

SOUTH CAROLINA PARENT TEACHER ASSOCIATION



Exceeding the Standards Award for Local Units

Purpose: To recognize local units for using “best practices” to ensure the smooth operation of their PTA/PTSA while providing programs and services to uphold the Mission and Values of PTA.

This top portion must be completed before points are earned. Deadline for submission is MARCH 1.

Name of Local PTA/PTSA Unit _____

School Address _____

City _____, SC Zip Code _____

PTA Website and/or social media page(s) _____ PTA District # _____

Name of PTA President _____ Cell Phone # _____

Email Address of PTA President _____

Bylaws Approval Date: ____/____/____

New units bylaws must be filed & approved before March 1st

Existing units approval date must be within the last three years and after March 1, 2014

Date Financial Review Report for 2015-16 submitted to SCPTA: ____/____/____

Date Copy of final budget for 2015-16 filed with SCPTA: ____/____/____

Date Copy of 2016-17 approved budget filed with SCPTA: ____/____/____

Submit a copy of the general meeting minutes where budget was approved.

Budget should include a line item expense for board members to attend training and other SCPTA events.

Date Tax Form 990 filed with IRS: ____/____/____

Copy of 990 filing submitted to SCPTA: ____/____/____

Failure to file a 990 will result in unit losing nonprofit status and the revocation of the federal EIN number.

List EIN number: ____ - _____

Date of most recent Local Unit Membership and Dues Report: ____/____/____

At least ONE report MUST be filed no later than October 1st.

Exceeding the Standards Award Levels (Total points possible = 67)

Superior: 54 – 67 pts

Excellent: 34 – 53 pts

Good: 23 – 33 pts

Check List for Local Units. One point earned for each checked item.

Local Unit Officer Transition (total points possible – 5)

____ Local unit’s officers and chairmen for 2016-17 were elected in accordance with the local unit’s bylaws

____ A *preliminary* budget for 2016-17 was approved by the general membership before the end of school

____ The local unit’s board held an orientation/planning meeting before the start of the school year

ADVOCATE

EDUCATE

SUCCEED

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- ___ The local unit's board downloaded and distributed the 2016-17 Back-to-School Tool Kit from pta.org to officers and committee chairs
- ___ A Nominating Committee was elected by the General Membership and will be used to fill the slate of elected officers for 2017-18

Unit Operations (total points possible – 6)

- ___ The local unit has current liability insurance
- ___ The local unit has current fidelity bond coverage on its officers
- ___ The local unit has current Standing Rules
- ___ All officer & committee chairs have copies of the unit's bylaws
- ___ General membership meetings were held during the year according to the local unit bylaws.
How many? _____
- ___ The Board met with school administrators to identify and set goals for the year

Membership (total points possible – 6)

- ___ The local unit planned and promoted a PTA membership campaign, reaching out to families, students (for PTSAs), faculty and staff, and local community members
- ___ The local unit increased the *percentage* of PTA members from the previous year
- ___ The local unit reached its SCPTA membership goal for 2016-2017
- ___ The local unit reached 100% faculty membership
- ___ The local unit reached 100% membership (one paid membership equal to the total student enrollment figure as of the 10th day of school)
- ___ The local unit submitted a list of paid members with each membership dues report

Training (total points possible – 5)

- ___ Representatives from the local unit attended the 2015-16 SCPTA Annual Convention (held in Goose Creek)
- ___ Representatives from the local unit attended a 2016-17 SCPTA Summer Regional Training session
- ___ Representatives from the local unit attended 2016-17 District PTA meetings, if applicable
Total number of meetings attended _____ Average number attending _____
- ___ Local unit officers completed *E-Learning* courses offered by National PTA (pta.org/elearning)
- ___ The local unit president referenced the online National PTA Local Leaders Resource Bank

Finance (total points possible – 6)

- ___ The local unit Treasurer was trained in the proper procedures and is familiar with the financial review process requirements
- ___ The treasurer gave regular, written financial statements to the Board and general membership
- ___ Reimbursement/payment vouchers were used for all check requests; Receipts were required for all expenditures
- ___ All expenditures were budgeted and voted on by the general membership
- ___ Two signatures were on each check; there were at least 3 check signers, none of which were related to each other
- ___ Two members (one being a Board member) collected and counted all monies; and a PTA Deposit form was used

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Communications (total points possible – 5)

- ___ The SCPTA and National PTA communications, which are received by the local unit president and/or officers, were summarized and distributed to the local unit members. How?

- ___ The local unit shared the link to *Our Children* digital magazine with board members, faculty and general members (ptaourchildren.org) and encouraged members to subscribe for email updates of articles.
- ___ The local unit published newsletters and/or informational fliers for its members. How many? _____ How were these distributed? _____
- ___ The local unit maintains a website, Facebook page, Twitter account or other social media site(s). Please list _____
- ___ The local unit worked with school administrators to plan and promote a Yearly Calendar of events

Programming (total points possible – 22)

- ___ The local unit participated in the PTA Reflections *Theme Search Contest* and submitted student ideas to the state level
- ___ The local unit participated in the PTA Reflections Program and submitted entries to the District and/or State PTA level for judging
- ___ The local unit participated in the SCPTA monthly “Best Shot” contests by submitting pictures and descriptions of local programming events.
- ___ The local unit surveyed members to plan events or programs meaningful to the membership

Check any of the following enrichment, education or engagement programs and/or projects that your local unit provided for your members. (1/2 point each, up to 10 total points)

- | | |
|--|--|
| ___ Academic Enrichment/Literacy | ___ Arts in Education |
| ___ Community Involvement/Collaboration | ___ Bullying Prevention |
| ___ Health & Wellness/Healthy Lifestyles | ___ Education/Career Planning |
| ___ Juvenile Protection/Child Abuse | ___ Safety at Home & Play |
| ___ Curriculum Issues | ___ Education Legislation/Understanding ESSA |
| ___ Family Engagement | ___ Hispanic Outreach |
| ___ Male Involvement | ___ Understanding Mental Health issues |
| ___ Patriotism/Citizenship | ___ PTA Founders’ Day |
| ___ Limiting Screen time | ___ Violence Prevention |
| ___ Substance Abuse Prevention | ___ Family challenges/Parenting |

Check any of the following National or State resources for programs and grants utilized by the local unit (1/2 point each, up to 8 total points)

- | | |
|---|---|
| ___ PTA School of Excellence enrollment | ___ PTA Spanish translated publications |
| ___ Every Child in Focus Campaign | ___ Take Your Family to School Week |
| ___ Family Reading Experience | ___ SCPTA’s Monthly Programming Ideas |
| ___ Connect for Respect | ___ Healthy School Meals grants |
| ___ Teacher Appreciation Week | ___ Mary Lou Anderson Grant (arts) |
| ___ Improving Energy Balance Toolkit | ___ Jan Harp Domene Diversity & Inclusion |
| ___ Celebrated Healthy Lifestyles Month (Nov) | |
| ___ registered for Kindle Giveaway (Family Reading experience) | |
| ___ National PTA Life Achievement Award | |
| ___ Family Engagement Tools (includes family-school partnership, diversity & inclusion, male engagement, military families, safe use of mobile devices) | |

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Advocacy (total points possible – 6)

- The local unit held a voter registration drive
- The local unit hosted a candidate forum
- The local unit invited School Board Trustees, Superintendents, or other elected officials to PTA events
- Representatives from the local unit attended the 2016-17 SCPTA Legislative Conference (held in in Columbia on Feb. 8, 2017)
- The local unit promoted the 2016-17 SCPTA Legislative platform to its membership. How?

- Representatives from the local unit attended school board meetings and/or other community meetings on education to keep informed of local educational issues. How many meetings were attended? _____

State PTA Sponsorship (total points possible – 6)

- The local unit sponsored a Helen Stokes Memorial Scholarship **candidate**
- The local unit bestowed a SCPTA Honorary Life Membership Award(s) this year
- The local unit contributed to the following SCPTA funds:
 - SCPTA Gerry Pfaehler Endowment Fund
 - SCPTA Advocacy Unit
 - Helen Stokes Memorial Scholarship fund
 - SCPTA General Fund

Mail this form to the State Office no later than March 1, 2018.

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OR email digital version to office@scpta.org.

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