



## Unit Program/Directory Award Form

**Please include this form with 2 issues of the unit's program/directory**

Name of unit: \_\_\_\_\_

Name of council: \_\_\_\_\_

Name of unit program/directory chairman: \_\_\_\_\_

Phone # and/or email: \_\_\_\_\_

Name of unit president: \_\_\_\_\_

Phone # and/or email: \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_

Phone # and/or email: \_\_\_\_\_

**Outstanding Award** – received by October 8<sup>th</sup>, 2010

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** – received by October 8<sup>th</sup>, 2010

The unit's program/directories were distributed or mailed out on or before the above listed date.

**Participation Award** – received by October 29<sup>th</sup>, 2010

The unit's program/directories were distributed or mailed out on or before the above listed date.

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

Check Off Here	Descriptions	Outstanding	Early Bird	Participation
	<b>Cover – Outside Front</b>			
	Signature/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
	<b>Inside Front Cover or First Page</b>			
	Unit Name Council Name District Name California State PTA	X	X	X
	CAPTA Mission Statement	X	X	X
	CAPTA 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
	<b>Somewhere inside the Program/Directory</b>			
	List of officers and committee chairs with phone #s	X	X	X
	Meetings & Programs – dates, times & locations	X	X	X
	PTA & School event calendar	X		
	Teacher and Administrator List	X		
	School website address (if applicable)	X		
	Bell Schedule	X		
	Council PTA presidents name and contact info	X		
	District PTA presidents name and contact info	X		
	Council PTA presidents name and contact info	X		
	District PTA presidents name and contact info	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 presidents theme
Student contact info	Classroom Contact info	School rules
School map	Libraries	Parks
School district security phone #	Program Descriptions	Table of Contents
Police non-emergency phone#	Graffiti removal phone #	Sheriff's phone #
Poison control phone #	Animal control #	Water emergency phone #
School Emergency/Disaster procedure – may include map of school		