

Ninth District PTA's **"More Than a Pat on the Back"** Checklist

How is your unit doing?

To help keep track of the good work you're doing, please check off the items on this list as you accomplish them and be entered in a prize drawing at our Award Night April 30th! **(Due 4/16)**

Unit Name: _____ Council Name: _____

Submitted by: _____ Position: _____

Accomplishment	Point value	Bonus points	Total
Turned in Completed Roster before August 1 st	1		
BONUS: Recruited 2 new people to your board		1	
Ran a membership campaign	1		
BONUS: Used the new E-membership tool for sign-ups		1	
Early Bird membership (turn in 15 minimum members by Sept. 19 th)	1		
100% Teacher membership	3		
Completed Budget (<i>and approved by Association</i>)	1		
Turned in Audits (<i>end of year</i> __, <i>and mid-year</i> __)	1 per		
Up-to-date Bylaws (<i>less than 4 years old</i>)	1		
BONUS: You've read the bylaws cover to cover!		1	
Ready, Set, Remit! – 30 members by Oct. 16th	1		
Submitted Reflections entries	3		
Taxes filed (Federal and State)	1		
Insurance paid to Council by November 15 th	1		
Worker's Comp Form turned in by Nov. 15 th	1		
Completed and submitted an RRF1 form for Charitable Trust Number renewal by Nov. 15 th	1		
Attended monthly Council or District mtgs. or sent representative (Aug. __, Sept. __, Oct. __, Nov. __, Dec. __, Jan. __, Feb. __, Mar. __, Apr. __, May __, June __)	2 per		
Attended a Council, District or State training (dates? _____)	3 per		
BONUS: extra points for reporting back to your unit		2	
Educated your members about using Ed100	1		
Have a PTA Facebook page for your unit (Page name? _____)	1		
Have a twitter account for your unit	1		
Have a website for your unit (web address? _____)	1		
Have a monthly newsletter (submit copy or link)	1		
Attended Annual Meeting Founder's Day (Feb. 6 th)	3 per		
Registered for California State PTA Convention (per person)	5 per		
Advocated by contacting legislators about bills or concerns	1		
Provided an assembly or program that supports PTA goals	1 per		
Hosted a parent education/engagement event	5 per		

Total points: _____