

"Unit Program/Directory Information & Award Form"

Units, not councils, should complete:

- this five page form

Units should turn in to council by _____:
(council to fill in date)

- this original five page form and one copy of this original five page form
 two issues of the unit's program/directory

★ Early Bird Participation Award ★ Oct. 9, 2009 ★

★ Participation Award ★ Oct. 30, 2009 ★

- Unit Awards
 Early Bird Participation Award (program/directories distributed or mailed on or before Oct.9, 2009)
- OR -
 Participation Award (program/directories distributed or mailed after Oct. 9 and before Oct.30, 2009)
- AND MAYBE -
 Please consider our unit program/directory for an **Outstanding Award**.

We have met the early bird participation award distribution date and met all program/directory content requirements for an outstanding award.

Name of unit: _____
please print

Name of council: _____
please print

Name and phone of unit program/directory chairman: _____
please print

Name and phone of unit president: _____
please print

Name & phone of person completing this form: _____
please print

The Thirty-Third District PTA awards units and councils for their outstanding program/directory books, booklets, trifold, or quadfold. Unit and council program/directories are reviewed with respect to requirements and to appearance and organization of the program/directory. Program/directories are not reviewed with respect to size or colors. Remember, outstanding directories don't have to be large . . . trifold or quadfold can make it work!

Your PTA program/directory is filled with so much valuable information that it should be ready shortly after the start of school. Your publication is a PTA program/directory, not a school program/directory. Even though a program/directory contains school information, PTA information should appear first. For example, a PTA president's letter should appear before a principal's letter and officer/committee chair lists should appear before school staff information.

COVER -- required contents for all awards



logo/tagline

correct examples

Hearst Elementary School



everychild.onevoice.®

Butler High School



everychild.onevoice.®

Sloan Middle School



everychild.onevoice.®

Birney Ranch Middle School



everychild.onevoice.®

incorrect examples

Hearst Elementary School



Butler High

P.T.S.A.

Downey



California State



everychild.onevoice.

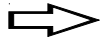
Units are able to download the PTA logo/tagline from the National PTA website. Visit www.pta.org and click on "Leadership Resources," then click on "Local Unit Leaders," then click on "Logo Usage". Finally, click on "Download the Logos". Add PTA unit name above the logo in Arial Black font.

Units can also download the PTA logo/tagline from the Thirty-Third District PTA Web site at www.33rdpta.org (click on "Forms/Graphics"). Add your PTA unit name above the logo in Arial Black font.

COVER -- required contents for all awards -- cont'd



- school address and city
- school phone number
- PTA website address (if available)
- school year
- PTA president's theme



correct example

All For One
and
One For All

incorrect example

School Mascot:
Lion

TITLE PAGE -- required contents for all awards

The following information must be included on the cover if there is no title page. Any of the information that is required for the cover may also be repeated on the title page.



- unit name
- council name
- Thirty-Third District PTA
(not 33rd District PTA)
- California State PTA
(not CA PTA or Calif. PTA)

correct examples

Birney Middle School PTSA
Downey Council PTA
Thirty-Third District PTA
California State PTA

Hearst High School PTA
Montebello Council PTA
Thirty-Third District PTA
California State PTA

Hearst Elementary School

PTA[®]

everychild.onevoice.

Downey Council PTA
Thirty-Third District PTA
California State PTA

Ocean Breeze High School

PTSA

everychild.onevoice.®

Bellflower Council PTA
Thirty-Third District PTA
California State PTA

incorrect examples

Birney Parent-Teacher Assn.
Downey Council
33rd District
CCPTA, Inc.

Hearst High PTA
Montebello Council
33rd - District
Calif. P.T.A.

Hearst

PTA[®]

everychild.onevoice.

Downey Council P.T.A.
33rd District
Calif. Congress PTA

Ocean Breeze High

P.T.S.A.

Council in Bellflower
District 33
Calif. State P.T.S.A.

PARTICIPATION AWARD -- required for program/directory interior



- list of officers and committee chairs with phone numbers (email address optional)
- meetings & programs -- dates, times, and locations
- Purposes of the PTA (incorrect example -- "Hearst High School's Purposes of the PTA")
(Please confirm most recent text from www.capta.org or in the *California State PTA Toolkit*.)

PURPOSES OF THE PTA (no longer called Objects of the PTA)

To promote the welfare of children and youth in home, school, community, and place of worship.

To raise the standards of home life.

To secure adequate laws for the care and protection of children and youth.

To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.

To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

- disclaimer (one of following two)

1. Disclaimer to use if the program/directory is distributed to PTA members only:

This directory has been compiled for the sole use and convenience of PTA/PTSA officers, chairmen, and advisory personnel. All names, addresses, and phone numbers are for PTA use only. **PLEASE GUARD CAREFULLY AGAINST ITS UNAUTHORIZED USE BY OTHERS.**

2. Disclaimer to use if program/directory is distributed to all parents:

This directory has been compiled for the sole use and convenience of the (name of school) staff and parents. All names, addresses, and phone numbers are for PTA use only.

PLEASE GUARD CAREFULLY AGAINST ITS UNAUTHORIZED USE BY OTHERS.

OUTSTANDING AWARD -- required for program/directory interior



- list of officers and committee chairs
- meetings & programs -- dates, times, and locations
- Purposes of the PTA
(see PARTICIPATION AWARD - required for program/directory interior)
- disclaimer (one of two)
(see above - PARTICIPATION AWARD - required for program/directory interior)

OUTSTANDING AWARD -- cont'd

- Mission Statement (incorrect example -- "Butler School's Mission Statement")

(Please confirm most recent text from www.capta.org or in the *California State PTA Toolkit*.)

MISSION STATEMENT

The mission of the California State PTA is to represent our members and to empower and support them with skills in advocacy, leadership, and communication to positively impact the lives of all children.

- PTA and school event calendar
- PTA founding year
- teacher and administrator list
- school website address (if available)
- school rules
- school map
- bell schedule
- classroom directories (teachers, room numbers, and room parents)
- council PTA info (president's name, office phone number, and website address -- if available)
- Thirty-Third District PTA info (office phone number, and website address)
- California State PTA info (president's name, office phone number, and website address)
- National PTA info (president's name, office phone number, and website address)
- school district superintendent(s)
- school district board members
- school district office address and phone
- city council representative for school location
- state assemblyman for school location
- state senator for school location
- United States congressman for school location
- United States senators

ABOVE AND BEYOND -- really great, but not required

- | | | |
|--|---|---|
| <input type="checkbox"/> message from PTA president | <input type="checkbox"/> parks | <input type="checkbox"/> poison control phone |
| <input type="checkbox"/> message from principal | <input type="checkbox"/> school district security phone | <input type="checkbox"/> animal control |
| <input type="checkbox"/> council PTA president's theme | <input type="checkbox"/> police non-emergency phone | <input type="checkbox"/> water emergency |
| <input type="checkbox"/> student contact information | <input type="checkbox"/> grafitti removal phone | |
| <input type="checkbox"/> libraries | <input type="checkbox"/> sheriff's phone number | |