



# Missouri PTA Blue Seal Award Application

MAIL TO: Missouri PTA State Office, PO Box 30545, Columbia, MO 65205

EMAIL TO: [office1@mopta.org](mailto:office1@mopta.org)

DEADLINE: Postmarked via postal or Email received by August 31

_____	_____
Name of PTA/PTSA	President's Name
_____	_____
Unit ID#	Street Address (unit)
_____	_____
PTA Region	City
_____	Zip
_____	_____
Council Affiliation	School District

In order to be eligible to apply for the BLUE SEAL AWARD, for the applicable school year, a unit MUST first meet the (7) seven following requirements in GROUP A. NOTE: You MUST check ALL of the (7) seven following spaces.

**GROUP A:**

- \_\_\_\_\_ 1. Unit bylaws were reviewed by the local unit executive committee at the beginning of the current school year, and unit bylaws were kept up to date and sent to the state PTA bylaws chairman within the last (3) three years. Most recent Missouri PTA bylaws approval date: \_\_\_\_\_
- \_\_\_\_\_ 2. State and National PTA dues were remitted according to state bylaws (i.e. ALL money on hand from Missouri PTA and National PTA membership dues was sent to the State PTA Office by the first of each month).
- \_\_\_\_\_ 3. Officers were elected no later than March and names along with contact information requested on the Officer's Form were completed online or forwarded to the State PTA Office by March 31<sup>st</sup>.
- \_\_\_\_\_ 4. Annual Financial Review was sent to the State Office, postmarked by December 1<sup>st</sup>.
- \_\_\_\_\_ 5. Fiscal Year-end Report was sent to the State PTA Office, postmarked by December 1<sup>st</sup>.
- \_\_\_\_\_ 6. Copy of the required IRS Tax form receipt was sent to the State PTA Office, postmarked by December 1<sup>st</sup>.
- \_\_\_\_\_ 7. At least one member of the executive board attended a workshop in person or virtually at a council sponsored school of information, regional training or the Missouri PTA convention. DESCRIBE: (include date & attach sheet if necessary)

After achieving the above requirements, the unit must also meet (7) seven of the following basic requirements in Group B. NOTE: You MUST check at least (7) seven of the following spaces.

**GROUP B:**

- \_\_\_\_\_ 1. The PTA PURPOSES were read or displayed at each meeting.
- \_\_\_\_\_ 2. At least (5) five regular or special meetings were scheduled during the school year. Special meetings may include parent education, study groups, unit-sponsored college/career nights, open house, back-to-school nights, etc.
- \_\_\_\_\_ 3. Executive board meetings were held prior to each regular meeting and a summer planning meeting was held.
- \_\_\_\_\_ 4. The unit submitted a unit or membership story, an article and/or pictures to Missouri PTA's CONTACT magazine.
- \_\_\_\_\_ 5. The unit read or shared an opening thought or inspirational moment at each meeting.
- \_\_\_\_\_ 6. The budget was adopted by the general membership at a regular meeting according to the unit bylaws.
- \_\_\_\_\_ 7. The unit had a PTA Founders Day observance (ie. in person, social media or print).
- \_\_\_\_\_ 8. A Missouri PTA donation (found on the Missouri PTA Membership Dues Form) was made to the State PTA Office postmarked by April 1<sup>st</sup>.
- \_\_\_\_\_ 9. The unit has developed Standing Rules in accordance with the bylaws.
- \_\_\_\_\_ 10. For units that are part of a council, attend at least three council meetings.
- \_\_\_\_\_ 11. Your unit has an Advocacy Chair or Legislative Chair that reports regularly to the unit.
- \_\_\_\_\_ 12. Unit entries were submitted for the National PTA Reflections program.

**REMEMBER:** To apply for the GOLD SEAL AWARD, you MUST complete this BLUE SEAL AWARD APPLICATION too.

If the unit does not receive notification that its application is denied, the Achievement Award Certificate may be picked up during the Missouri PTA Convention or it will be mailed to the unit after.