

Due April 15, 2010

Sharon Wainscott, 3101 Sheridan Dr., Garland, TX 75041 or s.wainscott@verizon.net

Garland ISD Council of PTAs Local PTA Evaluation

Local Unit Name _____ President _____

SECTION A: Local PTA Requirements (2 points each unless otherwise noted)

- Maintained procedure books (all officers and chairmen). _____
- Approved Plan of Work for all board members by executive board. _____
- Set goals for the year. _____
- Formed or maintained a relationship with at least one business or community partner _____
- Purchased insurance for the PTA _____
- Appointed the audit committee of three members before the annual (last) meeting _____
- Completed and adopted Audit Committee report at the first regular meeting of the year. (If a change in the office of treasurer occurred; an additional audit was conducted at that time. _____
- Filed required IRS Form 990 before deadline _____
- Held at least three regular meetings during the year. _____
- At each regular meeting:
 - Displayed the Purposes of PTA. _____
 - Stationed a membership table at the door. _____
 - Distributed or posted meeting agendas for the members. _____
 - Conducted pledges to the United States of American and Texas Flags. _____
 - Presented and approved minutes from the previous regular meeting. _____
 - Presented and filed the treasurer's reports for audit. _____
- Recruited PTA members at a time/place other than a regularly scheduled meeting. _____
- Approved the budget by the first regular meeting. _____
- Maintained minutes properly in bound books. _____
- Approved any tax-free sales days (maximum of two in one calendar year). _____
- Provided every member access to the Local PTA bylaws. _____
- Updated bylaws, with approval by Texas PTA, within the last 5 years. _____
- Adopted the conflict of interest policy (executive board). Which was signed by all board members. _____
- Adopted the records retention policy for the Local PTA. _____
- Submitted membership dues before the September 30 early bird deadline. _____
- Conducted a Fall membership drive and submitted dues by the October 15 deadline. _____
- Conducted a Spring membership drive and submitted dues by the March 15 deadline. _____
- Presented at least one Texas PTA Parent Education Program. _____
- Distributed/shared materials received from Texas PTA at each meeting. _____
- Distributed/shared materials received from National PTA at each meeting. _____
- Distributed a newsletter. # _____ (2 points each for 20 points max.) _____
- Provided an up-to-date informative Web site for members and parents. _____
- Represented PTA needs and responsibilities with chairmen/committees (1 point each):

| | | | |
|--|---|---|-------|
| <input type="checkbox"/> Arts in Education | <input type="checkbox"/> Legislative Action | <input type="checkbox"/> Room Rep/Teacher Apprec. | _____ |
| <input type="checkbox"/> Budget & Finance | <input type="checkbox"/> Membership | <input type="checkbox"/> Volunteers | _____ |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Newsletter | <input type="checkbox"/> Web site | _____ |
| <input type="checkbox"/> Health Concerns | <input type="checkbox"/> Parent Education | <input type="checkbox"/> Yearbook/Directory | _____ |
| <input type="checkbox"/> Hospitality | <input type="checkbox"/> Program | <input type="checkbox"/> Youth Protection | _____ |

Total points Section A (95 points possible) _____

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Section B: Council PTA Requirements (2 points each unless otherwise noted)

- Submitted names of Council PTA delegates and alternates to Council PTA secretary by October 15. _____
- Attended each Council PTA meeting by voting delegates or alternates. _____
- Presented a Council PTA delegate's report at the executive board and regular meetings. _____
- Attended Officers' and Chairmen's Training (any member) #____ (2 points each for 20 points max.) _____
- Submitted Council dues by October 15. _____
- Made the Council PTA newsletter available to the membership. _____

Total points Section B (30 points possible) _____

Section C: Area PTA Requirements (2 Points each unless otherwise noted)

- Attended Area Annual Meeting. #____ (2 points for each attendee for 10 points max.) _____
- Made the Area PTA newsletter available to the membership. _____
- Submitted PTA Award applications. #____ (2 points for each award for 10 points max.) _____

Total points Section C (22 points possible) _____

Section D: Texas PTA Requirements (2 points each unless otherwise noted)

- Sent names of the newly elected officers to the Texas PTA office by May 1. _____
- Distributed pages from *Texas PTA Handbook (Guidelines for Officers, Chairmen, and Principals)* for procedure books or directed board members to the Texas PTA Web site for download. _____
- Made *The Voice* and *Our Children* available to the membership or directed members to the Texas PTA and National PTA websites for download. (5 points) _____
- Recognized outstanding service to PTA with Texas PTA Honorary Life Membership, Extended Service Award or brick in Recognition Square. (3 points) _____
- Attended Texas PTA Annual Convention (officers). #____ (2 points each for 6 points max.) _____
- Attended Texas PTA Annual Convention (chairmen). #____ (2 points each for 4 points max.) _____
- Attended Texas PTA Annual Convention (Principal or representative). (5 points) _____
- Attended Summer Leadership Seminar (officers). #____ (2 points each for 6 points max.) _____
- Attended Summer Leadership Seminar (chairmen). #____ (2 points each for 4 points max.) _____
- Attended Summer Leadership Seminar (Principal or representative). (5 points) _____
- Completed the Texas PTA Leader Orientation course (all Officers). _____
- Completed the Texas PTA Leader Orientation course (chairmen). #____ (2 points each for 12 points max.) _____
- Participated in the National PTA Reflections Program. _____
- Participated in the Texas PTA Environmental Awareness Program. _____
- Submitted Texas PTA Award applications. #____ (2 points for each award for 20 points max.) _____

Total points Section D (80 points possible) _____

TOTAL POINTS ALL SECTIONS (227 points possible) _____