

CERTIFICATE OF MERIT

All 5 items must be completed to obtain the "Certificate of Merit." Place a check beside each goal attained. The starred (*) items will be verified with records in the Indiana PTA office.

- * ____ 1. Dues into Indiana PTA office by November 15th.
- * ____ 2. Unit bylaws reviewed and submitted to the state for approval within the last (3) years. Date approved by state _____.
- ____ 3. Budget prepared according to PTA policies and submitted to the membership for adoption. (Budget and Finance Policies are found in National PTA Annual Resources.)
- * ____ 4. Treasurer's books audited each year. Annual audited financial report sent to the Indiana PTA office. Form NP20 (Indiana Department of Revenue) and Form 990 filed (Internal Revenue Service requirement).
- * ____ 5. At least one member of your Unit attended a PTA sponsored leadership opportunity during the current school year (i.e. region leadership conference, packet meeting, etc.) if one was held (You may NOT count a member of the State Board of Managers unless the unit pays the registration fee). All attendees' names and PTA units should be listed on the registration form and sign-in sheet.

CERTIFICATE OF EXCELLENCE

After attaining the "Certificate of Merit," a Unit should strive toward a "Certificate of Excellence!" To be eligible you must take part in 8 of the following 15 activities of which numbers 4, 5, and 9 are required. Place a check beside each activity in which you participated. The starred (*) items will be verified with records in the Indiana PTA office.

- * ____ 1. Presented State or National Life Achievement Award during the year.
Presentation Date:_____. Recipient was: _____.
- ____ 2. Observed Founder's Day and/or sent contribution to the Indiana PTA office.
- * ____ 3. Attended Indiana PTA Legislative Conference (You may NOT count a member of the State Board of Managers).
- #* ____ 4. Participated in State PTA legislative activities. Contacted legislators by:____Letter____Phone
____Petition____Email (Documentation required for each item checked).
- #* ____ 5. Participated in National PTA legislative activities. Contacted legislators by:____Letter____Phone
____Petition____Email (Documentation required for each item checked).
- ____ 6. Unit represented at school board meetings.
- ____ 7. Participated in the Indiana PTA Citizenship Program.
- ____ 8. Participated in the Indiana PTA Reflections Program
- #* ____ 9. At least one member of your Unit attended an Indiana PTA convention in the past three years as a registered delegate (You may NOT count a member of the State Board of Managers).
- ____ 10. Prepared and passed out procedure books.

- _____ 11. Promoted parent involvement (i.e. programs, activities, Resource Center).
- _____ 12. Unit submitted a resolution to the Indiana PTA.
- _____ 13. How did your Unit communicate with your membership? (Check all that apply):
_____ Meetings _____ Newsletters _____ Directories/Handbooks _____ Emails
_____ Other (Explain)
- _____ 14. How did your Unit communicate with the community (including school staff, school board, Town officials, and other groups)? (Check all that apply):
_____ Newsletters _____ Press Releases _____ Other (Explain)
- _____ 15. At least one member of your Unit attended a National PTA convention as a registered delegate in the past three years (You may NOT count a member of the State Board of Managers unless the unit pays the registration fee).

INDIANA PTA OUTSTANDING UNIT

After earning the "Certificate of Excellence," to be eligible for the "Indiana PTA Outstanding Unit," you must complete the essay questions following the guidelines listed below. Guidelines for Essay Questions (Applications that do not follow ALL guidelines WILL NOT be considered!)

1. Number and answer each question in the order presented.
2. Use 1" margins on all sides (Check your computer default margin settings).
3. Type should be 12 point/pitch (typewriter/word processor/computer).
4. Unit name must be typed on the top of each page.
5. For each question use no more than two sheets of 8 ½" x 11" plain white paper, single-sided, and double-spaced.
6. NO supplementary materials will be accepted. DO NOT send scrapbooks, booklets, photographs, articles, etc. The only supplementary materials accepted will be the documentation required for questions 4, and 5 under "Certificate of Excellence."
7. Please leave all pages loose for copying (do not paperclip, staple, etc).
8. Please do not include binders, covers or colored paper.
9. Make a copy of the completed application for your records. Submitted materials will not be returned.

FOR YOUR INFORMATION:

The National PTA Mission Statement and Purposes

PTA MISSION: *The Overall Purpose of PTA*

- A powerful voice for all children,
- A relevant resource for families and communities, and
- A strong advocate for the education and well-being of every child.

PTA PURPOSES: *Historical goals of PTA*

- To promote the welfare of the children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

ESSAY QUESTIONS

Goal of the Award: To recognize PTA Units whose collaborative efforts with parents, families, educators, and community members promote parent/family involvement with ongoing programs that encourage student success (Collaborative efforts means working with all of the aforementioned groups). Programs must have taken place between February 1, 2010 and January 31, 2011

THE NATIONAL STANDARDS FOR FAMILY-SCHOOL PARTNERSHIPS PROGRAMS ARE:

- Welcoming All Families into the School Community
- Communicating Effectively
- Supporting Student Success
- Speaking Up for Every Child
- Sharing Power
- Collaborating with Community

1. Select the standard(s) that your Unit focused on for the year? State the goal(s) (desired outcome) for each standard chosen and describe the reasons for choosing the goal(s) (You may want to refer to PTA National Standards for Family-School Partnerships: An Implementation Guide for guidance in describing the goal(s) for each standard).
2. Describe in detail one or two activities, programs, or policies your Unit implemented to address the stated goal. What role did the PTA play? What role did the school and/or community play? (Please identify different activities, programs, or policies for each standard.)
3. Describe the measurable results of the activities, programs, or policies identified in question #2. What attitudes or behaviors changed as a result of your efforts? How did you measure results (e.g., surveys, observation, informal feedback, etc.)? Please report the number of students (ages 0–18) affected. Describe how this effort supported student achievement through family-school partnerships.
4. What leadership training opportunities did you make available for your officers/committee chairs?
5. How did your Unit promote PTA membership?