Thirty-Third District

PTA

everychild. onevoice.

Program/Directory Checklist for Councils 2011-2012

Council Name:

_____

Please Print

Name & Phone Number of Person Preparing this Form:

_____

Please Print

- Early Bird Participation Award (distribution by 10/7/11).....								
- Participation Award (distribution by 10/28/11)								

Cover

- Correct use of logo/tagline								
- School address & city								
- School phone number.....								
- PTA website (if available).....								
- School year.....								
- PTA president's theme.....								

Title Page

- Unit name correctly displayed								
- Council name correctly displayed								
- Thirty-Third District PTA correctly displayed								
- California State PTA correctly displayed								
- List of officers & committee chairmen with phone numbers								
- Meetings & programs – dates, times & locations								
- Purposes of the PTA correctly displayed								
- Disclaimer correctly displayed								

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Page 2
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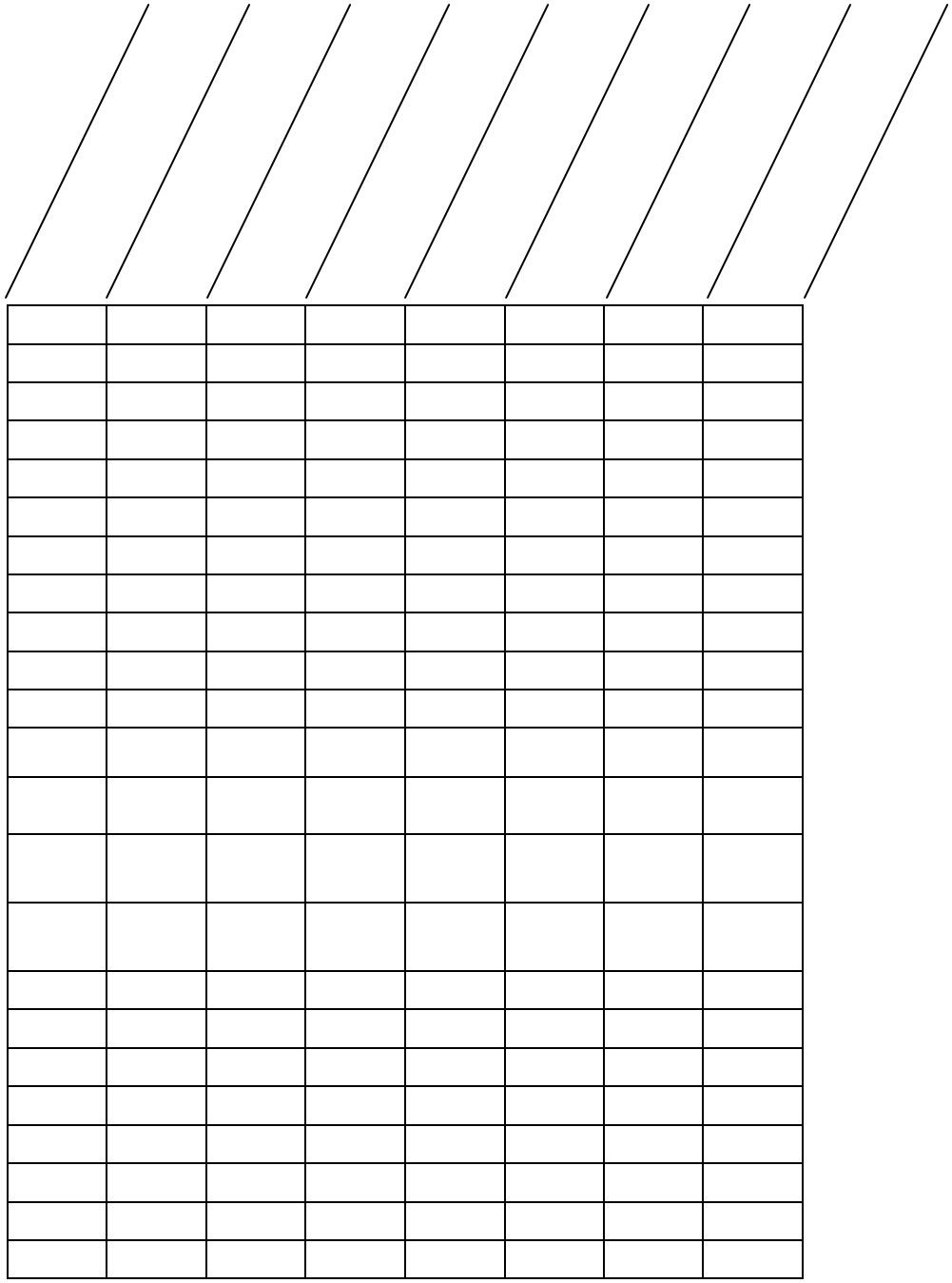
For Outstanding Award Consideration

- Early Bird Participation Award
- Cover page information is correct
- Title page (optional) information is correct
- Mission Statement correctly displayed
- PTA and school event calendar
- PTA founding year
- Teacher and administrator list
- School website address (if available)
- School rules
- School map
- Bell schedule
- Classroom directories
  (teachers, room numbers & room parents)
- Council PTA info
  (president's name, office phone number & website address – if available)
- Thirty-Third District PTA info
  (president's name, office phone number & website address)
- National PTA info
  (president's name, office phone number & website address)
- School district superintendent(s)
- School district board members
- School district office address and phone
- City council representative for school location
- State assemblyman for school location
- State senator for school location
- United States congressman for school location
- United States senators