

**LOCAL UNIT STANDARDS FORM**  
**(Deadline 6/15)**

Date Rec'd \_\_\_\_\_  
Date Completed \_\_\_\_\_

Person Reporting \_\_\_\_\_ Title \_\_\_\_\_

Name of PTA/PTSA \_\_\_\_\_ City or County \_\_\_\_\_

The following standards are recognized as characteristics of a good PTA/PTSA. STANDARDS sheet MUST be returned to Virginia PTA, 1027 Wilmer Avenue, Richmond, VA 23227-2419, (804) 264-4014 fax, **on or before June 15th**. Associations checking **at least 15 items, including ALL STARRED (\*) Items**, will receive recognition provided at least one item has been accomplished under EACH SECTION. Recognition will be a certificate with the award being made at the Annual Convention.

**BYLAWS (\*LOCAL UNIT BYLAWS)**

- \_\_\_\_\_ \* A. Bylaws approved by the State Chairman within five (5) years (See Virginia PTA/PTSA Bylaws, Article on Local PTA/PTSAs, Councils and Districts)
- \_\_\_\_\_ B. Bylaws are available to membership

**MEMBERSHIP, DUES, AUDIT AND INSURANCE**

- \_\_\_\_\_ \* A. Initial payment of State and National dues sent to the State Office by December 1
- \_\_\_\_\_ B. Supplemental payment of dues for additional members sent before March 1
- \_\_\_\_\_ \* C. Financial records were audited for the previous fiscal year and copy of audit forwarded to state office as well as copy of 990 or 990EZ (if required by IRS regulations to file 990 or 990EZ).
- \_\_\_\_\_ \* D. PTA activities are covered by liability insurance
- \_\_\_\_\_ \* E. PTA funds are covered by fidelity bond insurance

**MEETINGS AND ATTENDANCE**

- \_\_\_\_\_ \* A. At least seven (7) regular meetings (elementary or combined PTA/PTSA), or five (5) regular meetings, (secondary PTA/PTSA)
- \_\_\_\_\_ \* B. At least seven (7) executive meetings (elementary or combined PTA/PTSA) or **\*\* four (4)** executive meetings (secondary PTA/PTSA)
- \_\_\_\_\_ C. At least one discussion group on a given topic was held

**PROGRAMS AND ACTIVITIES (\* National PTA Handbook)**

- \_\_\_\_\_ A. Year's program planned around the needs and concerns of the community
- \_\_\_\_\_ B. Activities and projects carried out as a result of programs at regular meetings and discussion groups
- \_\_\_\_\_ C. Cooperated with one or more community groups, in their programs (see National PTA Handbook, Cooperation with other Organizations, under Basic Policies)
- \_\_\_\_\_ D. Founders Day observed with an appropriate program and gift sent to State Office for State and National Extension work \*(see Handbook, Founders Day)
- \_\_\_\_\_ E. Awarded a Life Membership (see Virginia PTA/PTSA Bylaws, Article VII, Section 12)
- \_\_\_\_\_ F. At least six (6) standing committees active and reporting (see Handbook, Committees)
- \_\_\_\_\_ G. Communicated with membership through newsletter or flyer
- \_\_\_\_\_ H. Given scholarships to students - Number \_\_\_\_\_ Value of each \_\_\_\_\_
- \_\_\_\_\_ I. Given scholarships to teachers - Number \_\_\_\_\_ Value of each \_\_\_\_\_

**STATE AND NATIONAL PTA PUBLICATIONS**

- \_\_\_\_\_ A. Local Unit Packet distributed and studied, with emphasis on the HANDBOOK at an Executive Committee meeting following receipt of packet
- \_\_\_\_\_ B. VIRGINIA PTA BULLETIN provided for all officers
- \_\_\_\_\_ C. Bookshelf of PTA publications maintained and made available for membership
- \_\_\_\_\_ D. Used State and National publications as reference material

**LEADERSHIP AND REPRESENTATION AT VIRGINIA PTA/PTSA MEETINGS**

- \_\_\_\_\_ \* A. EIN number (tax ID number of local unit) and names, addresses and zip codes of incoming officers sent to State Office by June 15th
- \_\_\_\_\_ B. President or alternate sent to State Convention
- \_\_\_\_\_ C. Unit represented at Annual District Meeting
- \_\_\_\_\_ D. At least one officer or chairman attended a council, district or state leadership training conference