



Local Unit Achievement and PTA/PTSA of the Year Application 2022-2023 School Year

Name of Local Unit: _____

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

Grades K-5 (up to 750) _____ Grades K-5 (751+) _____

Grades K-8 or 6-8 _____ Grades 9-12 _____

PTA/PTSA Membership:

Total on March 28 This Year: _____ Total on March 28 last year: _____

Name of PTA President (print): _____

PTA President's Signature: _____

Date: _____

President's Email: _____ Phone: _____

Name of Principal (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.

Name of Local Unit: _____

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

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
FINANCIAL	
Submit the signed End of the Year Outside Organization financial review to the bookkeeper, DCCPTA Treasurer and audit@floridapta.org. Attach a copy	
Complete Tax filing (990N postcard or 990EZ) with a copy sent to DCCPTA Treasurer and 990@floridapta.org.	
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: _____ http://www.ptakit.org/Finance/index.aspx	
Submit Outside Organization Treasurers Reports to bookkeeper monthly, July through March	
Submit Outside Organization Fund-Raising Request forms to bookkeeper. List # submitted:	
Submit DCCPTA dues prior to November 1st	
LEADERSHIP AND BOARD OPERATIONS	
Submit Elected Officers contact information to Florida PTA.	
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 regular monthly board meetings	
Notify membership and conduct at least 3 General Meetings	
Attend required DCCPTA President and Treasurer training annually. List Dates: President - _____ Treasurer - _____	
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):	
Operate with current Bylaws (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: _____	
MEMBERSHIP	
Enter PTA membership info into MemberHub.	
Paid state and national portion of all dues collected to date to Florida PTA. Dues are due monthly.	
Note: items listed above in bold red are required to remain In Good Standing with DCCPTA	

