

Honor Unit - judging form 2009 - 2010



UNIT NAME: _____

UNIT #: _____

JUDGE # _____

CONTACT NAME: _____

CONTACT #: _____

SECTION 1 The PTA is child-focused and responsive to its membership

Tab A - Clearly defined goals have been established by our PTA & approved by Board of Directors and/or membership.

Clearly defined goals (1pt)	Attach: Goal sheet (5pt) for entire goal sheet	Attach: Minutes showing goals approved by BoD or membership (3pt)
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TOTAL PTS

Tab B - Programs and activities were developed to address these goals.

1st Program (1pt)	2nd Program (1pt)	Attach: Program Evaluation (2pt)
Attach: Example of Volunteer training (2pt)		

TOTAL PTS

Tab C - Regular communication was provided to members concerning PTA issues and activities

Reader / Bulletin Board (1pt)	Newsletter (1pt)	Surveys (1pt)
Flyers (1pt)	Website (1pt)	Email / Letter (1pt)
Meetings (1pt)	Bilingual (1pt)	Outreach (1pt)

TOTAL PTS

Tab D - Our PTA determined our member's needs. What methods were used?

At least two examples of the methods checked below MUST be attached.

PTA survey (paper) (2pt)	Staff Survey (2pt)	Internet survey (2pt)
Time at general meetings (2pt)	Discussions (2pt)	Newsletters (2pt)
Phone Polls (2pt)	Other (2pt)	

TOTAL PTS

Tab E - Our membership campaign is ongoing and welcomes all who seek to join and participate.

Maintained last year's membership (1pt)	Any gain (1pt)	10% gain (1pt)
20% gain (1pt)	Attach: 100% membership (copy of app.) (1pt)	Attach: flyer / newsletter (5pt) (one fall, winter & spring = 5pt)

TOTAL PTS

Tab F - Meetings are held to address the needs of the membership and to conduct business of the association

Attach: Dates of meetings (1pt)	Attach: Agendas (1pt per agenda up to 10)	General Membership Mtgs. (2 per yr) (1pt)
Board of Directors Mtgs. (4 per yr) (1pt)		

TOTAL PTS

Tab G - Our volunteers are recognized

At least two examples MUST be attached.

Volunteer Appreciation (1pt)	Personal Thank You's (1pt)	Newsletter (1pt)
Other (1pt)		

TOTAL PTS

Tab H - PTA annually presents the following:

Golden Acorn Award (2pt)	Outstanding Advocate Award (2pt)	Outstanding Educator Award (2pt)
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TOTAL PTS

TOTAL SECTION 1 POINTS

Maximum Points Possible: 73

TOTAL POINTS:

SECTION 2 Our PTA Practices Fiscal & Fiduciary Responsibility

TOTAL PTS

Tab A - Budget & Financial Review

Approved by the membership (2pt)	Attach: Minutes (5pt)	Financial Review - last yrs books (1pt)
Attach: Financial Review (5pt)	Attach: Mid-Year Financial Review (5pt)	Attach: Minutes showing FR discussed at General Membership mtg. (2pt)
Monthly Financial reports (1pt)	Attach: Financial reports (1pt) One point for each month - up to 10	

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Tab B - Standing Rules

Updated & approved by membership (1pt)	Attach: Minutes showing approval (2pt)	Attach: Standing rules (2pt)
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TOTAL PTS

5

Tab C - Election of Officers

Nominating Committee elected (2pt)	Attach: Minutes showing election of NC (5pt)	Officer elected by membership (1pt)
Attach: Nominating Comm. Report (1pt)	Attach: Minutes of election (5pt)	Attach: Election results (1pt)

TOTAL PTS

15

Tab D - Insurance

PTA purchased insurance (1pt)	Attach: Insurance certificate (2 pt)	General Liability (1pt)
Fidelity Bond (1pt)	Property (1pt)	Officer Liability (1pt)

TOTAL PTS

7

TOTAL SECTION 2 POINTS

Maximum Points Possible: 58

TOTAL POINTS:

SECTION 3 Our PTA Leaders are Knowledgeable, Involved and Well Trained

Tab A - Leader Training

Leaders attend one or more Conference (1pt)	Attach: Names and position (1pt)	Entire BoD attended (1pt each up to 8)
Entire Exec. Comm. attended (1pt per up to 4)	Attach: Registration(s) (1pt per up to 8)	

TOTAL PTS

Tab B - PTA & the Law

Leaders attended (1pt)	Attach: Names and positions (1pt)	Entire BoD attended (1pt each up to 8)
Entire Exec. Comm. attended (1pt per up to 4)	Attach: Registration(s) (1pt per up to 8)	

TOTAL PTS

Tab C - Legislative Assembly

Leaders attended (1pt)	More than two attended (1pt up to 2)	Attach: Registrations (1pt each up to 4)
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TOTAL PTS

Tab D - Focus Day

Leaders attended 2010 Focus Day (1pt)	More than two non-leaders attended (2pt)	Attach: Registrations (1pt each up to 4)
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TOTAL PTS

Tab E - State PTA Convention

Leaders attended 2009 Convention. (1pt)	At least one new officer attend (1pt)	Attach: Budget w/conv. highlighted (1pt)
Attach: Registrations (1pt each up to 6)		

TOTAL PTS

Tab F - Evaluating Current year's goals

PTA has a evaluation process (1pt)	Attach: Example / description of evaluation process (3pt)
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TOTAL PTS

Tab G - Sharing information

PTA shares info from WSPTA (1pt)	Attach: Example included (1pt each up to 6)
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TOTAL PTS

SECTION 3 Our PTA Leaders are Knowledgeable, Involved and Well Trained (continued)

Tab H - Officer Transition

	PTA has process to pass on info. (1pt)
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	Attach: Description of transition (2pt)
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TOTAL PTS

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Tab I - Council

	Participates in Council Mtg (3pt)
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	Attach: Dates of Council Mtgs (3pt)
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	100% attendance at meetings (1pt)
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	Either Council or Non-council NOT both
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Non-Councils

	Communicates with Local Units (3pt)
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	Uses resources to learn from others (3pt)
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	Representative at school board (3pt)
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TOTAL PTS

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TOTAL SECTION 3 POINTS	Maximum Points Possible: 90	TOTAL POINTS:	
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SECTION 4 Our PTA Participates in State and National PTA Programs

Questions:

	Participates in the Reflections Program (1pt)
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	Attach: Participation form / flyer (3)
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	PTA holds event to display entries (1pt)
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	PTA shares <i>Our Children</i> or <i>The Child Advocate</i> information (1p)
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	Attach: Examples (1pt up to 5)
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	Our PTA influenced public policy regarding children, schools & families (1pt)
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	Attach: Examples (1pt up to 5)
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	Our PTA makes use of State and National PTA programs and resources (1pt)
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	Attach: Examples (1pt up to 5)
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TOTAL PTS

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TOTAL SECTION 4 POINTS	Maximum Points Possible: 23	TOTAL POINTS:	
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SECTION 5 Subjective Scoring

SUBJECTIVE SCORING

	Organization of application packet (up to 5pts)
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	Presentation of items in application packet (up to 5pts)
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	Thoroughness of Documentation (up to 5 pts)
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TOTAL PTS

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TOTAL SECTION 5 POINTS	Maximum Points Possible: 15	TOTAL POINTS:	
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TOTAL POINTS EARNED (add all points for each section)

Maximum points possible 259

TOTAL PTS

	TOTAL SECTION 1 PTS (Max. allow 73)
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	TOTAL SECTION 2 PTS (Max. allow 54)
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	TOTAL SECTION 3 PTS (Max. allow 90)
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	TOTAL SECTION 4 PTS (Max. allow 23)
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	TOTAL SECTION 5 PTS (Max. allow 15)
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Gold Level (85%) or 217 points & above

Silver Level (70%) or 179 - 216 points

Bronze Level (55%) or 140 to 178 points