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.
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: Merit, 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 ___________________________ Cell Phone _________________________
Address _________________________________ Home 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.

POINTS
(For Georgia PTA Use Only)

In Good Standing Requirement (check all that apply): 60
☐ All Membership Dues Paid by: _____________________________________________ (date)
☐ PTA Audit/Financial Review Submitted by last business day
  in September or: _____________________________________________ (date)
☐ Bylaws on file at the state office
☐ IRS Form 990 filed by IRS deadline date

Extra Credit (check all that apply): 35
☐ Officers’ contact info on file with state office by May 1 or:
  _____________________________________________ (date) (3points)
☐ Committee Chairs’ contact info on file with state office by
  August 31 or: _____________________________________________ (3 points)
☐ Incorporated
☐ Council dues paid (Points are not deducted if not affiliated
  with a council) (3 points)
☐ Budget and Audit Report adopted at first general meeting
  _____________________________________________ (date) (3 points)
☐ Purchased PTA insurance
  _____________________________________________ (date) (3 points)
☐ Attended Georgia PTA Convention Leadership Training
  _____________________________________________ (17 points)

☐ Advocacy Criteria/Checklist (attached) 100
☐ Membership Criteria/Checklist (attached) 100
☐ PTA Programs Criteria/Checklist (attached) 100
☐ Narrative (attached – maximum 8 pages – see instructions) 50
☐ Documentation (attached- maximum 10 pages – see instructions) 55

GRAND TOTAL – to be assessed by Georgia PTA | POSSIBLE POINTS 500

www.georgiapta.org 228 everychild. onevoice.
**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.

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<thead>
<tr>
<th>ADVOCACY ACTIVITIES – Check all that apply</th>
<th>POINTS</th>
<th>TOTAL</th>
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<tr>
<td>Attend Advocacy/Legislative Events or workshops:</td>
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<td>☐ Georgia PTA Convention and Leadership Training (legislative/advocacy workshops) (10 points)</td>
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<td>☐ National Convention or e-learning on National PTA website (3 points)</td>
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<td>☐ Georgia PTA Advocacy Conference – September (10 points)</td>
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<td>☐ Participate in National PTA Advocacy Conference or National PTA legislative training (2 points)</td>
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<td>☐ Attend Georgia PTA Day at the Capitol – February (10 points)</td>
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<td>☐ Read <em>Capitol Watch</em> postings and report regularly in newsletter or electronic communication (documentation required)</td>
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<td>☐ Attend local School Board Meetings or speak at local meetings where school funding decisions are made</td>
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<td>☐ Publish registration information for Georgia PTA <em>Capitol Watch</em> and National PTA’s <em>PTA Takes Action</em> and activating PTA membership cards in newsletters and e-newsletters</td>
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<td>☐ Attend House or Senate Committee/Subcommittee Meetings or Lobby at Capitol during the legislative session with Georgia PTA member</td>
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<td>☐ 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)</td>
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<td>☐ Include Legislative Articles in PTA/School Newsletters focused on National PTA and/or Georgia PTA Priority issues (documentation required)</td>
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<tr>
<td>☐ 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</td>
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<tr>
<td>☐ Write/Email/Call appropriate Elected Officials on National PTA/Georgia PTA Priority issues or legislative issues on which PTA has a position</td>
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<td>☐ Conduct a voter registration information/advocacy campaign at your school</td>
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<td>☐ 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</td>
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**GRAND TOTAL – to be assessed by Georgia PTA**

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<th>POINTS</th>
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<td>100 Possible Points</td>
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*Elected officials can be any who 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  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

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

☐ Membership Theme: ____________________________________________  50

☐ National/Georgia PTA Websites

☐ National/Georgia PTA Member Benefits and Discounts

☐ State/District/Council Membership Workshops

☐ National PTA Membership Quick Reference Guide, Georgia PTA Leadership Resource, Georgia PTA Membership Kit

☐ Just Between Friends Membership Management and Communications

☐ National PTA Standards for Family-School Partnerships

GRAND TOTAL – to be assessed by Georgia PTA Possible Points 100

PROGRAMS CHECKLIST FOR OUTSTANDING LOCAL UNIT

Check all that apply: Points Total

☐ Distributed a comprehensive Volunteer Survey, based on programs and activities planned by the PTA, as a means of engaging volunteers 15

☐ Engaged non-traditional volunteers (i.e. men, grandparents, working parents) with volunteer opportunities 15

☐ Conducted Volunteer Orientation; provided a Volunteer Handbook and familiarized all volunteers with the policies and procedures of the school 5

☐ 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

☐ PTA participated in student transition programs for those new to the school or those moving on to the next school level 5

☐ PTA registered in the National PTA’s Three for Me program at www.three4me.com 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)

GRAND TOTAL – to be assessed by Georgia PTA Possible Points 100