



2008-2009 Handbook/Directory Requirements/Award Form

Deadline: March 1, 2009

The following are the requirements for the 2008-2009 Handbook/Directory. All required elements should be included in the publication. If the local **unit/council** does not plan parent education programs or has not done so by the date of the publication this should be noted in the publication.

Publications and Award form should be completed and postmarked by March 1st.

Mail two (2) copies of the handbook/directory and this form to Area 17 President, Chris Zimmer, 6213 Maurie Dr, Watauga, TX 76148, by March 1st. One (1) copy will be graded and returned to the local/council at the 2009 Spring Conference. One (1) copy will be kept by the Area for their records.

Local PTA/Council Name **Council**

School District (Do not abbreviate)

Check One: ECPTA Elementary Secondary Council

PTA President **Phone or Email**

Street Address **City** **Zip code**

Handbook/Yearbook Submitted by **Position** **Phone or Email**

General Appearance - 15 pts

- 5 pts Neat, attractive, legible and a convenient size (5 points)
- 10pt It must include the following information in the exact order listed below (5 points)

Outside Cover – 10 pts

- 2pts Name of PTA/Council
- 2pts Town & State
- 2pts Area Seventeen (17)
- 2pts Texas Congress of Parents and Teachers
- 2pts Year (2008-2009)

Title Page – 15 pts

- 3pts Name of PTA/Council
- 2pts Date PTA/Council was organized
- 2pts School/Council Address, Town and State
- Optional – School/Council contact information, telephone number, fax, website
- 2pts Area Seventeen (17)
- 2pts Texas Congress of Parents and Teachers
- 2pts Year (2007-2008)
- 2pts Month-Day-Year/Time/Location of regular meetings (according to unit bylaws)

Following Pages – 60 pts

- Optional – Dedication page
- 5pts PTA Mission, Vision, Purposes
- 5pts Names & contact information – National, State, Region, Area, Council, Local PTA Presidents
- Optional – List of Local/Council PTA past Presidents (years served, if possible)
- Optional – List of all Texas, National Life Memberships and Extended Service Award Recipients having been honored by the Local/Council PTA (years awarded if possible)
- 5 pts Names and contact information of Local PTA Officers and Chairmen
- Optional – Room Representatives/Parents with contact information (only for elementary)
- 5 pts List of Regular Local/Council PTA meetings with the program information (titles, dates, times, locations, speakers)
- 5 pts Order of Business
- 5 pts List of Local/Council Parent Educations Programs (titles, dates, times, locations, speakers)
- Optional – List of Local/Council PTA events in a calendar or chronological format
- Optional (Locals Only) – Names and contact information of Council Officers and Chairmen
- Optional (Locals Only) – List of Council PTA Meetings and Programs (titles, dates, times, locations, speakers)
- Optional (Locals Only) – List of Parent Education programs offered by Council
- 5 pts School Faculty
- 5 pts School calendar or ISD calendar of Holidays and Terms
- Optional – Contact information for the ISD administration
- Optional – Names and contact information for Board of Trustees
- Optional – Dates, times and location of school board meetings
- 5 pts Texas Legislators (Governor, Lieutenant Governor, Senators & Representative)
- 10 pts Bylaws and Standing Rules of Local /Council PTA
- 5 pts Bylaws approval date by the Texas PTA within the last five years on first or last page of the Bylaws and Standing Rules Section

Area Use ONLY

Grading

General Appearance _____

Outside Cover _____

Title Page _____

Following Pages _____

Total _____

Award _____

Awards **Gold Level 100%** **Silver Level 90-99%** **Bronze Level 80-89%**