



# LOCAL UNIT ACHIEVEMENT AWARD AND PTA/PTSA OF THE YEAR APPLICATION

**DEADLINE:** ON OR BEFORE 12 NOON, at the March DCCPTA General Meeting (see website for date)

**LOCATION:** DCPS School Board Building, Cline Auditorium, 1701 Prudential Dr., 32207 (bring ID).

**OR MAIL** (at your own risk) Application to: Awards Chair, DCCPTA, P.O. Box 5397, Jacksonville, FL 32247-5397.

Name of Local Unit: \_\_\_\_\_

School Enrollment (write enrollment in **one** category) as of 20-day count:

K-5 (up to 750): \_\_\_\_\_ K-5 (751+): \_\_\_\_\_ 6-8 or K-8: \_\_\_\_\_ 9-12: \_\_\_\_\_

PTA/PTSA Membership: March 31 this year: \_\_\_\_\_ Total on March 31 last year: \_\_\_\_\_

PTA President's Name (print): \_\_\_\_\_

PTA President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Principal's Name (print): \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

ALL applicants will receive a Local Unit Achievement Award certificate.  
Four units (one from each school enrollment division) will be recognized as PTAs of the Year  
at the Principals' and Presidents' Luncheon in May.

**Attach the following items to this completed form:** ✓ Last fiscal year End of Year Financial Review ("Audit");  
✓ Budget (if revised send original and revision); ✓ Board Roster; ✓ along with the two-page programs description.  
E-mail questions to DCCPTA Awards Chairman at: [awards@dccpta.org](mailto:awards@dccpta.org)

**Programs (60 points total)** PTA programs provide tools for your local unit to organize and support parent involvement in children's education. Your programs are created on topics of importance to your members, making PTA at all levels relevant to the lives of your members.

Attach no more than two (2) pages and you may utilize both sides of each page to provide the description of the four (4) most outstanding Programs or Projects out of the many your unit sponsored and conducted this year. Please include the following information for each program:

- ✓ Program Title:
- ✓ Description:
- ✓ Number of people served:
- ✓ Numbers of hours donated:
- ✓ Number of PTA volunteers contributing to the program's success:

Up to 60 points may be earned in this section including programs or a project benefitting:

- **Students at your School** (up to 15 points).
- **Teachers and Staff at your School** (up to 15 points).
- **Community** (up to 15 points) you have consciously planned a program (for example: advocacy, beautification, or health/safety issues) that will benefit your community or neighborhood. Please include your community notification plan.
- **Your choice** of any Program or Project not previously described (up to 15 points).

PTA/PTSA Operations (40 points total) Did your unit:	Yes, we did! ✓
<b>Financial</b>	
<b>Submit the signed End of Year Outside Organization financial review to the bookkeeper.</b> Attach a copy.	
<b>Complete Tax filing (990N postcard or 990EZ) with a copy sent to DCCPTA Treasurer and Florida PTA.</b>	
Approve the Budget at a General Meeting and submit budget and minutes to County Council.	
Utilize a Bank Account in a bank or savings and loan outside of the school. Please list name of bank or S/L:	
Follow guidelines in <i>Money Matters</i> * for financial practices Please list the names of check signers:	
Number of signatures required per check:____; number of counters required to prepare each cash deposit:____; number of people required to complete each cash deposit at bank:____. * <a href="http://www.ptakit.org/Finance/index.aspx">http://www.ptakit.org/Finance/index.aspx</a>	
Submit Outside Organization Treasurers Reports to bookkeeper monthly, July through March	
Submit <i>Outside Organization Fund-Raising Request</i> forms to bookkeeper. List # submitted:_____	
<b>Submit DCCPTA dues prior to November 1</b>	
<b>Leadership and Board Operations</b>	
<b>Submit Elected Officers contact information to Florida PTA and DCCPTA.</b>	
Include Principal or Designee as a Board Member. Attach a copy of your Board roster* with contact information. (*Elected Officers <u>and</u> Committee Chairs)	
Meet in <b>regular</b> <i>monthly</i> board meetings	
Notify membership and conduct at least 3 General Meetings.	
Attend <b>required</b> DCCPTA President and Treasurer training annually. List dates: <b>President:</b> _____ <b>Treasurer:</b> _____	
Attend County Council Meetings; at least 5 of the following: August—November and January—March	
Attend DCCPTA Leadership Workshops. List date(s): _____	
<b>Operate with current Bylaws</b> (approved for 3 years following the date stamp on page 1)	
Elect Nominating Committee and Officers at General Meetings. List actual (Nominating) and actual/proposed (Election) dates: Nominating Committee: _____ Election: _____	
<b>Membership</b>	
Distribute PTA membership cards by the end of 1st Quarter. List date(s) cards were distributed:	
<b>Paid state and national portion of all dues collected to date to Florida PTA. Dues are due monthly.</b>	
<b>Note:</b> items listed above in <b>bold red</b> are required to remain In Good Standing with DCCPTA	

**Recognition (5 BONUS points – no penalty if not completed)**

List the National, Florida, Duval County PTA awards and dates received since last April’s deadline. One point will be given for each award listed, with a maximum of five (5) points possible.

\_\_\_\_\_

\_\_\_\_\_

**DCCPTA support (0 points—information only)**

- Did your PTA receive Council’s “We’re Off-on-the-Right-Foot” Award?  Yes  No
- Did your PTA contribute to Council’s Scholarship Program?  Yes  No
- Did your PTA contribute to Council’s Eye Exam/Eyeglasses Fund?  Yes  No
- Did your PTA submit a History Book?  Yes  No
- Did your PTA provide volunteers for Vision Screening?  Yes  No
- Does your PTA have a current website?  Yes  No

List the URL of your PTA website: \_\_\_\_\_

Did your Local Unit send one or more Board members to the Florida PTA Leadership Convention?  Yes  No

Did your Local Unit send one or more Board members to the Florida PTA’s Legislative Conference in Tallahassee?  Yes  No