

# 2021- 2022 HONOR ROLL

## September

### TCPTA Meeting Items

<input type="checkbox"/>	***	1-Sep	TCPTA Executive Board Meeting	Attendance
<input type="checkbox"/>	****	1-Sep	<b>MANDATORY: Incorporated Units – Statement of Incorporation</b>	<b>Email or 2 Copies</b>
<input type="checkbox"/>	**	1-Sep	Unit Treasurer's Report	Email or 1 Copy
<input type="checkbox"/>	*	1-Sep	Unit Board Meeting Minutes	Email or 2 Copies
<input type="checkbox"/>	**	1-Sep	Unit Association Meeting Minutes	Email or 2 Copies
<input type="checkbox"/>	**	1-Sep	State of CA Raffle Application (for Sept 1, 2021 - Aug 31, 2022)	Email or 1 Copy
<input type="checkbox"/>	***	1-Sep	Membership Turn-In \$6.00 per member, 30 members minimum	\$ Payment

### Other Items

<input type="checkbox"/>	**	TBD	TCPTA Presidents' Roundtable	Attendance
<input type="checkbox"/>	**	TBD	TCPTA Training Workshop - one * for each workshop attended	Attendance
<input type="checkbox"/>	***	TBD	Financial Workshop, attendance by all Fin'l Officers (attend June 2021 or Sept 2021)	Attendance
<input type="checkbox"/>	*	9/29-10/1	Thirty-Third District Boot Camp Training: Pres/Fin/Membership	Attendance
<input type="checkbox"/>	**	30-Sep	TCPTA: Names of Two Voting Delegates and Two Alternates	Email

## October

### TCPTA Meeting Items

<input type="checkbox"/>	***	6-Oct	TCPTA Association Meeting	Attendance
<input type="checkbox"/>	***	6-Oct	Unit Audit: Year End (Jan 1, 2021 - June 30, 2021)	Email or 2 Copies
<input type="checkbox"/>	****	6-Oct	<b>MANDATORY: Annual Financial Report (July 1, 2020 - June 30, 2021)</b>	<b>Email or 2 Copies</b>
<input type="checkbox"/>	***	6-Oct	Unit Adopted Budget	Email or 2 Copies
<input type="checkbox"/>	**	6-Oct	Unit Treasurer's Report	Email or 1 Copy
<input type="checkbox"/>	*	6-Oct	Unit Board Meeting Minutes	Email or 2 Copies
<input type="checkbox"/>	**	6-Oct	Unit Association Meeting Minutes	Email or 2 Copies
<input type="checkbox"/>	***	6-Oct	Membership Turn-In \$6.00 per member, 30 members minimum	Payment
<input type="checkbox"/>	**	6-Oct	State of CA Raffle Report (for Sept 1, 2020 - Aug 31, 2021)	Email or 1 Copy
<input type="checkbox"/>	*	6-Oct	TCPTA: Names of Two Voting Delegates and Two Alternates	Email
<input type="checkbox"/>	*	6-Oct	Membership List	Email

### Other Items

<input type="checkbox"/>	*	16-Oct	Thirty-Third District Assoc Meeting and Training	Attendance
<input type="checkbox"/>	*	7-Oct	Thirty-Third District Legislation Conference	Attendance

## November

### TCPTA Meeting Items

<input type="checkbox"/>	***	3-Nov	TCPTA Executive Board Meeting	Attendance
<input type="checkbox"/>	**	3-Nov	Unit Treasurer's Report	Email or 1 Copy
<input type="checkbox"/>	*	3-Nov	Unit Board Meeting Minutes	Email or 2 Copies
<input type="checkbox"/>	**	3-Nov	Unit Association Meeting Minutes	Email or 2 Copies
<input type="checkbox"/>	***	3-Nov	Membership Turn-In \$6.00 per member	Payment
<input type="checkbox"/>	*	3-Nov	TCPTA Red Ribbon Week Activities Report	Email or 1 Copy
<input type="checkbox"/>	**	3-Nov	TCPTA Project Donation: Health	Payment
<input type="checkbox"/>	**	3-Nov	TCPTA Project Donation: Project BOSS	Payment
<input type="checkbox"/>	**	3-Nov	TCPTA Project Donation: Scholarship	Payment
<input type="checkbox"/>	**	3-Nov	TCPTA Project Donation: Project HOPE	Payment
<input type="checkbox"/>	****	15-Nov	<b>MANDATORY: IRS Federal Tax Return, 990N, 990EZ or 990 paperwork</b>	<b>Email or 2 Copies</b>
<input type="checkbox"/>	****	15-Nov	<b>MANDATORY: Franchise Tax Board State Return 199N or 199 paperwork</b>	<b>Email or 2 Copies</b>
<input type="checkbox"/>	****	15-Nov	<b>MANDATORY: IRS Extension Approval if not filed by Nov. 15, 2021</b>	<b>Email or 2 Copies</b>
<input type="checkbox"/>	****	15-Nov	<b>MANDATORY: RRF1 CT Registration Renewal paperwork</b>	<b>Email or 2 Copies</b>

### Other Items

<input type="checkbox"/>	**	TBD	Unit Reflections Entries (1st place winners)	Turn In
<input type="checkbox"/>	**	18-Nov	Thirty-Third District Unit Presidents/Administrators Conf	Attendance
<input type="checkbox"/>	**	17-Nov	Sac Safari applications and payment	Payment

## December

### TCPTA Meeting Items

<input type="checkbox"/>	***	1-Dec	TCPTA Executive Board Meeting & Holiday Luncheon	Attendance
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<input type="checkbox"/>	****	1-Dec	<b>MANDATORY: Payment of Insurance Premium</b>	<b>Payment</b>
<input type="checkbox"/>	****	1-Dec	<b>MANDATORY: Workers' Comp Form</b>	<b>Email or 2 Copies</b>
<input type="checkbox"/>	**	1-Dec	Unit Treasurer's Report	Email or 1 Copy
<input type="checkbox"/>	*	1-Dec	Unit Board Meeting Minutes	Email or 2 Copies
<input type="checkbox"/>	**	1-Dec	Unit Association Meeting Minutes	Email or 2 Copies
<input type="checkbox"/>	***	1-Dec	Membership Turn-In \$6.00 per member	Payment
<input type="checkbox"/>	**	1-Dec	Unit Program Directory and Submission Form	2 Copies
<input type="checkbox"/>	*	1-Dec	Membership List	Email
<input type="checkbox"/>	**	1-Dec	Holiday Luncheon Raffle Contribution	Turn in

## January

### TCPTA Meeting Items

<input type="checkbox"/>	***	5-Jan	TCPTA Executive Board Meeting	Attendance
<input type="checkbox"/>	**	5-Jan	Unit Treasurer's Report	Email or 1 Copy
<input type="checkbox"/>	*	5-Jan	Unit Board Meeting Minutes	Email or 2 Copies
<input type="checkbox"/>	**	5-Jan	Unit Association Meeting Minutes	Email or 2 Copies
<input type="checkbox"/>	***	5-Jan	Membership Turn-In \$6.00 per member	Payment

### Other Items

<input type="checkbox"/>	**	TBD	TCPTA Training Workshop - one * for each workshop attended	Attendance
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## February

### TCPTA Meeting Items

<input type="checkbox"/>	***	2-Feb	TCPTA Association Meeting	Attendance
<input type="checkbox"/>	**	2-Feb	Unit Treasurer's Report	Email or 1 Copy
<input type="checkbox"/>	*	2-Feb	Unit Board Meeting Minutes	Email or 2 Copies
<input type="checkbox"/>	**	2-Feb	Unit Association Meeting Minutes	Email or 2 Copies
<input type="checkbox"/>	***	2-Feb	Membership Turn-In \$6.00 per member	Payment
<input type="checkbox"/>	**	2-Feb	Unit Honorary Service Awards Recipients' Names, Awards, and Bios	Email or 1 Copy
<input type="checkbox"/>	*	2-Feb	Membership List	Email

### Other Items

<input type="checkbox"/>	**	3-Feb	Thirty-Third District Annual Meeting	Attendance
<input type="checkbox"/>	*	15-17-Feb	Thirty-Third District Sacramento Safari: Adult Delegate	Attendance

## March

### TCPTA Meeting Items

<input type="checkbox"/>	***	2-Mar	TCPTA Executive Board Meeting	Attendance
<input type="checkbox"/>	***	2-Mar	Unit Adopted Revised Budget (if no revisions turn in previously adopted budget)	Email or 2 Copies
<input type="checkbox"/>	***	2-Mar	Unit Audit: Mid Year (July 1, 2021 - December 31, 2021)	Email or 2 Copies
<input type="checkbox"/>	**	2-Mar	Unit Treasurer's Report	Email or 1 Copy
<input type="checkbox"/>	*	2-Mar	Unit Board Meeting Minutes	Email or 2 Copies
<input type="checkbox"/>	**	2-Mar	Unit Association Meeting Minutes	Email or 2 Copies
<input type="checkbox"/>	***	2-Mar	Membership Turn-In \$6.00 per member	Payment
<input type="checkbox"/>	**	2-Mar	TCPTA Historian Report (Volunteer Hours)	Email or 1 Copy
<input type="checkbox"/>	**	2-Mar	Nominating Committee Report	Email or 1 Copy

### Other Items

<input type="checkbox"/>	*	TBD	Thirty-Third District Diversity & Inclusion Conference	Attendance
<input type="checkbox"/>	**	1-Mar	CAPTA Convention Registration	1 Copy/Pmt
<input type="checkbox"/>	*	18-Mar	TCPTA Honorary Service Awards Evening Event	Attendance

## April

### TCPTA Meeting Items

<input type="checkbox"/>	***	13-Apr	TCPTA Executive Board Meeting	Attendance
<input type="checkbox"/>	**	13-Apr	Unit Treasurer's Report	Email or 1 Copy
<input type="checkbox"/>	*	13-Apr	Unit Board Meeting Minutes	Email or 2 Copies
<input type="checkbox"/>	**	13-Apr	Unit Association Meeting Minutes	Email or 2 Copies
<input type="checkbox"/>	*	13-Apr	Membership List	Email

# 2021- 2022 HONOR ROLL

<input type="checkbox"/>	**	21-Apr	Thirty-Third District Spring Awards & Association Meeting	Attendance
<input type="checkbox"/>	*	21-Apr	Thirty-Third District Exhibit	Display
<input type="checkbox"/>	**	28-30-Apr	CAPTA Convention (Sacramento, CA)	Attendance

## May

### TCPTA Meeting Items

<input type="checkbox"/>	***	4-May	TCPTA Executive Board Meeting	Attendance
<input type="checkbox"/>	*	4-May	TCPTA In/Out Luncheon	Attendance
<input type="checkbox"/>	**	4-May	Unit Treasurer's Report	Email or 1 Copy
<input type="checkbox"/>	*	4-May	Unit Board Meeting Minutes	Email or 2 Copies
<input type="checkbox"/>	**	4-May	Unit Association Meeting Minutes	Email or 2 Copies
<input type="checkbox"/>	***	4-May	Membership Turn-In \$6.00 per member	Payment
<input type="checkbox"/>	**	4-May	Unit 2022-23 Executive Board Roster and Information	Email

### Other Items

<input type="checkbox"/>	**	TBD	TCPTA Presidents' Roundtable	Attendance
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## June

### TCPTA Meeting Items

<input type="checkbox"/>	***	8-Jun	TCPTA Association Meeting & Spring Brunch	Attendance
<input type="checkbox"/>	**	8-Jun	Unit Treasurer's Report	Email or 1 Copy
<input type="checkbox"/>	*	8-Jun	Unit Board Meeting Minutes	Email or 2 Copies
<input type="checkbox"/>	**	8-Jun	Unit Association Meeting Minutes	Email or 2 Copies
<input type="checkbox"/>	***	8-Jun	Membership Turn-In \$6.00 per member	Payment
<input type="checkbox"/>	*	8-Jun	Membership List	Email

### Other Items

<input type="checkbox"/>	*	4-Jun	Thirty-Third District Spring Officers Training	Attendance
<input type="checkbox"/>	**	TBD	TCPTA Training Workshop - one * for each workshop attended	Attendance
<input type="checkbox"/>	***	TBD	Financial Workshop, attendance by all incoming Fin'l Officers (attend June 2022 or Sept 20)	Attendance
<input type="checkbox"/>	***	TBD	2021-2022 Unit Directory Page (Executive Board and Chair)	

## Awards & Grants

<input type="checkbox"/>	*	Oct	Award Application: National PTA School of Excellence - enrollment deadline	Email or 1 Copy
<input type="checkbox"/>	*	Oct	Award Application: CAPTA Continuing Ed - Volunteer/Sch Nurse/Teacher/Counselor - one *	Email or 1 Copy
<input type="checkbox"/>	*	Oct	Grant Application: CAPTA Cultural Art, Outreach Translation, Healthy Lifestyles, Parent Ed	Email or 1 Copy
<input type="checkbox"/>	*	Jan	Award Application: National PTA Outstanding Youth Advocacy Award	Email or 1 Copy
<input type="checkbox"/>	*	Jan	Award Application: National PTA Shirley Igo Advocate of the Year Award	Email or 1 Copy
<input type="checkbox"/>	*	Feb	Award Application: CAPTA Spotlight Award (Thirty-Third District Approval)	Email or 1 Copy
<input type="checkbox"/>	*	Feb	Award Application: CAPTA High School Senior Scholarship	Email or 1 Copy
<input type="checkbox"/>	*	Feb	Award Application: CAPTA Ralph E White High School Senior Scholarship	Email or 1 Copy
<input type="checkbox"/>	*	Feb	Award Application: CAPTA Spotlight: Advocacy, St. Ach, St. Involmt, Enviro, Family, Memb	Email or 1 Copy
<input type="checkbox"/>	*	Feb	Award Application: Thirty-Third District District Healthy Lifestyles/Red Ribbon	Email or 2 Copies
<input type="checkbox"/>	*	Feb	Award Application: Thirty-Third District District Safety	Email or 2 Copies
<input type="checkbox"/>	*	Mar	Award Application: Thirty-Third District District Communications	2 Copies
<input type="checkbox"/>	*	Mar	Award Application: Thirty-Third District District Parent Involvement	Email or 1 Copy
<input type="checkbox"/>	*	Mar	Award Application: National PTA Mary Lou Anderson Reflections Grant	Email or 1 Copy
<input type="checkbox"/>	*	Mar	Award Application: National PTA Jan Harp Domene Diversity & Inclusion	Email or 1 Copy
<input type="checkbox"/>	*	June	Award Application: National PTA Healthy Lifestyle Grant	Email or 1 Copy

## On Going

<input type="checkbox"/>	****	On Going	<b>MANDATORY: Bylaws Updated/Current</b>	<b>3 Copies</b>
<input type="checkbox"/>	*	On Going	Award Application: CAPTA Local Heroes Award	Email or 1 Copy
<input type="checkbox"/>	*	On Going	Award Application: National PTA Lifetime Achievement	Email or 1 Copy
<input type="checkbox"/>	*	On Going	Award Application: Other PTA Awards - one * for each application submitted	Email or 1 Copy













