

Plano ISD Council of PTAs

Outstanding PTA Application

Please return completed applications (4 complete sets) to Dana Bilbray, 1200 Balboa Circle, Plano, Texas 75075

**Entries must be received by Tuesday, March 23, 2010
and may be turned in at the Council Regular Meeting on that date.**

Instructions:

- Submit 4 complete, identical applications including letter of recommendation and one newsletter
- 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, newsletter (1 sample), essays, and a letter of recommendation from your principal or your faculty representative
- Essays must be typed on attached pages in minimum size 12 font, limit 3 pages front and back.

PTA Unit Name: _____

Check All That Apply: Early Childhood Elementary Secondary

No. of PTA Members *(As of March 15, 2010)*

No. of Students *(As of March 15, 2010)*

PTA President _____

Phone _____

QUESTIONNAIRE:

1. Were the names of newly elected officers sent to the Texas PTA office by May 1, 2009? 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 PTAsTotal _____
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 names (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) _____

*add as many filled board positions as you have written in your Bylaws and Standing Rules, but not subcommittee chairmen

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 and a person may only be counted once, even if they hold multiple positions) _____ %

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

13. 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 2009) - 1 point for each attendee _____
- Summer Seminar (July 2009) – 1 point for each attendee _____
- Reflections* Program entries to Council – 5 points _____
- Donated food to the Administration luncheon (December 2009) – 1 point per dish _____

- Volunteered at the Administration luncheon (December 2009) – 1 point per volunteer _____
 - Plano ISD Council of PTAs Life Membership Award Celebration (February 2010) – 5 points for participation by local unit _____
 - State Convention (February 2010) – 1 point for each attendee _____
 - Texas PTA/EPA Environmental Contest (March 2010) – 5 points _____
- Total _____

14. How often is your PTA newsletter published and distributed? *(Include 1 copy of the same newsletter sample in each packet.)*

- none bimonthly
- 6 weeks monthly
- more often

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

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

Total _____

16. Does your PTA publish a directory?

- Yes
- No

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

- Yes
- No

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

19. 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 _____

20. 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 _____

Essays:

Please answer the questions below with no more than 3 pages front and back, 12 point minimum font size.

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. Describe your most successful program/project/event. Consider in your answer if it was a new program or a school/PTA tradition and how you encouraged parent involvement, included families of different backgrounds and needs, and how it was related to the mission of PTA.

Attachments:

- Newsletter – 1 copy of same one per packet (not included in the page limit)
- Letter of recommendation from your principal or your faculty representative

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.