

**“WE’RE OFF-ON-THE-RIGHT FOOT”  
AWARD**

**2011**



PTA/PTSA Presidents who ensure that the things listed below are A-OK will receive recognition as will their PTA! Presidents will receive a **SUPER SPECIAL SURPRISE AWARD** at the November County Council General Meeting, 10:00-noon, Duval County School Board Auditorium, 1701 Prudential Drive. You must be present to receive the special surprise.

<b>HAS OUR PTA/PTSA . . .</b>	<b>YES, WE HAVE!</b>
<b>Paid the Duval County Council PTA dues in full by November 1<sup>st</sup>?</b>	
<b>Paid all State/National Membership dues that have been collected to date? (Dues are due monthly.)</b>	
<b>Updated our Bylaws? (If necessary. Bylaws are good for three years from the date stamped on them.)</b>	
<b>Attended at least two DCCPTA General Meetings of these: Aug. 23, Sept. 20, Oct. 18 AND the Fall Leadership Workshop?</b>	
<b>President and Treasurer attended appropriate training sessions at DCCPTA Workshop?</b>	
<b>Completed 2010-11 Audit and copy submitted to school bookkeeper?</b>	
<b>Filed appropriate IRS document for 2010-11 (2010 Tax year)? (Circle one: 990 N or 990 EZ with Schedules A and G)</b>	
<b>Approved 2011-12 Budget at PTA/PTSA General Meeting, recorded Minutes of meeting and submitted to DCCPTA Treasurer?</b>	

**PTA/PTSA Name:** \_\_\_\_\_

**President’s Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Send this completed form to: Mandi Welch, 4636 Confederate Oaks Dr. Jacksonville, FL 32210**

**E-mail questions to [mandiwelch@bellsouth.net](mailto:mandiwelch@bellsouth.net)**