

Carroll County Council of PTAs Awards Application 2003 – 2004

The Awards Committee was formed by the Carroll County Council of PTAs in order to recognize the achievements of exceptional local PTA units and to honor parent involvement. If you are familiar with the Maryland State PTA "Seal" awards, these awards follow the same format. Interested applicants should submit this completed application form along with any requirements listed below. These submissions should reach the CCCPTAs no later than May 1st, 2004. You may bring them to the general membership meetings, email them to Carl.Livesay@LivesayAssociates.com , fax them to 410-795-0867 or send them via regular mail to Carl Livesay, 1917 Babbs Ct., Marriottsville, MD. 21104. Please include your email address in your response. All units, which respond by notified of receipt. Those units who respond will be recognized at our May general membership meeting. Lets celebrate parent involvement in Carroll County.

Name of Local Unit: _____

Submitted By: _____

Phone: _____

Email: _____

Level 1: Honorable Mention	1 – 7 items completed
Level 2: Certificate of Distinction	8 – 14 items completed
Level 3: Award of Excellence	15 – 22 items completed

____ Names, addresses and phone numbers of officers for the upcoming year were sent to Council in time for printing of the directory.

____ At least one member attended the summer National PTA Conference.

____ PTA budget was presented to and adopted by the general membership. (attach copy of budget). Date adopted:

____ State and National dues were submitted to Maryland PTA by October 31st 2003 (attach copy of membership report).

____ Dues were paid to Council by November 1st 2003

____ At least on member attended the fall Maryland PTA Convention.

Name of Member: _____
Proof of attendance: _____

____ At least on member attended a Maryland PTA sponsored event.

Name of member:
Legislative Symposium – proof of attendance: _____
PTA Night in Annapolis – proof of attendance: _____

____ Insurance and bonding premiums were paid to Council by March 15, 2004.

____ Final dues were paid and membership totals were submitted to Maryland PTA by March 15, 2004.

____ PTA books were audited within the past 12 months. (attaché copy of audit report)

____ Local unit is incorporated.

Proof of incorporations: _____

____ Council delegates submitted reports to their Executive Board and/or general membership regarding Council activities. (attach report)

____ At least one member of the Executive Board subscribed to the Maryland PTA Bulletin (attach copy of the subscription form or address label)

____ At least one member of the Executive Board subscribed to "Our Children" magazine. (attach copy of subscription form or address label)

____ At least one delegate attended every General Membership Council meetings. (delegates MUST sign attendance sheet)

____ Bylaws have been reviewed and approved within the last three years. (attach copy of the front page of the Bylaws)

Date of approval: _____

____ Procedure books were maintained and passed along from committee chairperson to committee chairperson.

____ Plans of work were submitted by committee chair people. (attach copy of newsletter)

____ PTA communicates to parents and community via newsletters. (attach copy of newsletter)

____ PTA has one representative on the School Improvement Team that attends all meetings.

Proof of attendance: _____

____ PTA has a representative that serves on any of the Carroll County Board of Education committees.

Name of delegate: _____

Name of Committee: _____

____ PTA has a maintained web site for communication with links to your school, County Council PTA, State PTA and CCPS.

Web site URL: _____