

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 K-8 School High School

Important! Report Criteria and Instructions:

- Deadline: **Postmarked on or before the second Friday in March.**
- Mail or deliver two copies to Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366.
- Make copies 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.**
- Complete an Outstanding Local Unit Cover Sheet and attach all three completed checklists.

Narrative Page Limit:

A maximum of eight (8) pages is allowed for the written portion of the Outstanding Local Unit PTA Award which will focus on impact of programs (see Checklist).

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. Note that on the Advocacy Checklist, several items indicate that documentation is required to get full credit.

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



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Date _____ PTA Local Unit ID# _____ District _____
 Council _____ Local Unit Name _____
 Check One: Elementary 750 and below Middle/Junior High School K-8 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	
<input type="checkbox"/> All Membership Dues Paid through (last date): _____ (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 _____ (date)		
<input type="checkbox"/> Council Dues Paid (<i>if part of a council</i>)		
Extra Credit (check all that apply):	30	
<input type="checkbox"/> Officers' contact info on file with state office by May 1 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"/> 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>June 15-16, 2018</u>	(15 points)	
<input type="checkbox"/> Advocacy Criteria/Checklist (<i>attached</i>)	100	
<input type="checkbox"/> Membership Criteria/Checklist (<i>attached</i>)	100	
<input type="checkbox"/> PTA Programs Criteria/Checklist (<i>attached</i>)	100	
<input type="checkbox"/> Narrative (<i>attached – maximum 8 pages – see instructions</i>)	55	
<input type="checkbox"/> Documentation (<i>attached- maximum 10 pages – see instructions</i>)	55	

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