



“Council Program/Directory Information & Award Form”

☒ Councils, not units, should complete:

- ☐ this five page form
☐ Program/Directory Checklist For Councils

☒ Councils should turn in to Thirty-Third District PTA on or before Dec. 1, 2011:

- ☐ this original five page form (council keep a copy)
☐ two issues of the council program/directory
☐ one of the two unit program/directory issues submitted by each unit (council keeps one issue)
☐ one copy of the “Unit Program/Directory Information & Award Form” (five pages)
☐ original “Program/Directory Checklist For Councils” (council keep a copy)

★ Early Bird Participation Award ★ Oct. 7, 2011 ★

★ Participation Award ★ Oct. 28, 2011 ★

☒ Council Awards

- ☐ Early Bird Participation Award (program/directories distributed or mailed on or before Oct.7, 2011) - OR -
☐ Participation Award (program/directories distributed or mailed after Oct.7 and before Oct. 28, 2011) - AND MAYBE -
☐ Outstanding Award Please consider our council program/directory for an outstanding award. We have met the early bird participation award distribution date and met all program/directory requirements for an outstanding award.

Name of council: _____ please print

Name and phone of council program/directory chairman: _____ please print

Name and phone of council president: _____ please print

Name and phone of person completing this form: _____ please print

The Thirty-Third District PTA awards units and councils for their outstanding program/directory books, booklets, trifolds, or quadfolds. Unit and council program/directories are reviewed with respect to requirements and to appearance and organization of the program/directory. Program/ directories are not reviewed with respect to size or colors. Remember, outstanding directories don't have to be large . . . trifolds or quadfolds can make it work!





Your PTA program/directory is filled with so much valuable information that it should be ready shortly after the start of the school year. Your publication is a PTA program/directory, not a school district program/directory. Even though a program/directory contains school information, PTA information should appear first. For example, a PTA president's letter should appear before a superintendent's message and officer/committee chair lists should appear before school district information.

COVER -- required contents for all awards






logo/tagline

correct examples

<p>Apperson Council</p> 
<p>Butler Council</p> 
<p>Hearst Council</p> 
<p>Palos Verdes Peninsula Council</p> 

incorrect examples

<p>Torrance</p> 
<p>Bellflower</p> <p><i>P.T.S.A.</i></p>
<p>Long Beach</p> 
<p>California State</p> 

Councils are able to download the PTA logo/tagline from the National PTA website. Visit www.pta.org and click on "Leadership Resources," then click on "Local Unit Leaders," then click on "Logo Usage". Finally, click on "Download the Logos". Add PTA unit name above the logo in **Arial Black** font.

Councils can also download the PTA logo/tagline from the Thirty-Third District PTA Web site at www.33rdpta.org (click on "Forms/Graphics"). Add your PTA council name above the logo in **Arial Black** font.

COVER -- required contents for all awards -- cont'd



council office address and city (if there is an office)

council phone number (if available)

council website address (if available)

school year

council president's theme → *correct example*

All For One
and
One For All

incorrect example

School Mascot:
Lion

TITLE PAGE -- required contents for all awards

The following information must be included on the cover if there is no title page. Any of the information that is required for the cover may also be repeated on the title page.



council chartered name

Thirty-Third District PTA
(not 33rd District PTA)

California State PTA
(not CA PTA or Calif. PTA)

correct examples

Torrance Council of PTAs

PTA

everychild.one voice.

Thirty-Third District PTA
California State PTA

Bellflower Council

PTA

everychild.one voice.

Thirty-Third District PTA
California State PTA

Butler Council

PTA

everychild.one voice.

Thirty-Third District PTA
California State PTA

Hearst Council

PTA

everychild.one voice.

Thirty-Third District PTA
California State PTA

incorrect examples

Downey Council

33rd District

CCPTA, Inc.

Montebello Council

33rd - District

Calif. P.T.A.

Downey Council P.T.A.

33rd District

Calif. Congress PTA

P.T.S.A.

Council in Bellflower

District 33

Calif. State P.T.S.A.

PARTICIPATION AWARD -- required for program/directory interior



list of council officers and committee chairs with phone numbers (email address optional)

council meetings & programs -- dates, times, and locations

Purposes of the PTA (incorrect example -- "Hearst Council's Purposes of the PTA")

(Please confirm most recent text from www.capta.org or in the *California State PTA Toolkit*.)

PURPOSES OF THE PTA (no longer called Objects 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.



disclaimer (one of following two)

1. Disclaimer to use if the program/directory is distributed to PTA members only:

This directory has been compiled for the sole use and convenience of PTA/PTSA officers, chairmen, and advisory personnel. All names, addresses, and phone numbers are for PTA use only. **PLEASE GUARD CAREFULLY AGAINST ITS UNAUTHORIZED USE BY OTHERS.**

2. Disclaimer to use if program/directory is distributed to all parents:

This directory has been compiled for the sole use and convenience of the (name of school) staff and parents. All names, addresses, and phone numbers are for PTA use only.

PLEASE GUARD CAREFULLY AGAINST ITS UNAUTHORIZED USE BY OTHERS.

OUTSTANDING AWARD -- required for program/directory interior



list of council officers and committee chairs with contact information

council meetings & programs -- dates, times, and locations

Purposes of the PTA

(see PARTICIPATION AWARD - required for program/directory interior)



disclaimer (one of two)

(see above - PARTICIPATION AWARD - required for program/directory interior)

OUTSTANDING AWARD -- cont'd

- Mission Statement (incorrect example -- "Butler Council's Mission Statement")

(Please confirm most recent text from www.capta.org or in the *California State PTA Toolkit*.)

MISSION STATEMENT

The mission of the California State PTA is to represent our members and to empower and support them with skills in advocacy, leadership, and communication to positively impact the lives of all children.

- council founding year
- list of council past presidents
- number of associations served by council
- last year's total number of members of all units within the council
- list of all unit PTAs served by the council
- list of all unit PTA school addresses and phone numbers
- list of all unit PTA presidents and phone numbers
- Thirty-Third District PTA info (president's name, office phone number, and website address)
- California State PTA info (president's name, office phone number, and website address)
- National PTA info (president's name, office phone number, and website address)
- school district superintendent(s)
- school district board members
- school district office address and phone
- city council representative for district covered by council
- state assemblyman for district covered by council
- state senator for district covered by council
- United States congressman for district covered by council
- United States senators

ABOVE AND BEYOND -- really great, but not required

- | | | |
|---|---|---|
| <input type="checkbox"/> message from council president | <input type="checkbox"/> police non-emergency phone | <input type="checkbox"/> water emergency |
| <input type="checkbox"/> message from superintendent | <input type="checkbox"/> graffiti removal phone | <input type="checkbox"/> map of school locations within the council |
| <input type="checkbox"/> libraries | <input type="checkbox"/> sheriff's phone number | |
| <input type="checkbox"/> parks | <input type="checkbox"/> poison control phone | |
| <input type="checkbox"/> school district's security phone | <input type="checkbox"/> animal control | |