



**Program/Directory Award
Submission Form for
Unit PTAs**

Thirty-Third District
PTA
everychild.onevoice

5629 Pearce Avenue, Lakewood, CA 90712

Mailing Address: Thirty-Third District PTA, PO Box 1235, Lakewood, CA 90714

562-804-4519

Please complete this form. Attach TWO copies of your unit's program/directory to the form, and turn it in to your council PTA representative at your November council meeting (or directly to district if you are an out-of-council PTA).

Name of council PTA: _____

Name of unit PTA: _____

Name of unit program/directory chairman: _____

Phone number and/or email: _____

Name of unit PTA president: _____

President phone number and/or email: _____

Name of person completing this form: _____

Phone number and/or email: _____

Outstanding Award – Distributed by October 7, 2011 deadline

The unit has met the early bird participation award distribution date and included all program/directory content requirements for an Outstanding Award.

Early Bird Participation Award – Distributed by October 7, 2011 deadline

The unit's program/directory was distributed or mailed out on or before the above listed date and included all program/directory content requirements for an Early Bird award.

Participation Award – Distributed by October 28, 2011 deadline

The unit's program/directory was distributed or mailed out on or before the above listed date and included all program/directory content requirements for a Participation Award.

If you would like to be considered for one of the awards listed above, please check off the requirements on the reverse of this sheet.

Questions? Please contact Keith Musick, Program Directory Chairman, Thirty-Third District PTA at 310-508-7578, email at note2musick@yahoo.com or call the Thirty-Third District PTA office at 562-804-4519.

To be eligible for one of the following three awards you must be able to check off all requirements in that award category. See instructions for detailed information regarding requirements.

Check Off Here	Requirement Descriptions	Outstanding	Early Bird	Participation
	Cover – Outside Front			
	Distributed to association members by October 7, 2011	X	X	
	Distributed to association members by October 28, 2011			X
	Signature/PTA logo/tagline	X	X	X
	Full school mailing address	X	X	X
	School phone number	X	X	X
	PTA website (if applicable)	X	X	X
	School year	X	X	X
	President's theme (if applicable)	X	X	X
	Inside Front Cover or on First Page			
	Unit PTA Name/PTA Logo Council PTA Name Thirty-Third District PTA California State PTA	X	X	X
	California State PTA Mission Statement	X	X	X
	California State PTA Purposes of the PTA	X	X	X
	Unit Mission Statement	X	X	X
	Founding year of unit PTA	X	X	X
	Disclaimer	X	X	X
	Somewhere Inside the Program/Directory			
	List of officers and committee chairmen with phone numbers	X	X	X
	Meetings and programs – dates, times and locations	X	X	X
	PTA and school event calendar	X		
	Teacher and administrator list	X		
	School website address (if applicable)	X		
	Bell schedule	X		
	Council PTA president's name and contact information	X		
	District PTA president's name and contact information	X		
	State PTA president's name and contact information	X		
	National PTA president's name and contact information	X		
	School district superintendent	X		
	School district board members	X		
	School district office address and phone number	X		
	City council representative for school location	X		
	State assemblyman for school location	X		
	State senator for school location	X		
	United states congressman for school location	X		
	United States senators	X		

Above and Beyond (located anywhere within the program/directory):

Message from PTA president	Message from principal	Council PTA president's theme
Student contact information	Classroom contact information	School rules
School map	Libraries	Parks
School district security phone number	Program descriptions	Table of contents
Police non-emergency phone number	Graffiti removal phone number	Sheriff's phone number
Poison control phone number	Animal control number	Water emergency phone number
School emergency/disaster procedure – may include map of school		PTA membership application