

Thirty-Third District PTA  
2012 Communications Award Submission Form

*Directions to Apply for Thirty-Third District PTA 2012 Communications  
Award Recognition*

Units and councils must complete this submission form by checking off the categories in which they would like to be considered and filling in the required information for each category, including the method for submitting supporting materials. Units and councils must provide the required supporting materials for each category checked off:

- One printed or electronic copy each of four consecutive newsletter issues
- One printout of the website home page or a link
- One printout or electronic copy of four different e-bulletins, one each from four different months

**Units** must send their Communications Award Submission Form and all supporting materials to their council by the council deadline.

- Hard copy submissions should be attached to the Unit Submission Form. The packet should be mailed or hand-delivered to council by the council due date.
- Electronic submissions should be emailed to council by the council due date. The subject line should read "Communications Award" and the unit name. The Submission Form itself may be mailed or hand-delivered to council by the council due date.

**Councils** must send the evaluated unit submissions and the council submission to Thirty-Third District PTA by the deadline of March 26, 2012 (the Executive Board meeting). The evaluations and all hardcopy submissions may be mailed or hand-delivered. Electronic submissions should be emailed to the Director of Communications at Thirty-Third District PTA.

# Thirty-Third District PTA 2012 Communications Award Submission Form

Unit Name \_\_\_\_\_ Council \_\_\_\_\_

Name, title, phone and email of a contact person:

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Directions: Please check off the communications categories for which you are asking to be recognized. Fill in the information requested.

\_\_\_\_\_ Newsletter

- Please submit one copy each of four consecutive issues. Please check which method you are using:
  - Electronic submission
  - Hardcopy submission

\_\_\_\_\_ Website

- Please provide your website address \_\_\_\_\_
- Please describe the services and information categories your website provides. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- How often is your website updated? \_\_\_\_\_
- Are you submitting a printout of your homepage? \_\_\_yes \_\_\_no

\_\_\_\_\_ E-bulletin

- How often is your e-bulletin sent out? \_\_\_\_\_
- Who is the target audience? \_\_\_\_\_
- Please submit one copy each of four different e-bulletins from four different months. Please check which method you are using:
  - Electronic submission
  - Hardcopy submission