

## **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.**

	<b>POINTS</b>	
	<b>(For Georgia PTA Use Only)</b>	
<b>In Good Standing Requirement (check all that apply):</b>	<b>60</b>	<input style="width: 100px; height: 20px;" type="text"/>
<input type="checkbox"/> All Membership Dues Paid by: _____ (date)		
<input type="checkbox"/> PTA Audit/Financial Review Submitted by last business day in September or: _____ (date)		
<input type="checkbox"/> Bylaws on file at the state office		
<input type="checkbox"/> IRS Form 990 filed by IRS deadline date		
<b>Extra Credit (check all that apply):</b>	<b>35</b>	<input style="width: 100px; height: 20px;" type="text"/>
<input type="checkbox"/> Officers' contact info on file with state office by May 1 or: _____ (date)	(3points)	
<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 11-13, 2013</u>	(17 points)	
<input type="checkbox"/> <b>Advocacy Criteria/Checklist (attached)</b>	<b>100</b>	<input style="width: 100px; height: 20px;" type="text"/>
<input type="checkbox"/> <b>Membership Criteria/Checklist (attached)</b>	<b>100</b>	<input style="width: 100px; height: 20px;" type="text"/>
<input type="checkbox"/> <b>PTA Programs Criteria/Checklist (attached)</b>	<b>100</b>	<input style="width: 100px; height: 20px;" type="text"/>
<input type="checkbox"/> <b>Narrative (attached – maximum 8 pages – see instructions)</b>	<b>50</b>	<input style="width: 100px; height: 20px;" type="text"/>
<input type="checkbox"/> <b>Documentation (attached- maximum 10 pages – see instructions)</b>	<b>55</b>	<input style="width: 100px; height: 20px;" type="text"/>

<b>GRAND TOTAL – to be assessed by Georgia PTA</b>	<b>POSSIBLE POINTS 500</b>	<input style="width: 90%; height: 20px;" type="text"/>
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# 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.

ADVOCACY ACTIVITIES – Check all that apply	POINTS	TOTAL
<b>Attend Advocacy/Legislative Events or workshops:</b>		
<input type="checkbox"/> Georgia PTA Convention and Leadership Training (legislative/advocacy workshops) (10 points)	<b>35</b>	
<input type="checkbox"/> National Convention or e-learning on National PTA website (3 points)		
<input type="checkbox"/> Georgia PTA Advocacy Conference – September (10 points)		
<input type="checkbox"/> Participate in National PTA Advocacy Conference or National PTA legislative training (2 points)		
<input type="checkbox"/> Attend Georgia PTA Day at the Capitol – February (10 points)		
<input type="checkbox"/> Read <i>Capitol Watch</i> postings and report regularly in newsletter or electronic communication (documentation required)	<b>15</b>	
<input type="checkbox"/> Attend local School Board Meetings or speak at local meetings where school funding decisions are made	<b>10</b>	
<input type="checkbox"/> Publish registration information for Georgia PTA <i>Capitol Watch</i> and National PTA’s <i>PTA Takes Action</i> and activating PTA membership cards in newsletters and e-newsletters	<b>5</b>	
<input type="checkbox"/> Attend House or Senate Committee/Subcommittee Meetings or Lobby at Capitol during the legislative session with Georgia PTA member	<b>5</b>	
<input type="checkbox"/> 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)	<b>5</b>	
<input type="checkbox"/> Include Legislative Articles in PTA/School Newsletters focused on National PTA and/or Georgia PTA Priority issues (documentation required)	<b>5</b>	
<input type="checkbox"/> 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	<b>5</b>	
<input type="checkbox"/> Write/Email/Call appropriate Elected Officials on National PTA/Georgia PTA Priority issues or legislative issues on which PTA has a position	<b>5</b>	
<input type="checkbox"/> Conduct a voter registration information/advocacy campaign at your school	<b>5</b>	
<input type="checkbox"/> 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	<b>5</b>	
<b>GRAND TOTAL – to be assessed by Georgia PTA</b>	<b>100 Possible Points</b>	

\*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 (For Georgia PTA Use ONLY)  
**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** \_\_\_\_\_ **10**

**Which of the following were used in your membership development (five points each):** **50**

- Membership Theme: \_\_\_\_\_  National/Georgia PTA Brochures (list below) \_\_\_\_\_
- National/Georgia PTA Websites \_\_\_\_\_
- National/Georgia PTA Member Benefits and Discounts \_\_\_\_\_
- State/District/Council Membership Workshops  Special Campaigns for Teachers, Community Partners, Male Involvement, etc. (list below) \_\_\_\_\_
- National PTA Membership Quick Reference Guide, Georgia PTA Leadership Resource, Georgia PTA Membership Kit \_\_\_\_\_
- Just Between Friends Membership Management and Communications  Frequent Communications Focusing on the Value, Vision, Mission and Purposes of PTA \_\_\_\_\_
- National PTA Standards for Family-School Partnerships \_\_\_\_\_

<b>GRAND TOTAL – to be assessed by Georgia PTA</b>	<b>Possible Points</b>	<b>100</b>	
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## PROGRAMS CHECKLIST FOR OUTSTANDING LOCAL UNIT

Check all that apply:	Points	Total
<input type="checkbox"/> Distributed a comprehensive Volunteer Survey, based on programs and activities planned by the PTA, as a means of engaging volunteers	<b>15</b>	
<input type="checkbox"/> Engaged non-traditional volunteers (i.e. men, grandparents, working parents) with volunteer opportunities	<b>15</b>	
<input type="checkbox"/> Conducted Volunteer Orientation; provided a Volunteer Handbook and familiarized all volunteers with the policies and procedures of the school	<b>5</b>	
<input type="checkbox"/> 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)	<b>5</b>	
<input type="checkbox"/> PTA participated in student transition programs for those new to the school or those moving on to the next school level	<b>5</b>	
<input type="checkbox"/> PTA registered in the National PTA's Three for Me program at <a href="http://www.three4me.com">www.three4me.com</a>	<b>5</b>	
<b>Narrative: Please describe your PTA(s) programs (not to exceed the eight pages allowed for the entire report).</b>		
Describe how you recruit volunteers, record their hours, assign duties, and show appreciation	<b>10</b>	
Describe the PTA's best idea to increase parent involvement	<b>20</b>	
Describe the PTA's best idea for a program that increased student achievement	<b>20</b>	
<i>Documentation – includes newsletters, bulletins, fliers, newspaper clippings, photographs, copies of surveys, etc. (not to exceed the ten pages allowed for the entire report)</i>		
<b>GRAND TOTAL – to be assessed by Georgia PTA</b>	<b>Possible Points</b>	<b>100</b>