

Plano ISD Council of PTAs

Dear PTA President,

Enclosed please find the *Plano ISD Council of PTAs "Outstanding PTA"* application. Completing this form allows you to evaluate and compare your PTA's year with that of other local units in Plano. This application provides you with the opportunity to recognize the efforts of your board members and applaud everyone for their accomplishments. The time spent completing this application is valuable to your PTA, Council, and the other local PTAs as a means to communicate the many ways in which Plano PTAs contribute to the education and welfare of our children.

Applications will be reviewed by a panel of judges and PTAs will be recognized with certificates for Highest Honor, Honor, and Honorable Mention. In addition, three overall category winners will be awarded; "*Outstanding Early Childhood PTA*," "*Outstanding Elementary PTA*," and "*Outstanding Secondary PTA*." At the Council Annual Meeting on May 9, 2006, the PTA with the highest scoring points will be awarded the honor of "*Outstanding Plano ISD PTA of the Year*" and will be awarded a banner and a plaque for display at your school. Entries will be on display at this meeting unless otherwise requested. **Please note that PTAs are not eligible to win in two consecutive years.** All PTAs are also encouraged to submit applications for National PTA's *Phoebe Apperson Hearst "Outstanding Local Unit Award."*

The deadline for receipt of your application is **Thursday, April 13, 2006**. You may hand deliver or address your entry to me at 3809 Bow Creek, Plano, Texas 75025. Please contact me at 972-618-1421 if you have any questions.

Good luck!

Sincerely,

Becky Brown

Becky Brown,
President

Enclosure

Plano ISD Council of PTAs

Outstanding PTA Application

Please return completed applications (3 Copies) to Becky Brown, 3809 Bow Creek, Plano, Texas 75025.

Entries must be received by Thursday, April 13, 2006.

Instructions:

- Submit 3 complete identical applications (one per judge)**
- PTA name or questionnaire must be visible on cover.
- Entries must be bound in a report cover or other soft cover (8½ x 11 max), no three ring binders!
- Limit 10 pages** (5 pages, if front and back are used) including questionnaire and attachments other than newsletters.
- Essays must be typed on attached pages in minimum size 12 font, double-spaced.

PTA Unit Name: _____

Check All That Apply: Early Childhood Elementary Secondary New PTA

Number of PTA Members *(As of Oct. 15, 2005)*

Number of Students *(As of Oct. 15, 2005)*

PTA President _____

Phone _____

Questionnaire:

1. Were the names of newly elected officers sent to the Texas PTA office by May 15, 2005? Yes
 No

2. Did the president regularly distribute information to board members from the following sources? (2 points each)

- National PTA
- Texas PTA
- Plano Council of PTAs

Total _____

3. How many regular membership meetings were held? (1 point for each meeting held)

Total _____

4. Did your PTA membership increase this year? Yes
 No
(New PTAs should check yes) If so, by what percent? _____%

5. Does your PTA have the following positions? (1 point each)

- Arts in Education
- Budget/Finance
- Communications/Newsletter
- Council Delegate
- Cultural Diversity
- Environmental
- Hospitality
- Legislative Action
- Membership
- Parent Education
- Programs

- Publicity
- SAGE (Special & Gifted)
- School to Life
- Volunteers
- Webmaster
- Youth Protection (Health & Safety)
- Yearbook/Directory

Total _____

6. Are the officers of your executive board all graduates of the PTA Leadership Course? Yes
 No

What percentage of your PTA board (Officers and Chairmen) are graduates of the PTA Leadership Course? _____%

7. 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, 2005
- Dues to State and National remitted by October 15, 2005
- 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
- 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
- Sales tax collected and remitted at appropriate intervals
- If required, tax return filed by the appropriate deadline

Total _____

8. Did you review your bylaws, make all mandated changes and any necessary revisions? Yes
 No

9. Did you send a copy of your bylaws to council? Yes
 No

10. Did you send a copy of your roster to council? Yes
 No

11. In which of the following events did your PTA participate? (1 point each unless noted otherwise)

- District 10 Spring Conference (April 2005)
- Council Officer's and Chairman's Training (May 2005)
- Summer Seminar (July 2005)
- State Convention (February 2006)
- Plano ISD Council of PTAs Life Membership Banquet (February 2006)
- Reflections Program (November 2005)
- Texas PTA/EPA Environmental Contest (March 2006)
- Plano ISD PTA Council Meetings (1 point for each attended meeting)
- School Board Meetings (1 point for each attended meeting)

Total _____

12. How often is your PTA newsletter published and distributed? *(Include 3 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

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

- phone message system
- enews
- website

Total _____

14. Does your PTA publish a yearbook/directory?

- Yes
- No

15. Did your PTA sponsor any Parent Education programs?

- Yes
- No

16. Did your PTA set goals for this year and did you succeed in meeting those goals?
(attach copy to be included within 10 page limit)

- Yes
- No

If yes, what method did you use to evaluate the success of your goal setting? *(maximum of two or three sentences)*

Essay:

Attached on typed pages, minimum size 12 font, double-spaced.

17. Provide an overview of your year with emphasis on best practices and innovations. Identify challenges and how they were addressed. Please note projects/events related to the mission of PTA 1) child advocacy, 2) parent education and 3) parent and public involvement.

Attachments:

Attachments may include anything you feel helps to represent your PTA. (pictures, news clippings, collages, etc.) Must be included within **ten-page limit** (5 pages, if front and back are used).

You may also include **1** letter of endorsement from your principal or your faculty representative that does not count in the **ten-page limit** (5 pages, if front and back are used).