Behind Act, Section 1118.

## **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 thirteen (13) 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 Parent Involvement 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 \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_ Evening Phone \_\_\_\_\_

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

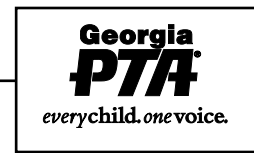
Email \_\_\_\_\_

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

Must complete 13 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 15, 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.
- Audit Packet Report 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.
- Achieved Target membership **or** a 2% increase (last year's final membership number plus 2%).
- Attended Georgia PTA Convention and 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 Deadline Date</b>	<b>Completed (Date &amp; Initial)</b>
1. Submit names and contact information of Incoming Officers by May 15, and Incoming Chairs by August 31, to the state office.	May 15 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 Audit Report 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:**

- Provides the opportunity for the PI Chair to complete Level One, *and*
- Apply for the National PTA Phoebe Apperson Hearst Family-School Partnership Award
  - This application replaces the National PTA Parent Involvement School of Excellence certification that has been a part of Level Two – The Model PTA for the past couple of years
- National PTA has made changes to their Phoebe Apperson Hearst Excellence in Education Award and the Parent Involvement School of Excellence Certification programs, and has combined both awards into one process.
  - The Hearst Award offers:
    - One application process
    - No fees!
    - All local PTAs in good standing are eligible to apply.
- Applications for the awards are due to National PTA by March 1. Please make a copy for your records and send a copy to the state office on or before March 1.
- Please visit the National PTA website [www.pta.org](http://www.pta.org) for the application.

Date Hearst Application Submitted to National PTA: \_\_\_\_\_

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