

**“WE’RE OFF-ON-THE-RIGHT FOOT”
AWARD**

2011



PTA/PTSA Presidents who ensure that the following four things are A-OK will receive recognition as will their PTA! Presidents will receive a SUPER SPECIAL SURPRISE AWARD at the November County Council General Meeting, 10:00-noon, Duval County School Board Auditorium, 1701 Prudential Drive. You must be present to receive the special surprise.

HAS OUR PTA/PTSA . . .	YES, WE HAVE!
Paid the Duval County Council PTA dues in full by November 1st?	
Paid all State/National Membership dues that have been collected to date? (Dues are due monthly.)	
Updated our Bylaws? (If necessary. Bylaws are good for three years from the date stamped on them.)	
Attended at least two DCCPTA General Meetings of these: Aug. 23, Sept. 20, Oct. 18 AND the Fall Leadership Workshop?	
President and Treasurer attended appropriate training sessions at DCCPTA Workshop?	
Completed 2010-11 Audit and copy submitted to school bookkeeper?	
Filed appropriate IRS document for 2010-11 (2010 Tax year)? (Circle one: 990 N or 990 EZ with Schedules A and G)	
Approved 2011-12 Budget at PTA/PTSA General Meeting, recorded Minutes of meeting and submitted to DCCPTA Treasurer?	

PTA/PTSA Name: _____

President’s Name: _____ **Phone:** _____

E-mail: _____

Send this completed form to: Mandi Welch, 4636 Confederate Oaks Dr. Jacksonville, FL 32210

E-mail questions to mandiwelch@bellsouth.net