

# 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: Charter Seal, The Model PTA and Outstanding Local Unit:

- **Charter Seal** – 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

## 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.**

# 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: Charter Seal, The Model PTA and Outstanding Local Unit.

Date \_\_\_\_\_ Local Unit ID# \_\_\_\_\_ District \_\_\_\_\_  
 Council \_\_\_\_\_ Local Unit Name \_\_\_\_\_  
 Check One:     Elementary 750 and below                       Middle/Junior High School  
                    Elementary 751 and above                               High School  
 President's Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Evening 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.**

	<b>POINTS</b>	
	<b>(For Georgia PTA Use Only)</b>	
<b>In Good Standing Requirement (check all that apply):</b>	<b>60</b>	
<input type="checkbox"/> All Membership Dues Paid by: _____ (date)		
<input type="checkbox"/> Audit Submitted by last business day in September or: _____ (date)		
<input type="checkbox"/> Bylaws on file at State Office		
 <b>Extra Credit (check all that apply):</b>	<b>35</b>	
<input type="checkbox"/> Officers' contact info on file with state office by May 15 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"/> Council dues paid (Points are not deducted if not affiliated with a council)		(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>July 10-11, 2009</u>		(17 points)
 <input type="checkbox"/> <b>Advocacy Criteria/Checklist (attached)</b>	<b>100</b>	
<input type="checkbox"/> <b>Membership Criteria/Checklist (attached)</b>	<b>100</b>	
<input type="checkbox"/> <b>PTA Programs Criteria/Checklist (attached)</b>	<b>100</b>	
<input type="checkbox"/> <b>Narrative (attached – maximum 8 pages – see instructions)</b>	<b>50</b>	
<input type="checkbox"/> <b>Documentation (attached- maximum 10 pages – see instructions)</b>	<b>55</b>	

<b>GRAND TOTAL – to be assessed by Georgia PTA</b>	<b>POSSIBLE POINTS 500</b>	
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