

2018-2019 Midway Council PTA Five Star Award Submission Form

The FIVE STAR AWARD will be awarded to all MISD local PTAs who complete items from each category as explained below and submit documentation of said completions by the May 1st deadline. Objectives must be met during the academic year 2018-2019 to qualify. Local PTAs may submit at any time after March 1, 2019. Deadline for 2018-2019 is Sunday, **April 28, 2019**. You may attach supporting documents to this application form if desired. Electronic submissions are encouraged! Contact Dalilah Contreras at Contreras.sco.pto@gmail.com or (915)549-5136 with any questions.

Gold 5 Star Award: complete all 8 items in all 5 categories.

Silver 5 Star Award: complete 5 items in each of the 5 categories.

Bronze 5 Star Award: complete 3 items in each of the 5 categories.

Please provide the signatures and contact information of two (2) current Executive Board officers. These signatures verify that the information documented below is both accurate and truthful.

Name/Title: _____
Email: _____ Phone #: _____

Name/Title: _____
Email: _____ Phone #: _____

Campus PTA: _____
Principal: _____ Office Phone #: _____

1. COMMUNICATION

1. Update Local PTA website OR page on school website.

Event Name / Date _____
Individuals Involved _____

2. Post Executive Board members contact and By-Laws and Standing Rules to Local PTA website.

Event Name / Date _____
Individuals Involved _____

3. Send out at least one newsletter (via snail mail OR email) to Local PTA membership per semester.

Event Name / Date _____
Individuals Involved _____

4. Publicize Executive Board and General Meeting dates and times to all parents.

Event Name / Date _____

Individuals Involved _____

5. Host an Executive Board and/or Chair Mixer.

Event Name / Date _____

Individuals Involved _____

6. Publicize PTA calendar events on marquee sign, board or other public access areas.

Event Name / Date _____

Individuals Involved _____

7. Open the floor to questions and comments at at least two general meetings. (Time limits suggested.)

Event Name / Date _____

Individuals Involved _____

8. Send articles of interest to local news media to promote your school and PTA in the community.

Event Name / Date _____

Individuals Involved _____

2. MEMBERSHIP

1. Increase overall membership by 10 percent over last year's total.

Event Name / Date _____

Individuals Involved _____

2. Offer incentives to teachers to promote membership to individuals or membership to homeroom / tutorial classes.

Event Name / Date _____

Individuals Involved _____

3. Submit dues/membership to State PTA for "Early Bird Award" by September 30th.

Event Name / Date _____

Individuals Involved _____

4. Submit dues/membership to State PTA by fall deadline by October 30th.

Event Name / Date _____

Individuals Involved _____

5. Hold Fall AND Spring membership drives.

Event Name / Date _____

Individuals Involved _____

6. Have a coordinated membership drive kick-off during your schools registration or Meet the Teacher.

Event Name / Date _____
Individuals Involved _____

7. Receive the Texas PTA Golden Apple Award for faculty/staff members.

Event Name / Date _____
Individuals Involved _____

8. Actively promote the benefits of joining PTA using two mediums.

Event Name / Date _____
Individuals Involved _____

3. COUNCIL & THE COMMUNITY

1. Participate in Midway Council's Principals and Presidents Breakfast held in September.

Event Name / Date _____
Individuals Involved _____

2. Participate in ANY Annual State-wide PTA Event (Rally Day, etc.)

Event Name / Date _____
Individuals Involved _____

3. Have representative at both fall MISD Council PTA meetings (September & October).

Event Name / Date _____
Individuals Involved _____

4. Have representation at both spring MISD Council PTA meetings (February & April).

Event Name / Date _____
Individuals Involved _____

5. Submit MISD Council PTA dues (\$75).

Event Name / Date _____
Individuals Involved _____

6. Submit Council Reflection dues (\$25).

Event Name / Date _____
Individuals Involved _____

7. Have Council fundraiser representative position on Local PTA Board.

Event Name / Date _____
Individuals Involved _____

8. Sponsor one event for the community is invited to attend.

Event Name / Date _____
Individuals Involved _____

4. LEADERSHIP

1. Send a minimum of two (2) officers/chairs to FOUNDATIONS (Leadership Officer Training) or Officer and Chair Training (Fall or Spring).

Event Name / Date _____

Individuals Involved _____

2. Send officers/chairs to State PTA Convention or Summer Leadership Seminar (SLS).

Event Name / Date _____

Individuals Involved _____

3. Conduct a minimum of two (2) Executive Board/General Meetings with formal agenda (as described by Local PTA By-laws).

Event Name / Date _____

Individuals Involved _____

4. Document all Executive Board officers with FOUNDATIONS training certification.

Event Name / Date _____

Individuals Involved _____

5. Develop, present and vote on plans for "excess funds" or for mini-grants.

Event Name / Date _____

Individuals Involved _____

6.. Offer the "buy out option" for any PTA fundraiser reward day.

Event Name / Date _____

Individuals Involved _____

7. Submit fundraiser to the Fundraiser Database.

Event Name / Date _____

Individuals Involved _____

8. Pay Texas State sales tax on time to the Texas State Comptroller.

Event Name / Date _____

Individuals Involved _____

5. IMPACT

1. Host a minimum of one (1) family inclusion event *PER SEMESTER*.

Event Name / Date _____

Individuals Involved _____

2. Host a minimum of one (1) parent enrichment or education event.

Event Name / Date _____

Individuals Involved _____

3. Host a minimum of one (1) educational event program that directly impacts students.

Event Name / Date _____

Individuals Involved _____

4. Sponsor a teacher appreciation event.

Event Name / Date _____

Individuals Involved _____

5. Submit a minimum of one (1) Campus Summer Expo Chair to the council (that chair will help coordinate with the Expo Council Representative and volunteer the night of the Expo).

Event Name / Date _____

Individuals Involved _____

6. Slate officers according to Local PTA By-laws and Texas PTA Nominating Committee Procedures. (Retroactive to Election meeting in previous year.)

Event Name / Date _____

Individuals Involved _____

7. Submit Financial Reconciliation report by the first Fall meeting according to Local PTA By-laws.

Event Name / Date _____

Individuals Involved _____

8. Maintain a list of events/programs sponsored by and donations given by your PTA for the current calendar year. (submit list if feasible)

Event Name / Date _____

Individuals Involved _____