

LEADERSHIP ACHIEVEMENT REPORT—LOCAL UNIT



This report is required to be in the State Office on or before March 1.
 Send to: Tennessee PTA, 1905 Acklen Avenue, Nashville 37212
 1-888-782-5712 www.tnpta.org

Name of PTA/PTSA _____

Name of President _____ Phone (____) _____

Address _____ City _____ Zip _____

President's email address _____

Council _____ County _____ Region _____

GUIDELINES: A certificate will be presented to each local unit in the state that meets the following requirements. THE DOUBLE STARRED ITEMS (**) ARE MANDATORY. LOCAL UNITS MUST ALSO, COMPLETE 8 OF THE 10 SINGLE STARRED ITEMS (*). A unit receiving this certificate for three (3) consecutive years will receive the LOIS JEAN WHITE LEADERSHIP ENHANCEMENT AWARD.

** ATTACH A COPY OF YOUR APPROVED BUDGET**

PLEASE COMPLETE THE FOLLOWING:

- 1. School Enrollment as of October 1 _____
- ** 2. PTA/PTSA Membership as of March 1 (last year) _____
- ** 3. Dues paid by December 1 _____ Date paid _____
- ** 4. Dues paid in full by March 1 Yes _____ No _____
- ** 5. Membership cards issued to each member Yes _____ No _____
- * 6. At least one registered representative at each council meeting Yes _____ No _____
- ** 7. Bylaws updated and approved within the last five (5) years Yes _____ No _____

WAS YOUR LOCAL UNIT REPRESENTED AT THE FOLLOWING?

- * 1. Summer Leadership Training Yes _____ No _____ By how many? _____
- * 2. State PTA Convention Yes _____ No _____ By how many? _____
- * 3. Fall Region Conference Meeting Yes _____ No _____ by how many? _____
- * 4. State Legislative Conference Yes _____ No _____ by how many? _____
- * 5. National PTA Convention Yes _____ No _____ By how many? _____

DOES YOUR PTA/PTSA PROVIDE ACCESS TO THE FOLLOWING FOR YOUR BOARD MEMBERS?

- * 1. Tennessee PTA Bulletin Yes _____ No _____
- 2. National PTA Quick Reference Guide Yes _____ No _____
- 3. OUR CHILDREN ó National PTA magazine Yes _____ No _____

DID YOUR PTA/PTSA:

- ** 1. Hold a minimum of four (4) meetings Yes _____ No _____
- * 2. Display and use PTA publications at each meeting Yes _____ No _____
- * 3. Display and emphasize the Purposes of the PTA at all regular meetings Yes _____ No _____
 (Purposes charts are available from the State PTA Office)
- 4. Present a Founders Day Program to pay tribute to the PTA Founders Yes _____ No _____
- 5. Send a monetary Founders Day gift to the State PTA for leadership training Yes _____ No _____
- 6. Publicize activities by means of newsletter, notices, local news media Yes _____ No _____
- 7. Present a Tennessee PTA Life Achievement Award Yes _____ No _____
- 8. Present a National Lifetime Achievement Award Yes _____ No _____
- ** 9. Elect officers who function according to the bylaws Yes _____ No _____
- 10. Appoint standing committees including the basic committees:
 budget and finance, membership and program Yes _____ No _____
- 11. Maintain procedure books for all officers/committee chairmen Yes _____ No _____
- * 12. Have treasurer's books audited and a copy of the audit sent to the state office Yes _____ No _____
- 13. Have representation at each school board meeting Yes _____ No _____
- 14. Have teachers represented on the PTA/PTSA Board Yes _____ No _____
- 15. Have students represented on the PTSA Board Yes _____ No _____