

# 2009-2010 Area 14 Historian Scrapbook Guidelines

**Due Date: April 10, 2010**  
Area 14 Annual Meeting

**Area 14 Historian:** Dorothy Lindemann  
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Rowlett, TX 75088  
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**PTA Unit Name:** \_\_\_\_\_

**Council:** \_\_\_\_\_

School District (Please do not abbreviate) \_\_\_\_\_

Check one:     Early Childhood     Elementary     Secondary     Council

PTA President: \_\_\_\_\_ Telephone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Scrapbook submitted by:

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Telephone: \_\_\_\_\_

All PTA units are encouraged to take part in the Historian Scrapbook evaluation, which occurs at the Area 14 Spring Conference. The Historian Scrapbook should be a record of the activities and achievements of your PTA unit. The cover should be of a durable material. Official binders are available from Texas PTA but are not required.

**\*\*\*\*\*IMPORTANT\*\*\*\*\***

To receive the highest award for your unit, please read the requirements carefully and follow them exactly. To avoid confusion use *ONLY* this official form.

## The first pages must contain the following information:

1. A completed copy of this form in a plastic sleeve should be the first thing in the book for evaluation purposes.  
**(Please do not glue down; we grade on this sheet and need to take it out.)**
2. Blank page. (Certificate will be placed here after evaluation.)
3. Cover sheet with name of PTA, School, Council, Area 14 and school year covered in book.
4. Index or Table of Contents.
5. Picture of school or meeting place.
6. A page containing the following information: (\*ECPTA and Councils are excluded)
  - a. Number of students\*
  - b. Number of teachers\*
  - c. Name of Principal\*
  - d. Number of PTA members (Councils: use number of local units)
7. List of Officers and Chairmen.
8. List of meeting dates.
9. Annual Budget.
10. Copy of bylaws. (In addition to those that might be in Yearbook/Directory, must be a hard copy not a disk.)
11. Copy of printed Historian's Yearly Report

## In addition to the eleven (11) required items:

Your book should include as many of the following items as possible.

1. Copy of Directory/Yearbook.
2. Copies of newsletters and other publicity.
3. Accounts of special projects and unit sponsored activities.
4. Awards presented to your PTA unit. (i.e. membership, etc)
5. Information from meetings, programs, parent education courses, etc.
6. Information from all Area, State and National meetings attended. (i.e. name badges, handouts, etc.)

## TIPS:

- Include **ONLY PTA** related pages in your book.
- **DO NOT** include the minutes of the Executive Board meetings.
- **HAVE FUN!!**
- **BE CREATIVE!!**

## Certificates will be awarded for:

Highest Honor.....all 11 required items plus 3 or more suggested items  
Honor..... all 11 required items  
Honorable Mention..... 6 to 9 required items  
Participant..... 5 or less required items  
Special Award: Best of Area 14 .....all required items plus artistic quality

**NOTE:** On judging day, please have someone responsible for book drop-off and pick up to ensure your unit's book is safely returned to you.  
**Books must be signed in and out.**