

# THE MODEL PTA AWARD COVER SHEET



## Instructions:

- Deadline: Postmarked on or before the second Friday in March.
- Print clearly.
- Faxed/electronic copies will not be accepted.
- Make a copy of your report. Reports submitted to Georgia PTA will **not** be returned.
- **Give a copy to District Director and Council President upon request.**
- Include a completed copy of The Model PTA Living Document and attach to this sheet.
- **Mail or deliver to: Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366.**

Date \_\_\_\_\_ PTA Local Unit ID# \_\_\_\_\_ District \_\_\_\_\_

Local Unit Name \_\_\_\_\_ Council \_\_\_\_\_

Check one:

- |   |  |
|---|--|
| <input type="checkbox"/> Elementary 750 and below | <input type="checkbox"/> Middle/Junior High School |
| <input type="checkbox"/> Elementary 751 and above | <input type="checkbox"/> High School               |
| <input type="checkbox"/> K-8 School               |  |

President's Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Principal's Name \_\_\_\_\_

- **Complete 13 of the 15 Administrative Guidelines to achieve this award.**  
**Check the criteria completed on the next page and keep a copy for your records.**
- **Complete the Operational Guidelines.**
- **Take The Model PTA Challenge - complete one or more options found on the Operational Guidelines**
- **ACHIEVE THE MODEL PTA STATUS: Submit this Model PTA Award Cover Sheet and a completed copy of BOTH the Administrative Guidelines and the Operational Guidelines postmarked by the second Friday in March.**

# THE MODEL PTA – LIVING DOCUMENT



ADMINISTRATIVE GUIDELINES	Recommended Date	Completed (Date & Initial)
1. Submit names and contact information of Incoming Officers by May 1 (or as soon as elected), and Incoming Chairs by August 31, to the state office.	May 1 August 31	
2. Maintain updated and approved Bylaws on file at the state office, with a copy of the Bylaws given to all board members. Review Bylaws for possible amendments needed.	November 15	
3. Meetings: Prepare a calendar of the year's meetings and events, including Georgia and National PTA events. (Send a copy of calendar to Council and District upon request).	By First Day of School	
4. Committees develop Plans of Work and submit to the Executive Committee for approval.	By First Day of School	
5. Submit a copy of the PTA Audit/Financial Review to the state office.	Last Business Day in September	
6. Operate within and maintain an approved working budget. The budget and Audit Report should be approved by the general membership at the first general membership meeting of the school year, no later than September 30.	September 30	
7. Submit all State and National portion of membership dues to the state office on a monthly basis, and Council dues and fees by due date.	Monthly	
8. Send at least one delegate to attend all Council meetings, <i>and</i> District Fall and Spring Conferences. Note: Does not have to be president.		
9. Set a membership goal to increase last year's membership. A realistic goal is 100% membership, <i>or</i> a 2% increase (last year's final membership number <u>plus</u> 2%).	100% membership <i>or</i> 2% increase	
10. Members of Board attended Georgia PTA Convention Leadership Training	June 15-16, 2018	
11. <u>Attend any two of the following State or National events</u> : National PTA Convention; PTA Day at the Capitol; Georgia PTA Advocacy Conference; PTA University; District or Council School of Information or other workshop. (underline or circle the events attended)		
12. Attend at least one (1) local School Board of Education meeting, and submit a report to the board of directors.		
13. Purchase PTA insurance.	September 30 (or premium due date)	
14. File 990 and submit the 990 Filing Confirmation form to the state office.	15 <sup>th</sup> day of the fifth month after FYE	
15. Develop and implement a communications plan that uses available resources: website, social media, flyers, school marquee, bulletin board, technology, etc.	Ongoing	



**OPERATIONAL GUIDELINES**

1. Appoint a Family Engagement (FE) Chair to the PTA Board of Directors; contact information sent to the state office by August 31<sup>st</sup>.
2. The FE Chair attends Model PTA or other Family Engagement workshop/training offered by state, district or council PTA before or during the school year.
3. The Chair understands and applies the National PTA Standards for Family- School Partnerships to local unit programs and events. (E-learning courses available at [pta.org](http://pta.org) )
4. Collect feedback from parents and community on current family engagement practices and programs.
5. Results of the input are processed, shared and discussed.
6. Discuss/develop a written Family Engagement Policy, whether a Title I or Non-Title I school.
7. Discuss and develop a written Family Engagement Policy whether a Title I or Non-Title I school.
8. Implement and evaluate programs/events throughout the year.
9. Celebrate the work accomplished, and thank volunteers, parents, teachers, staff and community for their partnership!
10. Describe one program/event/activity that engaged families during this school year. Include a description of the event, communication methods used, target audience, number of families impacted. Description should not exceed two (2) pages, including narrative and documentation of flyers, pictures, etc.
11. Take the Model PTA Challenge by completing one or more of the following options:
  - Complete and submit the Georgia PTA Hearst Family-School Partnership Awards Criteria (on our website and the following pages).
  - Host at least one (1) of the following resources at your local school PTA/PTSA general meeting:
    - Strong Fathers. Strong Families event
    - Watch D.O.G.S. event
    - Host a Parent Involvement/Family Engagement program in November to celebrate Family Engagement month.
  - Complete the Parent Involvement Certificate of Completion – online family engagement modules
  - Share one of the following resources at your school – National PTA Parent’s Guide to Student Success
  - Apply to become a National PTA School of Excellence

**Completed  
(Date and Initial)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
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11. \_\_\_\_\_

# THE MODEL PTA

## TIPS FOR SUCCESS:

Understand basic assumptions about families, students and schools and share with local board:

- All parents regardless of their socio economic status and educational background want what is best for their children.
- All teachers, administrators and principals want to provide the best instruction they can for all their students.
- Parents feel connected to their child's educational journey from kindergarten to college when they understand what happens in the classroom, each grade level, year after year.
- The process for building successful partnerships is grounded in the National Standards for Family-School Partnerships and consists of three basic steps. The first step is raising awareness about the power of family and community involvement. The second step is to take action and the third step is to celebrate. Refer to National PTA's resource document: [http://www.pta.org/files/BSP\\_Booklet.pdf](http://www.pta.org/files/BSP_Booklet.pdf)

## Local Unit PTAs:

- Attend training on The Model PTA!
- Learn how to implement the National Standards for Family-School Partnerships into programs and events.
- Discuss this program with board members, and agree together to build an effective family engagement system in the school using The Model PTA.
- Don't wait to start work on the Model PTA report. Date and initial each guideline when accomplished on both checklists. The President should review the Model PTA Living Document at each Executive Committee/Board meeting so that the document is kept current throughout the year. Even if a local unit misses a recommended date on the Administrative Guidelines, it should still "check the box" when the criterion is completed and initial and date.
- Ask questions from council or district PTA leaders throughout the year.

## Council PTA leaders:

- Attend a workshop on The Model PTA program, and become familiar with the process in order to support local unit leaders.
- Provide workshops and trainings at Schools of Information and Priority Fairs on family engagement and Model PTA. Secure assistance from district or state leaders if needed.
- Maintain a record of participating local unit PTAs.
- Appoint council officers to specific areas of The Model PTA, and make local unit PTAs aware of assignments.

## Georgia PTA:

- Offers workshops at the annual Convention Leadership Training on the Model PTA as part of the report writing and family engagement series.
- Offers PTA Universities and supports districts and councils with training.
- Provides assistance where needed.
- Contact the Family Engagement Chair for assistance - [familyengagement@georgiapta.org](mailto:familyengagement@georgiapta.org).