

Checklist for Submitting a Tennessee PTA Resolution

All resolutions must be mailed to the Tennessee PTA State Office **NO LATER THAN February 15th** of the year of convention in which the resolutions will be voted upon.

NO FACSIMILES (FAX) WILL BE ACCEPTED, ONLY HARD-COPY MAILED SUBMISSIONS

- Print/Download Checklist to fill out
- Resolutions Submittal Cover Sheet filled out correctly
- Proper signatures
- Table of contents included
- Concerns a field of interest of Tennessee PTA and is in agreement with the Purposes and basic policies of National PTA
- Concerns a matter that is statewide in scope and requires statewide action for solution
- All pages, with exception of the required submission cover page, numbered consecutively
- Reference sheet included that substantiates each "Whereas" statement by referencing the page or pages that provides documentation in the submitted background references material
- Included on each page the author, title, publisher and date for each source; online sources should include the URL
- Correct grammar and spelling throughout
- Resolution not previously adopted by Tennessee PTA
- Background references material - **not more than 25** double sided **or 50** single sided pages
- Provide sufficient background to give a person with no knowledge of the subject enough information to make an intelligent decision
- Font size no smaller than 10 pt Times Roman font with 1 inch margins
- Used a variety of sources (must be **at least three sources per submitted resolution**) that are factual and verifiable
- Used no more than one (1) PTA citation as support of a "**Whereas**"
- When articles were included, submitted in their entirety
- Used references that are bracketed and numbered in the background material, indicating which "Whereas" statement they support
- Included date appropriate references (published **no more than six** years ago)
- Used clear and concise information in all "Whereas" statements
- Included narrative summary that was **no more than 150 words** (that explains the intent and scope of the resolution)

Please note that not following the above checklist might jeopardize your resolution from moving forward!

Mail your completed submission to:

Tennessee PTA
Attn: Resolutions Chairman
1905 Acklen Avenue
Nashville, TN 37212
(615) 383-9740

Send questions to: ptastateoffice@tnpta.org

Website: www.tnpta.org