



**Program/Directory Award
Submission Form for
Council PTAs**

Thirty-Third District



5629 Pearce Avenue, Lakewood, CA 90712

Mailing Address: Thirty-Third District PTA, PO Box 1235, Lakewood, CA 90714
562-804-4519

To receive recognition for your council and/or units' PTA programs/directories at the Annual Meeting, you must do the following:

- Include **ONE** copy of each unit's program/directory with a Unit Program/Directory Submission Form attached. The form must be completed, including the checklist on the reverse of the form.
- It is council's job to evaluate each submission, using the checklist, to determine which award category the submission qualifies for.
- For your council program/directory, please complete both sides of the Council Program/Directory Submission Form (note that council criteria differ from unit criteria).
- Complete both sides of this form with the results of your evaluation and attach to the bundle of all submitted programs/directories.

Your council president must bring the completed submission bundle to the December Council Presidents meeting.

Questions? Please contact Denise Mandel, Director of Programs, Thirty-Third District PTA at 310-941-1961, email at DeniseMandel@aol.com or call the Thirty-Third District PTA office at 562-804-4519.

Name of council: _____

Name of council representative
who is evaluating the unit submissions: _____

Phone number of council representative _____ Email _____

This form is page ____ of ____
(make copies of this page if necessary)

LIST BELOW ALL UNITS ELIGIBLE FOR OUTSTANDING AWARD:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Name of council: _____

LIST BELOW ALL UNITS ELIGIBLE FOR EARLY BIRD AWARD:
(make copies if necessary)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

LIST BELOW ALL UNITS ELIGIBLE FOR PARTICIPATON AWARD:
(make copies if necessary)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



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**Program/Directory Award
Submission Form for
Unit PTAs**

**Mailing Address: Thirty-Third District PTA, PO Box 1235, Lakewood, CA 90714
562-804-4519**

Thirty-Third District



Please complete this form. Attach TWO copies of your unit's program/directory to the form, and turn it in to your council PTA representative at your November council meeting (or directly to district if you are an out-of-council PTA).

Name of council PTA: _____

Name of unit PTA: _____

Name of unit program/directory chairman: _____

Phone number and/or email: _____

Name of unit PTA president: _____

President phone number and/or email: _____

Name of person completing this form: _____

Phone number and/or email: _____

Outstanding Award – Distributed by October 7, 2011 deadline
The unit has met the early bird participation award distribution date and included all program/directory content requirements for an Outstanding Award.

Early Bird Participation Award – Distributed by October 7, 2011 deadline
The unit's program/directory was distributed or mailed out on or before the above listed date and included all program/directory content requirements for an Early Bird award.

Participation Award – Distributed by October 28, 2011 deadline
The unit's program/directory was distributed or mailed out on or before the above listed date and included all program/directory content requirements for a Participation Award.

If you would like to be considered for one of the awards listed above, please check off the requirements on the reverse of this sheet.

Questions? Please contact Keith Musick, Program Directory Chairman, Thirty-Third District PTA at 310-508-7578, email at note2musick@yahoo.com or call the Thirty-Third District PTA office at 562-804-4519.

To be eligible for one of the following three awards you must be able to check off all requirements in that award category. See instructions for detailed information regarding requirements.

Check Off Here	Requirement Descriptions	Outstanding	Early Bird	Participation
	Cover – Outside Front			
	Distributed to association members by October 7, 2011	X	X	
	Distributed to association members by October 28, 2011			X
	Signature/PTA logo/tagline	X	X	X
	Full school mailing address	X	X	X
	School phone number	X	X	X
	PTA website (if applicable)	X	X	X
	School year	X	X	X
	President's theme (if applicable)	X	X	X
	Inside Front Cover or on First Page			
	Unit PTA Name/PTA Logo Council PTA Name Thirty-Third District PTA California State PTA	X	X	X
	California State PTA Mission Statement	X	X	X
	California State PTA Purposes of the PTA	X	X	X
	Unit Mission Statement	X	X	X
	Founding year of unit PTA	X	X	X
	Disclaimer	X	X	X
	Somewhere Inside the Program/Directory			
	List of officers and committee chairmen with phone numbers	X	X	X
	Meetings and programs – dates, times and locations	X	X	X
	PTA and school event calendar	X		
	Teacher and administrator list	X		
	School website address (if applicable)	X		
	Bell schedule	X		
	Council PTA president's name and contact information	X		
	District PTA president's name and contact information	X		
	State PTA president's name and contact information	X		
	National PTA president's name and contact information	X		
	School district superintendent	X		
	School district board members	X		
	School district office address and phone number	X		
	City council representative for school location	X		
	State assemblyman for school location	X		
	State senator for school location	X		
	United states congressman for school location	X		
	United States senators	X		

Above and Beyond (located anywhere within the program/directory):

Message from PTA president	Message from principal	Council PTA president's theme
Student contact information	Classroom contact information	School rules
School map	Libraries	Parks
School district security phone number	Program descriptions	Table of contents
Police non-emergency phone number	Graffiti removal phone number	Sheriff's phone number
Poison control phone number	Animal control number	Water emergency phone number
School emergency/disaster procedure – may include map of school		PTA membership application



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Program/Directory Award Requirements and Instructions for Unit PTAs

Mailing Address: Thirty-Third District PTA, PO Box 1235, Lakewood, CA 90714 562-804-4519



Please complete in full the form titled "Program/Directory Award Submission Form for Unit PTAs." Attach TWO copies of your unit's program/directory to the form and turn it in to your council PTA representative at your November council meeting (or directly to district if you are an out-of-council PTA). Follow these instructions to be eligible for awards from Thirty-Third District PTA, which are presented at the Annual Meeting in April. (Self explanatory items have not been addressed.)

Award Levels

There are three levels of recognition available: Outstanding Award, Early Bird Participation Award and Participation Award. The requirements for each are as follows:

Outstanding Award - To receive this award you must have your program/directory completed, duplicated and distributed to either all your PTA members or school wide (however you choose to do it) no later than October 7, 2011. You also must be able to check off every item on the Requirements List shown in the Outstanding Category as (x). The Requirements List can be found on the back of the Submission Form for Unit PTA's. The "Above and Beyond" items are additional suggestions, but are not required. Further, you must turn in your completed form with both sides filled out and two copies of the directory by your council's deadline. This will most likely be at your November council meeting.

Early Bird Participation Award - To receive this award you must have your program/directory completed, duplicated and distributed to either all your PTA members or school wide (however you choose to do it) no later than October 7, 2011. You also must be able to check off every item on the Requirements List shown in the Early Bird Category as (x). The Requirements List can be found on the back of the Submission Form for Unit PTA's. Further, you must turn in your completed form with both sides filled out and two copies of the directory by your council's deadline. This will most likely be at your November council meeting.

Participation Award - To receive this award you must have your program/directory completed, duplicated and distributed to either all your PTA members or school wide (however you choose to do it) no later than October 28, 2011. You also must be able to check off every item on the Requirements List shown in the Participation Category as (x). The Requirements List can be found on the back of the Submission Form for Unit PTA's. Further, you must turn in your completed form (both sides filled out) and two copies of the directory by your council's deadline. This will most likely be at your November council meeting.

Requirement Descriptions

Following are explanations of the Requirement Descriptions as found on the reverse side of the Submission Form for Unit PTAs:

Distribution Deadlines - must be distributed school wide (or at least to PTA members) no later than the two specified dates of October 7, 2011 for Outstanding or Early Bird, or by October 28 for Participation. No items distributed past these dates will be recognized by Thirty-Third District PTA.

Signature/Logo/Tagline on front cover - This is the same PTA icon that you should be using on EVERYTHING you send out. It needs to be on the front cover of your directory. It looks like this:

John Smith Elementary

"Signature" is the official name of your PTA as written on your bylaws. It is typically some form of your school name. It must be in the font Arial Black and fit over the logo just like this.



"Logo" is the graphic that you download from the state PTA website which does not have a school/unit name above it. There are a couple of versions to choose from. Go to http://www.capta.org/sections/communication/visual-identity.cfm to download.

"Tagline" is the "everychild.onevoice" motto of the PTA organization, which is a necessary part of the PTA icon.

Requirement Descriptions (continued)

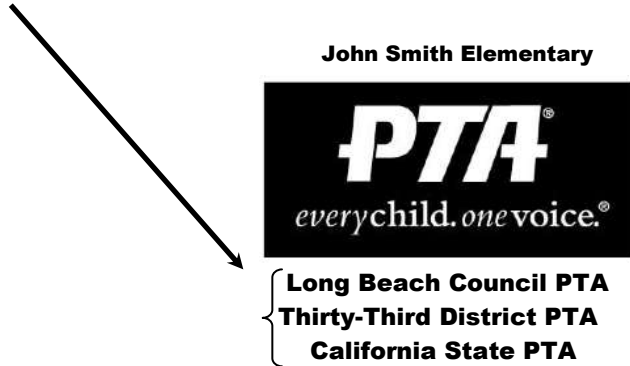
Full school mailing address and phone number on front cover - Be sure to have your school site's complete mailing address including the street address, city and zip code. Also, include the school's complete phone number.

PTA website address on front cover - If your PTA has a website, be sure to include the complete web address on your directory cover.

School year on front cover - Include the school year date (e.g. 2011-12) on the front cover of the directory to avoid confusion with previous years' directories.

President's theme on front cover - If your PTA president has a theme for the year, be sure to include it on the cover. If possible, it is also a nice touch to include a graphic icon of this theme on the directory and any other PTA publications for the year. Having and utilizing a theme throughout the year is a great marketing tactic for familiarizing your members with all that your PTA does.

Unit PTA name/logo, council PTA name, Thirty-Third District PTA, California State PTA labeling on front cover or inside first page - It is critical to display the hierarchy of PTA levels exactly as follows:



California State PTA Mission Statement on front cover or inside first page - The following statement must be displayed exactly as follows:

"The mission of the California State PTA is to positively impact the lives of all children and families by representing our members and empowering and supporting them with skills in advocacy, leadership, and communication.
California State PTA Board of Managers, Adopted October 2009"

California State PTA Purposes of the PTA Statement on front cover or inside first page - The following statement must be displayed exactly as follows:

"PURPOSES OF THE PTA

To promote the welfare of children and youth in home, school, community, and place of worship.

To raise the standards of home life.

To secure adequate laws for the care and protection of children and youth.

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."

Unit mission statement on front cover or inside first page - Every unit should have a Mission Statement, in line with State PTA guidelines and ideals, which defines exactly what your purposes are for your particular group. It would be similar in nature to the California State PTA Mission Statement, but with specifics to your own unit PTA.

Founding year of unit PTA on front cover or inside first page - You can find the official founding year of your unit PTA on the front cover of your bylaws or in official charter documents in your historic files. If you have no record of your founding year, you may contact your council parliamentarian for this information.

Disclaimer on front cover or inside first page - The contact information inside of your program/directory is private and not intended for use by businesses or any other entities other than the members of your PTA and school staff. It is critically important to display the following statement in a high profile manner exactly as follows:

"This program/directory has been completed for the sole use and convenience of the (school name here) staff and parents. All names and phone numbers are for PTA use only. Please guard carefully against unauthorized use by others."