UNIT LEADERSHIP ACHIEVEMENT AWARD

Complete this report, include your budget and calendar and submit to the State Office on or before March 1st to receive the award. If you receive this award for 3 consecutive years the unit will receive the Lois Jean White Leadership Enhancement Award.

Name of PTA/PTSA_________________________________________ NPTA ID# _______________________

County ___________________________ Council ___________________________ Region ________________

School Address ___________________________ City ________________ Zip _________________________

Name of President _______________________________ Phone ___ _______________________

President’s Email Address _______________________________

Good Standing Requirements (All must be completed) Date Completed

◊ PTA Membership Submitted by December 1st (At least 20 members) ____________________________
◊ Audit Submitted to November 1st ____________________________
◊ Copy of 990 submitted by November 15th ____________________________
◊ Bylaws approved by Tennessee PTA (At least every 5 years) ____________________________
◊ Officer List submitted annually ____________________________

Complete at least 10 items below. (Including at least one from each category)

Training
◊ Summer Leadership Training ____________________________
◊ Tennessee PTA Regional Event ____________________________
◊ State Legislative Event ____________________________
◊ National Legislative Conference ____________________________
◊ Tennessee PTA Convention ____________________________
◊ National PTA Convention ____________________________
◊ At least 3 board members have taken an eLearning course this year ____________________________

Board Members
◊ All board members have a copy of the bylaws ____________________________
◊ All board members receive copies of the Tennessee PTA Bulletin ____________________________
◊ Have job descriptions for all your officers and committee chairs ____________________________
◊ Have procedure books for each of your board members ____________________________
◊ Have a student serve in a board position ____________________________
◊ Have a teacher serves in a board position ____________________________

PTA
◊ Held at least 4 PTA meetings ____________________________
◊ Host a Family Engagement Event ____________________________
◊ Display the mission of PTA at PTA meetings or on the PTA Bulletin Board ____________________________
◊ Present a Founders Day event ____________________________
◊ Host a PTA Website ____________________________
◊ Maintain a PTA Social Media Presence (ex: Facebook, Twitter, Blog) ____________________________
◊ At least 5 members are registered for Voters Voice ____________________________
◊ Applied for at least one Tennessee PTA Award (not including this one) ____________________________
◊ Maintain a PTA Insurance Policy ____________________________
◊ Prepare a budget and have it approved by your membership ____________________________

Membership
◊ Increased membership compared to last year ____________________________
◊ Have men comprise at least 5% of your members ____________________________
◊ Have teachers comprise at least 10% of your members ____________________________
◊ Develop a membership plan/campaign ____________________________

Please attach the PTA Calendar and Approved Budget