



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

**Deadline:** On or before March 31<sup>st</sup> at 12 noon.

**Upload:** Upload your completed awards applications here - <https://bit.ly/2NgqOhR>.

**Email:** If you're having difficulty uploading your files, you may email the documents to [awards@dccpta.org](mailto:awards@dccpta.org).

*\*If you prefer to submit a paper copy of your application, you must contact the awards chair by email ([awards@dccpta.org](mailto:awards@dccpta.org)) no later than March 29<sup>th</sup> to arrange drop off.*

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): \_\_\_\_\_

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 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;
- Two-page programs description.

E-mail questions to DCCPTA Awards Chair 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 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).

Local Unit: \_\_\_\_\_

PTA/PTSA Operations (40 points total). Did your unit:	Yes, we did! ✓
<b>FINANCIAL</b>	
Submit the <b>signed End of Year Outside Organization financial review to the bookkeeper, DCCPTA Treasurer and <a href="mailto:audit@floridapta.org">audit@floridapta.org</a></b> . Attach a copy.	
<b>Complete Tax filing (990N postcard or 990EZ) with a copy sent to DCCPTA Treasurer and <a href="mailto:990@floridapta.org">990@floridapta.org</a></b> .	
Approve the Budget at a General Meeting and submit budget to County Council.	
Utilize a Bank Account in a bank or savings and loan outside of the school. List name of bank or S/L used by your PTA/PTSA:	
List the names of three (3) check signers: 1. 2. 3.	
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<sup>st</sup></b>	
<b>LEADERSHIP AND BOARD OPERATIONS</b>	
<b>Submit Elected Officers contact information to Florida PTA.</b>	
Include Principal or Designee as a Board Member. Attach a copy of your Board roster* with contact information. (*Elected Officers and Committee Chairs)	
Meet in <b>regular</b> monthly 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 Fall and/or Spring 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. Nominating Committee Election Date: _____ Election of Officers Proposed Date: _____	
<b>MEMBERSHIP</b>	
Enter PTA membership info into MemberHub.	
<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 March's deadline. One point will be given for each award listed, with a maximum of five (5) points possible.

---



---



---



---