

# THE OAK TREE AWARD FORM



**Purpose:**

To recognize the value of the school staff as stakeholders advocating for all children through PTA membership. (Staff includes: principal, administrative staff, clerical staff, custodians, social workers, counselors, cafeteria staff, i.e., and personnel assigned or based at the school.)

**Instructions:**

- Fill in the information requested below. Please print.
- Attach a list of staff members and their positions. (Required.)
- This form must be postmarked by the last business day of October.
- **In order to receive the award earned, your unit must be in “Good Standing” by March 1.**
- **Mail to Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366.**

Date		PTA Local Unit ID#	
District	Council	PTA Name (No Abbreviations)	
Contact Person		PTA Position	
Address			
City		State	Zip
Cell Phone		Home Phone	
Email			

1. How many staff members are based at your school this school year? \_\_\_\_\_
2. Has each one of them joined your PTA this school year?  Yes  No  
If **Yes**, please attach a list (including their name and staff position) to verify their PTA membership.
3. Have dues for these members been submitted to Georgia PTA?  Yes  No  
If **No**, please submit dues payment simultaneously with this form. Remember to use the *Dues Transmittal Form* included in this section.

President’s or Membership Chairperson’s Signature \_\_\_\_\_

<p><b>FOR OFFICE USE ONLY:</b></p> <p>Date Received _____ # of Members Paid to Date _____</p>
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