

## Checklist for Submitting a Convention Resolution to Virginia PTA

All resolutions must be **RECEIVED** in the Virginia PTA office sixty days prior to the first day of the convention in which the resolutions will be voted upon, if accepted.

COMPLETE FACSIMILES (FAX) MAY BE ACCEPTED IF ALL PAGES ARE RECEIVED, WE RECOMMEND HARD-COPY MAILED SUBMISSIONS.

- Download Checklist to fill out
- Cover sheet filled out correctly
- Proper signatures (not electronic)
- Table of contents included
- All pages, with exception of the required submission cover page, numbered consecutively
- Reference sheet included that substantiates each “Whereas” statement by referencing the page or pages that provides documentation in the submitted background material
- Included on each page the author, title, publisher, and date for each source. Online sources should include the URL
- Written in state language
- Correct grammar and spelling throughout
- Position statement not previously adopted by Virginia PTA
- Resolution not previously adopted by Virginia PTA
- Background material - **not more than 25** double sided **or 50** single sided pages.
- Font size no smaller than 10 with 1 inch margin
- Used a variety of sources (preferably **three per whereas**) that are factual and verifiable.
- When articles were included, submit them in their entirety.
- Used references that are bracketed and numbered in the background material, indicating which “Whereas” statement they support
- Included date appropriate references (published **no more than five** years ago)
- Used clear and concise information in all Whereas’
- Included summary (on cover sheet) that is **no more than 150 words** (that explains the intent and scope of the resolution)

***Please note that not following the above checklist might jeopardize your resolution from moving forward!***

Mail your completed submission to:

Virginia PTA Resolutions Committee  
c/o Virginia State PTA  
1027 Wilmer Avenue  
Richmond, VA 23227

Any questions please contact the Resolutions Chair at [resolutions@vapta.org](mailto:resolutions@vapta.org)