



# UNIT LEADERSHIP ACHIEVEMENT AWARD

Complete this report, include your budget and calendar, and submit to the State Office on or before February 15th to receive the award.

Name of PTA/PTSA \_\_\_\_\_ NPTA ID# \_\_\_\_\_

County \_\_\_\_\_ Council \_\_\_\_\_ Region \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Name of President \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

President's Email Address \_\_\_\_\_

## Good Standing Requirements (All must be completed)

## Date Completed

- ◇ PTA Membership Submitted by November 1st (At least 20 members) \_\_\_\_\_
- ◇ Audit Submitted to State Office by November 1st \_\_\_\_\_
- ◇ Copy of 990 receipt submitted to State Office by November 20th \_\_\_\_\_
- ◇ Bylaws approved by Tennessee PTA (At least every 5 years) \_\_\_\_\_
- ◇ Officer List submitted annually \_\_\_\_\_

## Complete at least 15 items below. (Including at least one from each category)

### Training

- ◇ Statewide 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 a National Thrive course this year \_\_\_\_\_

### Board Members

- ◇ All board members have a copy of the bylaws \_\_\_\_\_
- ◇ 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 serve in a board position \_\_\_\_\_

### PTA

- ◇ Held at least four 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 (AIM) \_\_\_\_\_
- ◇ Prepare a budget and have it approved by your membership \_\_\_\_\_
- ◇ Submitted an article for the Tennessee PTA Bulletin \_\_\_\_\_

### 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