

How many General (Open) Meetings do you have each year? _____

How many Board Meetings do you have each year? _____

How do you notify Membership of Meetings? _____

Goals help measure the effectiveness of an association. The success of the PTA depends on unity of action, which can best be achieved by the following basic procedures. Answers to the following questions will help us determine the effectiveness of your PTA; however, **please make applications regardless of how few "yes" answers you might have.**

Did your PTA receive Council's "We're Off-on-the-Right-Foot" Award?	Yes ___	No ___
Did your PTA contribute to Council's Scholarship Program?	Yes ___	No ___
Did your PTA contribute to Council's Eye Exam/Eyeglasses Fund?	Yes ___	No ___
Did your PTA contribute to Council's Convention Fund?	Yes ___	No ___
Did your PTA submit a History Book?	Yes ___	No ___
Did your PTA volunteer at the Teacher Supply Depot?	Yes ___	No ___

Did your PTA provide volunteers for Vision Screening?	Yes ___	No ___
Does your PTA have a current website?	Yes ___	No ___

Was your Local Unit represented at the following?

1. Florida PTA Leadership Conference?	Yes ___	No ___
2. Florida PTA Convention?	Yes ___	No ___
3. Region Meeting at Florida PTA Convention?	Yes ___	No ___
4. Florida PTA Legislative Conference in Tallahassee?	Yes ___	No ___
5. Duval County Council PTA Workshops?	Yes ___	No ___
6. How many Duval County Council PTA Workshops? _____ List Each: _____		

Does your PTA provide the following for your Board Members?

1. Florida PTA Bulletin?	Yes ___	No ___
2. National PTA Handbook (Manual)?	Yes ___	No ___
3. National <u>Our Children</u> Magazine?	Yes ___	No ___
4. <u>Robert's Rules of Order Newly Revised</u> (Current Edition) for Parliamentarian?	Yes ___	No ___

Were your Treasurer's books audited?	Yes ___	No ___
Do your checks require two signatures?	Yes ___	No ___
Has your PTA had a self-study, with a Council Representative present, within the past two (2) years?	Yes ___	No ___

Additional Comments: _____

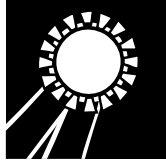
PTA President's Signature _____

Principal's Signature _____

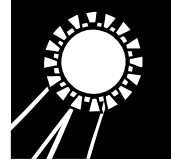
SUBMIT: Application & attachments to Duval County Council Awards Chairman

- **DEADLINE:** April 20, 2010, 9:30am-12noon, **April DCCPTA General Meeting**
- **LOCATION:** Duval County School Board Auditorium, 1701 Prudential Dr., 32207 (bring ID)

If you feel your PTA is not eligible now to send in an application, please call your Area Coordinator sometime during the year and set up a self-study, bylaws study, or whatever is needed so you can apply before the April deadline.



Application
Duval County Council of PTAs/PTSAs
History Book Award



2009-2010

The Duval County Council Board of Managers encourages the Local Units to compile a History of their PTA. A **History Book Award** has been established which will recognize the Local Units meeting the **CRITERIA** for this Award. These Awards will be presented at the annual Presidents - Principals Luncheon in May.

Name of Local Unit: _____ Date: _____
 Name of President: _____ Phone: _____
 Name of Historian: _____ Phone: _____
 Name of Principal: _____ Phone: _____

Grade-Level Division (please check one):

- _____ **Small Elementary** (schools up to 5th grade only): **up to 750 students** per "20-day enrollment count"
- _____ **Large Elementary** (schools up to 5th grade only): **751 students and over** per "20-day enrollment count"
- _____ **Middle or combined Elementary/Middle** (schools with grades 6-8 **or** K-8)
- _____ **High or combined Elementary/Middle/High** (schools with grades 9-12, 6-12, **or** K-12)

Criteria for Qualification: These **6 ITEMS** must be met in order to **qualify** for judging – please read carefully!

The **FIRST THREE * ITEMS** must be found **IN 1-2-3 ORDER** in the **FRONT** of your History Book.

1. * **Application** (First item of History Book.)
2. * **Approved copy of Bylaws** - Bylaws must be updated and Florida PTA approved every three (3) years. (Second item of History Book.)
3. * **Brief one to two page Written History of PTA activities for the current school year.** (Third item of History Book)
4. **Correct usage of the PTA service mark is required in order to qualify.** Failure to use the PTA service mark **PTA** correctly will keep your entry from being judged. You **MAY NOT** use periods, commas, hyphens, or lowercase letters when referring to PTA. This is in keeping with the Florida PTA and National PTA guidelines. This information may be found in the Florida PTA and the National PTA kits of materials.
5. **Must be a PTA in good standing:** current bylaws and DCC & State/National dues paid in full and on time.
6. **Submit this application with your History book to the DCCPTA Historian Chair.**
 - **DEADLINE:** April 20, 2010, 9:30am-12noon, **April DCCPTA General Meeting**
 - **LOCATION:** Duval County School Board Auditorium, 1701 Prudential Dr., 32207 (bring ID)

History books that meet the 6 qualifying criteria above will be judged and scored as follows:

(See next page for specific information)

1. PTA activities – 60%
2. Composition – 10%
3. Originality – 10%
4. Chronological order (calendar of events) – 10%
5. Appearance of contents – 10%

Awards: Certificates of Participation

Ribbons for first, second, and third place for each of the four grade level divisions listed above.

Please Note: History Books can be solely Literary, Photographic, Artistic, or a combination of all three.

Videos will not be accepted.

History Book Award Judging Criteria

Congratulations on your decision to enter the History Book competition! As outlined on the History Book Award application, all History Book Award entries that **meet the 6 qualifying criteria** on the previous page will be **judged on the 5 criteria** listed below. Below are brief explanations of those criteria and the weight each carry in the overall judging. This information is offered for the sole purpose of creating a greater understanding of the criteria used in the competition. Ultimately, it must be understood that the real triumph of competing for the History Book Award is the creation of the History Book itself. In choosing to complete a History Book, your local PTA or PTSA has created a lasting tribute to the dedication of your members and their efforts in support of public education and the future of all children. The Duval County Council of PTAs/ PTSAs applauds all of your efforts on behalf of children, including your creation of a History Book.

Judging Criteria

History books that **meet the 6 qualifying criteria** on previous page will be judged as follows:

1. PTA Activities: 60% of total score

For the purposes of the History Book Award competition, your History Book must document activities of your PTA/ PTSA. It is up to you to make clear in your documentation of the event the connection the activity has to your PTA/ PTSA.

2. Composition: 10% of total score

The ease of understanding contents of book whether literary, photographic, artistic, or any combination of these accepted styles. Effective organization, picture captions or descriptions, adequate, clear explanation of events, and/or clear artistic interpretations, etc.

3. Originality: 10% of total score

Creativity, choice of theme, colorful, hand made, use of materials, cover, etc.

4. Chronological Order (Calendar of Events): 10% of total score

Local PTAs/ PTSAs may choose to begin their Historian documentation at any logical point in time (e.g.: election of officers, start of school year, etc.) then documentation must follow the calendar from that point on.

5. Appearance of Contents: 10% of total score

Neatness, organization of materials on page, if a theme is used- continuity of theme throughout the book, continuity of appearance in general, etc.

- **ENTRY DEADLINE:** April 20, 2010, 9am-12noon, DCCPTA General Meeting, to DCCPTA Historian Chair.
- **LOCATION:** Duval County School Board Auditorium (1st Floor), 1701 Prudential Dr., 32207 (bring ID).
- **The History Books are judged immediately following this meeting**, therefore late entries cannot be accepted as judging will be complete and winners selected.
- **Awards presented at the Duval County Council PTA Presidents' and Principals' Luncheon in May.**



Important Note Regarding Failure to Qualify for Judging



- All History Book Award entries must meet the very specific 6 CRITERIA given on the Historian Award application in order to QUALIFY for judging. Please take the time to read these criteria carefully to ensure your History Book qualifies for judging.
- The first three items **MUST BE the FIRST THREE ITEMS** included in your entry in 1-2-3 order.
- **FAILURE TO USE THE PTA SERVICE MARK CORRECTLY** will keep your entry from being judged. You **MAY NOT** use periods, commas, hyphens, or lowercase letters when referring to PTA. This is in keeping with the Florida PTA and National PTA guidelines. This information may be found in the Florida PTA and the National PTA kits of materials. The local president should have copies of each of these kits.
- ALL qualified History Books entered by the deadline WILL receive a Certificate of Participation.

Application
Duval County Council of PTAs/PTSAs
Humanitarian Service Award

2009-2010

Name of PTA/PTSA: _____ Date: _____

Criteria for award: *3 ITEMS must be met in order to qualify:*

1. Three (3) or more members of local PTA/PTSA participating in a service project deemed noteworthy of recognition by Duval County Council of PTAs/PTSAs.
2. Must be a PTA in good standing: current bylaws and DCC & State/National PTA dues paid in full.
3. **Submitted to the DCCPTA Awards Chair:**
DEADLINE: April 20, 2010, 9:30am-12noon, *April DCCPTA General Meeting*
LOCATION: Duval County School Board Auditorium, 1701 Prudential Dr., 32207 (bring ID)

Type of Service _____

Number of Participants _____

Number of Hours _____

Date of Service _____

Brief Description of Service _____

PTA President's Name (print): _____ Phone: _____

PTA President's Signature: _____

Principal's Signature: _____





Teacher Supply Depot

The Teacher Supply Depot is a warehouse of reusable materials donated by businesses and community members. These materials are distributed **free** to Duval County public school teachers to enhance instruction in their classroom and promote student achievement.

Most of the items donated to the Teacher Supply Depot were destined for the landfill. Instead of adding to the county's solid waste disposal difficulties, these materials now end up as creative student projects and innovative teaching aids. Items include art, office, paper and science supplies; student incentives; overruns; punch-outs; end cuts and many other open ended materials.

Since its first opening in September of 1996, more than 1,400 contributors donated over \$35 million worth of supplies. By the end of the 2008-09 school year, the Teacher Supply Depot conducted 131 give-away days logging over 37,000 teacher, principal and PTA president visits.

The Teacher Supply Depot enjoys tremendous support from the business community, volunteers, the media and the many other individuals who are contributors. This project is a joint effort between the Duval County Public Schools', Warehousing Division, and The Duval County Council of PTAs/PTSAs.

For more information on donating or volunteering call the Teacher Supply Depot.

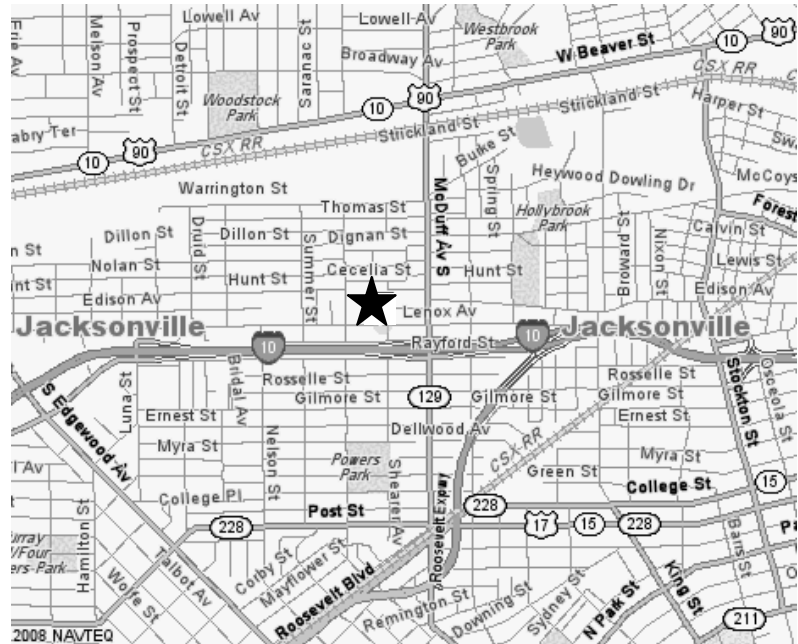
The Teacher Supply Depot

Old Lackawanna School
3108 Lenox Avenue (32254)
Phone: 381-7480
FAX: 381-7481
Coordinator: Chris Buckley

2009-10 Opening Dates

Time: 3pm - 6 pm

September 17
October 15
November 12
December 3
January 7
February 11
March 11
April 15



The Teacher Supply Depot Award

The local unit that volunteers the most hours at the Teacher Supply Depot during the course of a school year earns this award automatically. Duval County Council Board of Manager members do not count towards a school's participation since they are sponsors of the project.

Be sure to sign in the volunteer book at the Teacher Supply Depot to get credit. Have each person from your PTA sign on a page that has your PTA's name at the top rather than separate forms for each individual volunteering. On **April 15th**, all PTA forms will be tallied and the one with the most **recorded** hours will be the recipient of the Teacher Supply Depot Award presented at the Presidents' and Principals' Luncheon.

Your volunteer support is essential to the continued success of the Depot. We appreciate all who volunteer.



Best Website Award

When a PTA has a website or a webpage, SUBSTANCE of material is the key. Does the information convey PTA specific information? Can parents find out quickly when the meetings are, who to contact with a question, what they can do to become active in their school, etc? The following elements are not requirements, per se, but are recommendations for your PTA's site and for winning DCCPTA's Best Website Award (in addition to winning more members and volunteers at your school)! Websites/pages may be on the school's main site or through a separate web host. PTAs must be in good standing. **You must submit the application below to be considered.**

Most Important

- Proper heading – Full Name of the PTA/PTSA, Current School Year, Current President
- Contact Information of the PTA President -- personal phone number and personal email address
- Specific dates, times and location for the PTA meetings – preferably easy to find on the PTA's main page (whether or not they are listed in the school's main calendar)
- Letter or statement welcoming parents, including information on how to join and how to become active in their child's school
- List of specific PTA activities and goals
- Easy-to-use website
- Links to websites of the Duval County Council of PTAs/PTSAs, The Florida PTA, The National PTA, your school and DCPS

Not as Important, But Helpful

- List of all board/committee members and their contact information

- Posting of *General* meeting minutes and the budget
- Posting of your PTA's or school's newsletters
- Posting of the official Purposes of PTA and The Mission of PTA
- Attractive website

What We Don't Want to See

- Outdated information, misspelled words
- Posting of PTA *Board Meeting Minutes* (Board meetings & minutes are closed)
- Promotion of anything that is not related to children (remember, when in doubt, if it's not about children, it shouldn't be in PTA)
- Promotion of commercial businesses, a particular religion, and/or political candidates. PTA is noncommercial, nonsectarian and nonpartisan. *Business partners may be thanked; non-denominational prayers may be used at PTA meetings; and political forums may be held as long as all the candidates are invited.*

Application

Duval County Council of PTAs/PTSAs

Best Website Award

2009-2010

Name of PTA/PTSA: _____ Date: _____

Criteria for Award: 3 ITEMS *must be met* in order to qualify.

1. Local unit creates a website/pages may be on the school's main site or through a separate web host.
2. **Must be a PTA in good standing:** Current bylaws and DCC & State/National dues paid in full & on time.
3. **Submitted** to the DCCPTA Awards Chair:
 - **DEADLINE:** April 20, 2010, 9:30am-12noon, **April DCCPTA General Meeting**
 - **LOCATION:** Duval County School Board Auditorium, 1701 Prudential Dr., 32207 (bring ID)

Website Domain: _____

Website Administrator's Name (print): _____ Phone: _____

President's Name (print): _____ Phone: _____

President's Signature: _____

Principal's Signature: _____

Florida PTA Honorariums

An honorary **State Life Membership**, a living memorial to the recipient, is given for meritorious and outstanding service on behalf of children and youth. There is no better way to honor a dedicated PTA member (president, officer, chairman, principal, teacher, or community leader) who is worthy of this recognition. Monies from the *State Life Memberships* support the Scholarship Fund of Florida PTA.

Life Memberships do not carry a special privilege to vote or hold office; however, the person so honored may be an active member of a local unit by paying his dues to that association.

The new Florida PTA **President's Award of Honor** would be the perfect way to honor the special people that have made PTA what it is today and already have a Florida PTA Life Membership! Each person honored will receive a certificate from Florida PTA and their names will be on display at the State Office in Orlando. Monies from the *President's Award of Honor* will be divided between the Florida PTA Scholarship Fund and the Endowment Fund.

Another honor for someone who already has a Life Membership and deserves additional recognition is to purchase an inscribed brick to be installed as part of the **History Walk of Fame** patio that is being built at the state office to honor and remember people who have done so much for children. Monies from the bricks will be used for the building fund.

Local associations, councils, regions, groups within any of these divisions, individuals, or a group of individuals may give these honorariums. They may be presented at state convention, council, or local unit meetings or functions.

How to Order:

NOTE: If award is to be presented at the Presidents' and Principals' Luncheon, please have the awards mailed to the County Council President.

- **State Life Memberships**
State Life Memberships are \$50.00 each (payable to the Florida PTA) and are available through the State Office. This price pays for the life membership pin, certificate, and card.
- **President's Award of Honor**
President's Award of Honor for honorees who must be a Life Member already are \$30.00 each (payable to the Florida PTA) and are available through the State Office. This price pays for the nameplate displayed at the State Office and presentation certificate.
- **State History Walk of Fame Bricks**
Bricks are \$100.00 each (payable to the Florida PTA) and are available through the State Office. This price pays for the inscribed brick (installed at State Office), a certificate, a pin, and a letter of congratulations from the president of the Florida PTA.
- **Applications** can be found in the **Florida PTA Kit of Materials** that was mailed to your PTA president, or downloaded from the Florida PTA website, or call the State Office. Requests for honorariums should include:
 - Name and address of recipient
 - Date of presentation
 - Name(s) of donor(s)
 - Name and address of person to whom the items should be mailed
- **Please fill out applications**, attach check, and mail to:
 - Florida PTA
 - 1747 Orlando Central Parkway
 - Orlando, Florida 32809

National Life Achievement Award

National Life Achievement Awards are \$125.00 (payable to the National PTA) and are available through the National Office. This price pays for the pin, certificate, and card.

National PTA
541 North Fairbanks Court, Suite 1300
Chicago, Illinois 60611-3396
(312) 670-6782, FAX (312) 670-6783, Toll Free (800) 307-4782

This National Award was established to increase the Endowment Fund of the National PTA. **Monies from National Life Achievement Awards remain on a national level.**

Application
Duval County Council of PTAs/PTSAs
Student Involvement Award
2009-2010

Name of PTA/PTSA: _____

Criteria for Award: 3 ITEMS *must be met in order to qualify.*

1. **PTA/PTSA Students involved in a project** with your PTA/PTSA that is noteworthy to your organization.
2. **PTA in Good Standing:** current bylaws and DCC & State/National dues paid in full & on time.
3. **Submitted** to the DCCPTA Awards Chair:
 - **DEADLINE:** April 20, 2010, 9:30am-12noon, **April DCCPTA General Meeting**
 - **LOCATION:** Duval County School Board Auditorium, 1701 Prudential Dr., 32207 (bring ID)

Name of Project: _____

Number of Participants: _____ Number of Hours: _____

Is this Project: one time or ongoing Date of Project: _____

Description of Project: _____ **(attach description on additional page)**

PTSA Student Representative: _____
 (if applicable)

PTA President's Name (print): _____ Phone: _____

PTA President's Signature: _____

Principal's Signature: _____

Application
Duval County Council of PTAs/PTSAs
Reading Award
2009-2010

Name of PTA/PTSA: _____

Criteria for Award: 3 ITEMS *must be met in order to qualify.*

1. **PTA/PTSA plans and participates** in a Reading Program or Project.
2. **PTA in Good Standing:** current bylaws and DCC & State/National dues paid in full & on time.
3. **Submitted** to the DCCPTA Awards Chair:
 - **DEADLINE:** April 20, 2010, 9:30am-12noon, **April DCCPTA General Meeting**
 - **LOCATION:** Duval County School Board Auditorium, 1701 Prudential Dr., 32207 (bring ID)

Name of Project: _____

Number of Participants: _____ Number of Hours: _____

Is this Project: one time or ongoing?

Description of Project: _____ **(attach description on additional page)**

PTA President's Name (print): _____ Phone: _____

PTA President's Signature: _____

Principal's Signature: _____



Application
Duval County Council of PTAs/PTSAs
Blood Drive Award
2009-2010

The Duval County Council Board of Managers encourages PTAs/PTSAs to sponsor an annual Blood Drive. A Blood Drive Award has been established which will recognize the PTAs/PTSAs meeting the prerequisites for this award. These Awards will be presented at the annual Presidents' and Principal's Luncheon in May.

Name of PTA/PTSA: _____ Date: _____

Criteria for Award: 3 ITEMS *must be met in order to qualify.*

1. **Blood Donation** (check one):
 _____ **Blood Drive** held on this date: _____ (please attach flyer or news article advertising the blood drive)
 _____ **5 Units of Blood** donated to your PTA/PTSA or school Blood Bank Account # _____
 (or attach verification documentation)
2. **PTA in Good Standing:** current bylaws and DCC & State/National dues paid in full & on time.
3. **Submitted** to the DCCPTA Awards Chair:
 - **DEADLINE:** April 20, 2010, 9:30am-12noon, **April DCCPTA General Meeting**
 - **LOCATION:** Duval County School Board Auditorium, 1701 Prudential Dr., 32207 (bring ID)

PTA President's Name (print): _____ Phone: _____

PTA President's Signature: _____

Principal's Signature: _____

Application
Duval County Council of PTAs/PTSAs
Health/Safety Program Award
2009-2010



Name of PTA/PTSA: _____

Criteria for Award: 3 ITEMS *must be met in order to qualify.*

1. **PTA/PTSA plans and implements** a health and/or safety program/fair that promotes awareness of health or safety issues, or physical activity for families.
2. **PTA in Good Standing:** current bylaws and DCC & State/National dues paid in full & on time.
3. **Submitted** to the DCCPTA Awards Chair:
 - **DEADLINE:** April 20, 2010, 9:30am-12noon, **April DCCPTA General Meeting**
 - **LOCATION:** Duval County School Board Auditorium, 1701 Prudential Dr., 32207 (bring ID)

Name of Program/Fair: _____

Number of Participants: _____ Date of Program/Fair: _____

Description of Program/Fair: _____ *(attach description on additional page)*

President's Name (print): _____ Phone: _____

President's Signature: _____

Principal's Signature: _____