



Missouri PTA Council Achievement Award Application

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

EMAIL TO: office1@mopta.org

DEADLINE: Postmarked via postal or Email received by August 31

Name of PTA Council/Type		President's Name	
County	# of Units	Street Address (unit)	
PTA Region		City	Zip

In order to be eligible to apply for the COUNCIL ACHIEVEMENT AWARD, a council MUST first meet the (6) six following requirements in GROUP A. NOTE: You MUST check ALL (6) six of the following spaces.

GROUP A

1. Council bylaws were reviewed by the executive committee EARLY in the year; bylaws were kept up-to-date and sent to the State PTA Office within the last three years. Missouri PTA bylaws approval date: _____
2. Council Service Fee of \$25 was paid to Missouri PTA by December 1st.
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 31st. (This date was waived until Sept 1 due to COVID)
4. Council Annual Financial Review was sent to the State PTA Office, postmarked by December 1st.
5. Council's Fiscal Year-End Report was sent to the State PTA Office, postmarked by December 1st.
6. A copy of Council's required IRS Tax form receipt was sent to the State PTA Office, postmarked by December 1st.

After achieving the above requirements, the Council MUST meet ALL (13) thirteen of the basic requirements listed in GROUP B. NOTE: You MUST check ALL of the (13) thirteen following spaces.

GROUP B

1. The Council has a minimum of (4) four meetings per year.
2. The Council has a minimum of (4) four Board of Directors meetings per year, as well as a planning meeting.
3. The PTA Purposes were read or displayed at each meeting.
4. An opening thought or inspirational moment was included at each meeting.
5. The budget was adopted by the Council at a regular meeting prior to October 1 and in accordance with the Council bylaws.
6. Each Board of Directors member and each member unit had an email or hard copy of the Council bylaws by the 1st meeting of the current school year.
7. The Missouri PTA Regional Director was notified of all Board of Directors meetings and regular meetings, was invited to attend, and was allowed to give a state report at each Council meeting.
8. The Council provided leadership training (by conducting a school of information which could be co-sponsored with another Council).
9. At least two current State and/or National PTA programs or projects were presented to member units. Please list or briefly describe the programs.

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10. A current list of member units with up-to-date changes of the unit's president's names and addresses were sent to the State PTA Office as needed.
 11. Each officer and chair person maintained a current procedure file and passed it on to their successor.
 12. The Council published an annual listing of all scheduled meetings for the year, with dates and topics, names/addresses/phone numbers of Council officers and chairpersons, etc.
 13. PTA news was distributed, posted or emailed to all its member units and council delegates on a consistent basis.

After achieving the requirements in GROUP A & B, a Council must also meet (6) six of the following requirements in GROUP C.

GROUP C

1. An officer of the Council submitted a Council story, an article and/or pictures to Missouri PTA's *CONTACT* magazine.
2. The Council had a PTA Founders Day observance.
3. Representatives of the Council attended Leaders Training, State PTA Convention, or National PTA Convention during the current school year.
4. A donation was sent to the Missouri PTA Scholarship Fund postmarked by April 1.
5. A donation was sent to the Missouri PTA Building Fund postmarked by April 1.
6. A donation was sent to the Missouri PTA Founders Day Fund postmarked by April 1.
7. The Council presented a Missouri PTA Distinguished Service Award or National PTA Achievement Award during the current school year.
8. The Council organized or helped organize a new unit(s) during the current school year; give name(s) and location(s)
9. The Council hosted a Missouri PTA Legislative Town Hall Meeting; give date and location
10. The Council qualified to receive (1) one of the following membership awards:

Bronze 20%	Silver 50%	Gold 100%
_____ Increase/Prev. Yr	_____ Increase/Prev. Yr	_____ Increase/Prev. Yr
11. The Council applied for the Outstanding Council Newsletter Award.
12. The Council applied for the Outstanding Council Website Award.
13. The Council applied for at least (1) one of the following Missouri PTA Awards.
 - _____ Parent Education & Engagement Award
 - _____ Health & Safety Education Award
 - _____ Advocacy through Legislation Award (AtLAW)
 - _____ Student Safety Award

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.