



## Criteria for Honor Unit for 2007-2008

The following checklist will guide you as you go through your year with the goal of becoming an Honor Unit. To apply for the Award, each item below needs to be completed. Send a copy of all requested documents included with this form when you are ready to apply. The deadline for application for the Honor Unit Award is March 15, 2008.

### 1. OUR PTA UNIT IS CHILD CENTERED AND RESPONSIVE TO OUR MEMBERS.

\_\_\_\_\_ Clearly defined goals have been established based on membership input and children's needs. (submit a copy of your goals)

\_\_\_\_\_ Goals are approved by the membership. Date approved: \_\_\_\_\_

\_\_\_\_\_ Programs and activities are developed to address goals. Briefly tell about one of your programs.

\_\_\_\_\_ Our PTA follows the recommendation from National PTA to provide 3 programs for every one fund raiser.

\_\_\_\_\_ Regular written communication is provided to members concerning PTA issues and activities.

\_\_\_\_\_ Parent Involvement is a strong component of our PTA.

\_\_\_\_\_ Our volunteers are recognized. Please share at least one way you recognize them. \_\_\_\_\_

\_\_\_\_\_ Our membership campaign is ongoing and welcomes all who seek to participate.

\_\_\_\_\_ Membership meetings are held on a regular basis.

\_\_\_\_\_ Our PTA advocates for children. Please share at least one advocacy activity that was completed by your unit: \_\_\_\_\_

### 2. OUR PTA IS A UNIT IN GOOD STANDING.

\_\_\_\_\_ The budget is approved and adjusted as needed by the membership.

Date approved: \_\_\_\_\_ (Please include a copy of your budget.)

\_\_\_\_\_ Current Officers list has been submitted to Alaska PTA office. Date submitted: \_\_\_\_\_

\_\_\_\_\_ Unit bylaws are current and on file with Alaska PTA. Date of current bylaws: \_\_\_\_\_  
(Bylaws need to be updated at least every 5 years.)

\_\_\_\_\_ An annual audit for the last fiscal year was completed and presented to the membership.

Date presented: \_\_\_\_\_

\_\_\_\_\_ A copy of the most current audit has been sent to the Alaska PTA office.

Date sent: \_\_\_\_\_

\_\_\_\_\_ A 990/990EZ was filed with IRS by due date. Date filed: \_\_\_\_\_

\_\_\_\_\_ A copy of 990/990EZ has been sent to Alaska PTA office. Date sent: \_\_\_\_\_

\_\_\_\_\_ Insurance remittance sent to Alaska PTA. (\$130.00 for the period 12/1/07 - 11/30/08)

\_\_\_\_\_ State and National dues are submitted to Alaska PTA regularly with a Membership list.

3. **OUR PTA LEADERS ARE KNOWLEDGEABLE AND INVOLVED.**

- \_\_\_\_\_ Our Unit participated in regional or council training, where available.
- \_\_\_\_\_ Training was provided to enable officers to meet job requirements.
- \_\_\_\_\_ Information from **National** and **State PTA** was shared with the board and membership.
- \_\_\_\_\_ Units belonging to a council participate in council meetings.
- \_\_\_\_\_ Delegate(s) attended 2007 **Alaska PTA Convention**. \*
- \_\_\_\_\_ Delegate(s) attended **Alaska PTA Issues Conference**. **\*(This is not required this year, as we did not have an Alaska PTA Issues Conference this year.)**
- \_\_\_\_\_ All board members have copies of unit bylaws, which have been read and observed.
- \_\_\_\_\_ Procedure books have been developed or updated for each board member.
- \_\_\_\_\_ A process has been established to evaluate the current year's goals, programs and activities.
- \_\_\_\_\_ A process has been established to gather and distribute all records and materials for an orderly board transition.

*(\*This requirement may be waived due to extenuating circumstances. Please attach an explanation.)*