

Application
Duval County Council of PTAs/PTSAs
Local Unit Achievement Award
2011-2012

Name of Local Unit: _____	Date: _____
Name of President: _____	Phone: _____
School Enrollment as of 20-day count:	
PTA Membership as of March 31 st :	this year: _____ last year: _____

The Duval County Council Board of Managers believes many local units are doing outstanding work. Thus, we have established the **Local Unit Achievement Award** and the **“PTA-of-the-Year” Award**.

We appreciate all those who send in applications by recognizing their efforts. We realize that the amount of volunteer hours, PTA members, funds raised, and programs and activities offered, often vary greatly from school to school, but we encourage *all PTAs* to apply. We want to know all the great things --big and small -- happening in our local units.

- Those who qualify will receive a Local Unit Achievement Award certificate.
- All Awards submitted will **automatically** be judged for the **“PTA-of-the-Year” Award**. These awards will be presented at the annual Presidents’ and Principals’ Luncheon in May.
- The **“PTA-of-the-Year” Award** will recognize **FOUR** outstanding local units -- one entry will be chosen from each of the following grade level divisions.

<u>GRADE-LEVEL DIVISIONS</u> (please check one)
<input type="checkbox"/> Small Elementary (schools up to 5 th grade only): up to 750 students per “20-day enrollment count” <input type="checkbox"/> Large Elementary (schools up to 5 th grade only): 751 students and over per “20-day enrollment count” <input type="checkbox"/> Middle or combined Elementary/Middle (schools with grades 6-8 or K-8) <input type="checkbox"/> High or combined Elementary/Middle/High (schools with grades 9-12, 6-12, or K-12)

<u>CRITERIA for award: These 7 ITEMS must be met in order to QUALIFY</u>
<ol style="list-style-type: none"> 1. ATTACH: PTA budget. (Approved by general membership) 2. ATTACH: List of positions on your board for your local unit. 3. ATTACH: Copy of your Bylaws (first page only) clearly showing state approval stamp and date. Bylaws must be updated within last three years: Yes___ No___ 4. DUES: State and National membership dues paid in full by March 31st, 2012 Yes___ No___ 5. DUES: Duval County Council dues paid by November 1st, 2011 Yes___ No___ 6. ATTENDANCE: One registered delegate attends 5 out of 7 council meetings. Yes___ No___ 7. SUBMIT: Application & attachments to Duval County Council Awards Chairman <ul style="list-style-type: none"> - DEADLINE: April 17, 2012, 9:30am-12noon, April DCCPTA General Meeting - LOCATION: Duval County School Board Auditorium, 1701 Prudential Dr., 32207 (bring ID)

<p>For the next 4 items, please attach up to a total of TWO additional sheets to this application, and you may use the front and back of both sheets.</p> <p>-----</p>
<ol style="list-style-type: none"> 1. What special <u>PROGRAMS</u> were planned and carried out in your own Local Unit? 2. List your most successful <u>PROJECTS</u> this year. 3. List your most <u>ACTIVE CHAIRMANSHIPS</u>. 4. List <u>NATIONAL, STATE AND COUNTY AWARDS</u> received by your PTA this school year.

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

Does your PTA provide access to the following for your Board Members?

1. Florida PTA E-Newsletter?		
2. Florida PTA Kit of Materials?	Yes ___	No ___
3. National PTA Official Kit of Materials?	Yes ___	No ___
4. National <u>Our Children</u> Magazine?	Yes ___	No ___
5. <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 ___
Did your PTA file the appropriate 990N or 990EZ form with the IRS?	Yes ___	No ___

Additional Comments: _____

PTA President's Signature _____

Principal's Signature _____

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