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Deadline 6/15
Date Rec'd
Date Completed

LOCAL UNIT STANDARDS FORM

Person Reporting Title

Name of PTA/PTSA City or County

The following standards are recognized as characteristics of a good PTA/PTSA. STANDARDS sheet MUST be returned to Virginia PTA, 1027 Wilmer Avenue, Richmond, VA 23227-2419, (804) 264-4014 fax, on or before June 15th. Associations checking at least 15 items, including ALL STARRED (\*) Items, will receive recognition provided at least one item has been accomplished under EACH SECTION. Recognition will be a certificate with the award being made at the Annual Convention.

BYLAWS (\*LOCAL UNIT BYLAWS)

- \* A. Bylaws approved by Virginia PTA within five (5) years (See Virginia PTA/PTSA Bylaws, Article on Local PTA/PTSA, Councils and Districts)
B. Bylaws are available to membership

MEMBERSHIP, DUES, AUDIT AND INSURANCE

- \* A. Initial payment of State and National dues sent to the State Office by December 1
B. Supplemental payment of dues for additional members sent on or before March 1
\* C. Financial records were audited for the previous fiscal year and copy of audit forwarded to state office as well as copy of 990 or 990EZ (if required by IRS regulations to file 990 or 990EZ).
\* D. PTA activities are covered by liability insurance
\* E. PTA funds are covered by fidelity bond insurance

MEETINGS AND ATTENDANCE

- \* A. At least seven (7) regular meetings (elementary or combined PTA/PTSA), or five (5) regular meetings, (secondary PTA/PTSA)
\* B. At least seven (7) executive meetings (elementary or combined PTA/PTSA) or \*\* four (4) executive meetings (secondary PTA/PTSA)
C. At least one discussion group on a given topic was held

PROGRAMS AND ACTIVITIES

- A. Year's program planned around the needs and concerns of the community
B. Activities and projects carried out as a result of programs at regular meetings and discussion groups
C. Cooperated with one or more community groups, in their programs
D. Founders Day observed with an appropriate program and gift sent to State Office for State and National Extension work
E. Awarded a Life Membership (see Virginia PTA/PTSA Bylaws, Article VII, Section 12)
F. At least six (6) standing committees active and reporting (see LURG)
G. Communicated with membership through newsletter or flyer
H. Given scholarships to students - Number Value of each
I. Given scholarships to teachers - Number Value of each

STATE AND NATIONAL PTA PUBLICATIONS

- A. Local Unit Packet distributed and studied, with emphasis on Local Unit Resource Guide at an Executive Committee meeting following receipt of LURG
B. VIRGINIA PTA BULLETIN provided for all officers
C. Bookshelf of PTA publications maintained and made available for membership
D. Used State and National publications as reference material

LEADERSHIP AND REPRESENTATION AT VIRGINIA PTA/PTSA MEETINGS

- \* A. EIN number (tax ID number of local unit) and names, addresses and zip codes of incoming officers sent to State Office by June 15th
\* B. Delegate(s) sent to State Convention and State Leadership Training Conference
\* C. Unit represented at Annual District Meeting
D. At least one officer or chairman attended a council or district training.