

Plano ISD Council of PTAs

Outstanding PTA Application.

Please return completed applications (4 Copies) to Paula Johnston, 1802 Parrant Ct. Parker, TX 75094.

**Entries must be received by Tuesday, March 22, 2011
and may be turned in at the Council Regular Meeting on that date.**

Instructions:

- Submit 4 complete identical applications
- PTA name must be visible on cover
- Entries should be submitted in a file folder or report cover (8½ x 11 max). NO three ring binders!
- Include Application, Newsletters, Essays, and endorsement from your principal or your faculty representative
- Essays must be typed on attached pages in minimum size 12 font, double-spaced. Limit 10 pages (5 pages, if front and back are used)

| | |
|---|--|
| PTA Unit Name: _____ | |
| Check All That Apply: <input type="checkbox"/> Early Childhood <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary | |
| No. of PTA Members <i>(As of Oct. 15, 2008)</i> | No. of Students <i>(As of Oct. 15, 2008)</i> |
| PTA President _____ | Phone _____ |

Questionnaire:

1. Were the names of newly elected officers sent to the Texas PTA office by May 15, 2010? Yes
 No

2. Did the president regularly distribute information to board members from the following sources? (2 points each)
 - National PTA
 - Texas PTA
 - Plano ISD Council of PTAs

Total _____

3. How many Regular membership meetings were held at your local unit? (1 point for each meeting held)

Total _____

4. Did your PTA membership increase this year? Yes
 No
 If so, by what percent? _____%

5. Does your PTA have the following positions? Please provide the chairmen name (1 point each)
 - Arts in Education: _____
 - Budget/Finance: _____
 - Communications/Newsletter: _____
 - Council Delegate: _____
 - Cultural Diversity: _____
 - Directory: _____
 - Environmental: _____
 - Hospitality: _____

- Legislative Action: _____
- Membership: _____
- Programs or Parent Education: _____
- Publicity: _____
- SAGE (Special & Gifted): _____
- School to Life: _____
- Volunteers: _____
- Webmaster: _____
- Youth Protection (Health & Safety): _____
- Other (specify) _____
- Other (specify) _____

Total _____

6. Are the officers of your executive board all graduates of the PTA Leader Orientation Training? Yes No

7. What percentage of your PTA board (Officers and Chairmen) are graduates of the PTA Leader Orientation Training? (count only 1 person per position) _____%

8. Did your PTA meet financial obligations on a timely basis? (1 point for each)

- Audit of account(s) made when Treasurer changed and at close of fiscal year
- Report of all audits presented to and adopted by the association
- Dues to PTA Council remitted by October 1
- Dues to State and National remitted by October 15
- Plans of Work presented and approved for every board member
- Budget developed by committee and presented for approval by the board and at the first Regular meeting of your local unit
- Ways and Means projects presented and approved by both board and regular membership before initiating
- Any expenditures not included in budget or reallocations of funds were approved by the regular membership
- If required, sales tax collected and remitted at appropriate intervals
- Tax return filed by the appropriate deadline

Total _____

9. What is the date of your most recent Bylaws update? _____

10. Did you review your Bylaws and Standing Rules this year and make all mandated changes and any necessary revisions? Yes No

11. Did you send a copy of your local unit roster to the Council Directory Chairman by September 15? Yes No

12. Did you send a copy of your Bylaws and Standing Rules to the Council President by September 30? Yes No

13. Did you send email addresses of your membership (either in written or electronic form) to the Council Newsletter Chairman by October 15? Yes No

14. In which of the following events did your PTA participate? (points listed)

- Plano ISD Council of PTAs Regular Meetings - 1 point for each attended meeting by council delegate, president or principal _____
- Council Officer and Chairmen Training (May 2010) - 1 point for each attendee _____
- Summer Seminar (July 2010) – 1 point for each attendee _____
- PTA Mock Election (October 30, 2010) – 5 points _____
- Reflections* Program (December 2010) – 5 points _____
- Plano Christmas Parade – PTA Council float (December 2010) – 2 points per participant _____
- Donated food to the Administration luncheon (December 2010) – 1 point per dish _____
- Volunteered at the Administration luncheon (December 2010) – 1 point per volunteer _____
- Plano ISD Council of PTAs Life Membership Banquet (February 2011) – 5 points for participation by local unit _____
- State Convention (February 2011) – 1 point for each attendee _____
- Texas PTA/EPA Environmental Contest (March 2011) – 5 points _____
- Council of PTAs Vendor Fair (April 2011) – 1 point per attendee _____
- Area15 Spring Conference (April 2011) – 1 point per attendee _____

Total _____

15. How often is your PTA newsletter published and distributed? (Include 4 copies of the same newsletter. Does not count in 10 page limit, but must be bound at end of application.)

- none
- 6 weeks
- more often
- bimonthly
- monthly

16. Does your PTA communicate with your membership in other ways? (1 point for each)

- phone message system
- e-mail
- website
- mail
- other (specify) _____

Total _____

17. Does your PTA publish a directory?

- Yes
- No

18. If yes, did you use the new Image and Information Consent Form recommended by Council?

- Yes
- No

19. Did your PTA do a review of the Conflict of Interest Policy and the Records retention Policy (1 point for each)

20. Did your PTA sponsor any Parent Education programs?

If yes, please list all including Texas PTA programs, PPE speakers, online classes, newsletter articles, or other sources (1 point per program)

Total _____

21. Did your PTA sponsor any Parent/Student Involvement events?
If yes, please list all. Examples are: College Night, Open House with PTA event, Donuts/Muffins with parents, Grandparent's Day, Family Dinners/Picnics or other events (1 point per event)

Total _____

22. Did your PTA submit applications for Council, Area, State, or National Awards due before March 15, 2011? If yes, please list all. Does not include those with no application form. (1 point per submission)

Total _____

Essays:

Please answer the following questions on separate sheets. You may use up to 10 pages (5 if front and back), minimum size 12 font, double-spaced.

1. What were your local unit PTA goals for this year and how did you succeed in meeting those goals? What method did you use to evaluate the success of your goals?
2. Describe your partnership with your school administration. Have you worked together on any issues or problems facing your community and how have you made progress with that issue?
3. How has your PTA included families of different backgrounds and with different needs? Identify challenges and how they were addressed.
4. How has your PTA encouraged parent involvement? Explain specific promotions or events.
5. Describe your most successful program/project/event with emphasis on best practices and innovative methods. Define how it was related to the mission of PTA.

Attachments:

- Newsletter – 4 copies of same one (not included in the page limit)
- Letter of Recommendation from your principal or your faculty representative (not included in page limit)

Special Note:

Some parts of this application may be shared by the Plano ISD Council of PTAs in publicity or workshops. Awards will be presented at the final Council Regular Meeting for the Outstanding Elementary, Outstanding Secondary, and Overall Outstanding PTA. Contact aide@planopta.org for more information.