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Criteria for Honor Unit for 2007

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.
- Goals are approved by the membership. Date approved: _____
- Programs and activities are developed to address goals.
- 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.
- Our membership campaign is ongoing and welcomes all who seek to participate.
- Membership meetings are held on a regular basis. How often? _____
- Our PTA advocates for children. Please share at least one 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: _____
- 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: _____
- If required**, a 990/990EZ 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 12/1/06 – 11/30/07)
- 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 **Alaska PTA Convention**. *
- Delegate(s) attended **Alaska PTA Issues Conference**. *
- All board members have copies of unit bylaws, which have been read and observed.
- Procedure books have been developed for each board member.
- Unit annual end-of-year report will be filed with **Alaska PTA** by June 1, 2007.
- 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.)