

All entries must be submitted for judging to the Area PTA.
Contact your Area PTA president for entry deadline.

TEXAS PTA LOCAL PTA EVALUATION AWARD

PURPOSE OF AWARD

The Texas PTA Local PTA Evaluation Award recognizes PTAs that follow the guidelines and procedures presented in the Texas PTA Leader Orientation, *Texas PTA Handbook* and their bylaws.

CRITERIA FOR SELECTION OF WINNERS

Local PTA must be in good standing with Texas PTA.

GUIDELINES FOR PRESENTATION OF ENTRY

Use this form for consideration for Bronze, Silver and Gold Level recognition by Texas PTA.

1. Complete this entry form.
2. Submit the form for judging attached to a file folder.
3. Submit the entire entry (forms and summary) to your Area PTA president by the Area PTA deadline.

PTAs are recognized using the following point system:

PTAs in Council Membership

Bronze Level 200-249 points

Silver Level 250-299 points

Gold Level 300-350 points

PTAs Not in Council Membership

Bronze Level 169-217 points

Silver Level 218-267 points

Gold Level 268-318 points

PLEASE NOTE: All entries submitted to the state level become the property of Texas PTA and will not be returned.

STATE AWARDS TO BE PRESENTED

All PTAs earning the minimum number of points will receive a certificate from Texas PTA and recognition in *The Voice* and on the Texas PTA Web site.

ENTRY DEADLINE
Area PTA: _____

TEXAS PTA LOCAL PTA EVALUATION AWARD

AWARD ENTRANT INFORMATION

Name of PTA: _____ ID # _____ Area PTA # _____

LEVEL: Early Childhood Elementary Middle/Junior High High School

(Combination PTAs should select the grade level with the highest enrollment.)

School District _____ City _____

President _____

Telephone () _____ E-mail Address _____

Street Address _____

City _____ Zip _____

COUNCIL PTA AND AREA PTA INFORMATION

Council PTA: _____ Council PTA # _____

Area Awards Contact: _____ Area PTA # _____

Telephone () _____ E-mail Address _____

STATE OFFICE INFORMATION

State Awards Contact Programs Department Telephone 1.800.TALK.PTA

Address Texas PTA, 408 West 11th Street City Austin, TX Zip 78701-2113

The following form should be used as a guide for planning your PTA year and for evaluating your achievements at the end of the year.

Check each box as it applies to your PTA. Points are awarded for accomplishing each objective.

LOCAL PTA EVALUATION AWARD

SECTION A: Local PTA Requirements (2 points each unless otherwise noted)

- Maintained procedure books (all officers and chairmen). _____
- Approved Plans of Work for all board members by executive board. _____
- Set goals for the year. _____
- Formed or maintained a relationship with at least one business or community partner. _____
- Purchased insurance for the PTA. _____
- Appointed the audit committee of three members before the annual (last) meeting. _____
- Completed and adopted financial audit at the first general meeting of the year. (If a change in the office of treasurer occurred, an additional audit was conducted at that time.) _____
- Filed IRS Form 990 before deadline. _____
- Held at least three general meetings during the year, unless otherwise stated in the bylaws. _____
- At each general meeting:
- Displayed the Purposes of PTA. _____
- Stationed a membership table at the door. _____
- Distributed or posted meeting agendas for the members. _____
- Conducted pledges to the United States and Texas flags. _____
- Presented and approved minutes from the previous meeting. _____
- Presented and filed the treasurer's report. _____
- Provided information for parents. _____
- Approved the budget by the first general meeting. _____
- Approved any tax-free sales (maximum of two in one calendar year). _____
- Offered PTA members an opportunity to subscribe to the Texas PTA (*The Voice*) and National PTA (*Our Children*) publications. _____
- Provided every member access to the Local PTA bylaws. _____
- Maintained minutes properly in a bound book. _____
- Updated bylaws, with approval by Texas PTA, within the past five years. _____
- Sent membership dues and reports to the Texas PTA Office in a timely manner. _____
- Submitted membership dues before the September 10 early bird deadline. _____
- Conducted a Fall membership drive and submitted dues by the October 15 deadline. _____
- Conducted a Spring membership drive and submitted dues by the March 15 deadline. _____
- Presented at least one Texas PTA Parent Education program. _____
- Distributed/shared materials received from Texas PTA at each meeting. _____
- Distributed/shared materials received from National PTA at each meeting. _____
- Distributed a newsletter at least four times. #_____ (2 points each for 20 points max.) _____
- Sent a PTA representative to each school board meeting. _____
- Represented PTA needs and responsibilities with chairmen on the board (1 point each):
- Arts in Education Hospitality Parent Education
- Budget & Finance Legislative Action Teacher Appreciation
- Environmental Membership Volunteers
- Health Concerns Newsletter Youth Protection
- _____ _____ _____

Total points Section A (95 points possible)

Section B: Council PTA Requirements (2 points each unless otherwise noted)

- Submitted names of Council PTA delegates and alternates to Council PTA secretary by October 1. _____
- Attended each Council PTA meeting by voting delegates or alternates. _____
- Presented a Council PTA delegate's report at the general meetings. _____
- Attended Officers' and Chairmen's Training (any member). #____ (2 points each for 20 points max.) _____
- Submitted council dues by October 1. _____
- Submitted information about your Local PTA to the Council PTA newsletter. _____
- Made the Council PTA newsletter available to the general membership. _____

Total points Section B (32 points possible) _____

Section C : Area PTA Requirements (2 points each)

- Attended Fall Workshops. # _____ (2 points each for 20 points max.) _____
- Attended Spring Conference. # _____ (2 points each for 20 points max.) _____
- Made the Area PTA newsletter available to the general membership. _____
- Submitted Texas PTA and/or Area PTA award applications to Area PTA by deadline. #____ (2 points for each award for 30 points max.) _____

Total points Section C (72 points possible) _____

Section D: Texas PTA Requirements (2 points each unless noted)

- Sent names of the newly elected officers to the Texas PTA office by May 1. _____
- Distributed pages from *Texas PTA Handbook* (Guidelines for Officers, Chairmen, and Principals) for procedure books. _____
- Shared information from the Texas PTA Local PTA Mailing at every meeting. (5 points) _____
- Made *The Voice* available to the general membership. (5 points) _____
- Recognized outstanding service to PTA with Texas PTA Honorary Life Membership, Extended Service Award or brick in Recognition Square. _____
- Attended Texas PTA Annual Convention (officers). #____ (2 points each for 10 points max.) _____
- Attended Texas PTA Annual Convention (chairmen). #____ (5 points each for 25 points max.) _____
- Attended Texas PTA Annual Convention (principal or representative). (5 points) _____
- Attended Summer Leadership Seminar (officers). #____ (2 points each for 12 points max.) _____
- Attended Summer Leadership Seminar (chairmen). #____ (5 points each for 25 points max.) _____
- Attended Summer Leadership Seminar (principal or representative). (5 points) _____
- Attended Legislative Day at the Capitol (any member). (2 points each for 20 points max.) _____
- Completed the Texas PTA Leader Orientation course (all officers). _____
- Completed the Texas PTA Leader Orientation course (chairmen). #____ (5 points each for 25 points max.) _____
- Participated in the National PTA Reflections Program. _____
- Participated in the Texas PTA Environmental Program. _____
- Enrolled in Go Green Initiative. _____

Total points Section D (151 points possible)

TOTAL POINTS ALL SECTIONS (350 points possible)