

Georgia PTA

Report Writing Workshop

AGENDA

- Why write reports
- Categories of reports
- Who writes reports
- When reports are due
- Who judges reports
- Tips
- “The Reports”
- Resources

Ice Breaker Activity

Think for a moment – what comes to mind
when you hear the words
“reports” and/or “report writing”?

Care to share your thoughts?

Why write reports?

- Annual summary of the Local Unit PTA's work
- Provides a written record for future officers and committees
- Documents the history of work completed
- Serves as a guide for goal setting and program/event planning
- Opportunity to share ideas and network with other PTAs/PTSAs
- Recognition received for efforts and achievements

Categories of Reports

- Outstanding Local Unit PTA
 - Advocacy, Membership, Programs
- The Model PTA
 - Cover Sheet, Living Document
- Birney Butler Outstanding Educator
- Outstanding Principal
- Outstanding School Nurse
- Visionary Award
- Best Ideas



Who Writes Reports?

- Should be established at the beginning of the year
 - Chairperson
 - Reports Committee
 - Sole responsibility is to write and submit reports for the Local Unit
 - Works with the officers and committee chairs to ensure documentation is collected throughout the year and included when reports are submitted

When Reports are Due

All reports are due to the state office,
postmarked on or before the second Friday
in March.

This year – that date is **March 12, 2010.**

No late reports will be judged for awards.

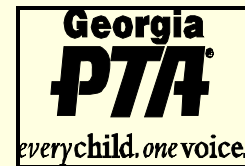


Who Judges the Reports?

- Members of the Georgia PTA Board of Directors
- The President appoints a Reports Chair
 - Reports postmarked on or before the second Friday in March, and meeting the basic requirements are counted, logged, catalogued and distributed for judging

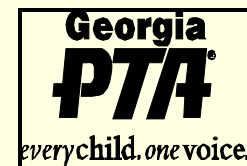
Report Writing Tips

- Understand the process for report writing
- Follow all instructions carefully and completely
- Narrative – choose your words carefully!
 - Have someone read your work for **clarity** and **mistakes** before you submit your reports
- Provide a copy of your reports to your council and district for their records and judging.
- All reports submitted to the state level become property of Georgia PTA and will not be returned.



Reports Transmittal Master Cover Form

- Complete ONE Reports Transmittal Master Cover Form and submit it with ALL of the reports your Local Unit is submitting.
- Verify all the information is correct and consistent.
- Entries must be postmarked or delivered to the state office on or before the second Friday in March.
- Georgia PTA, 114 Baker Street, Atlanta GA 30308
- For more information, contact the state office at 404 659-0214 or gapta@bellsouth.net.



Outstanding Local Unit PTA

- **Three (3) levels of achievement**
 - Charter Seal – presented to Local Units “In Good Standing” by the 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 categories
- OLU PTA Award Cover Sheet



The Model PTA

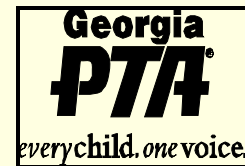
- Purposes and Benefits
- To achieve The Model PTA status:
 - Complete thirteen (13) of the fourteen (14) Administrative Guidelines
 - Complete either Level One or Level Two of the Operational Guidelines
 - Send in The Model PTA Award Cover Sheet and the completed Living Document to the state office, postmarked on or before the second Friday in March

Birney Butler Outstanding Educator

- May be awarded to any Superintendent, Administrator, Faculty member or School Board member
 - PTA member
 - Demonstrates professional excellence and commitment to the Mission and Purposes of PTA
- If your nominee is a winner, the PTA/PTSA President, Council President and District Director will be notified.

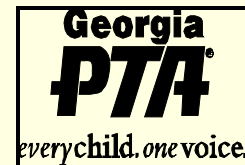
Outstanding Principal

- He or she is supportive, helpful and personally involved in the PTA activities
- Georgia PTA will honor one (1) Outstanding Principal of the Year in the categories of:
 - Elementary
 - Middle
 - High
- A PTA Member, promotes the Purposes and Mission of PTA and encourages the use of the National Standards for Family-School Partnerships



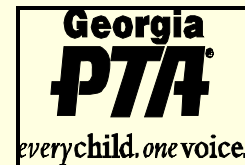
Outstanding School Nurse

- Georgia PTA will honor one (1) Outstanding School Nurse in the categories of:
 - Elementary
 - Middle
 - High
- Provides health care services for students on a full or part time basis at the local school.
- A PTA Member



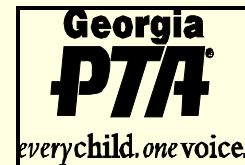
Visionary Award

- Awarded to an individual or group (Local Unit, Council or District PTA)
- A PTA Member
- Demonstrates an 'above and beyond' approach to addressing and resolving community issues and concerns.



Best Ideas

- Each Local Unit or Council, in good standing, may submit a “Best Idea” in any of the Priority areas
 - On or before the second Friday in March
- Will be reviewed and if judged to be a best idea and not already in practice, will be placed on the Georgia PTA website.



Resources

- National PTA www.pta.org
- Georgia PTA www.georgiapta.org
114 Baker Street
Atlanta, GA 30308
404 659-0214

