

Unit of the Year Award

Unit: _____ Council: _____

Annual period of July 1, 2017 through June 30, 2018

If additional pages are needed, please add and attach securely. Please make a copy of the application for your records. Applications should be submitted to the 31st District Office or via email to jennifer.sheridan@gmail.com or trosspta@hotmail.com no later than 4pm on Friday, April 13, 2018. Applications submitted after that will NOT be considered.

Please check off any of the following that have been completed or attended by your unit:

- _____ 1. Membership Dues for a minimum of 30 members submitted to your Council by October 10, 2017.
- _____ 2. District Extension remittance of \$60.00 submitted to your Council by October 20, 2017.
- _____ 3. Council Extension remittance submitted to your Council by October 20, 2017.
- _____ 4. Standing Rules and Bylaws reviewed by your Unit's Executive Board.
- _____ 5. Your unit's approved budget submitted to your Council and to District by November 7, 2017.
- _____ 6. Liability and Workers' Compensation insurance money submitted to your Council by November 15, 2017.
- _____ 7. Semi-Annual Audit Reports for your unit turned in to your Council July 31, 2017 and January 31, 2018.
- _____ 8. Workers' Compensation Report submitted to your Council by January 10, 2018.
- _____ 9. Estimated number of volunteer hours to date: _____.
- _____ 10. Representation at the three (3) scheduled District Association Meetings: Founders Day _____, Membership Dinner _____, and End of Year Awards Dinner _____.
- _____ 11. Attendance at Fall or Spring Training Workshops
- _____ 12. Copy of the IRS 990 Form & CA Form 199, 990EZ or 990ON-RRF-1 (tax filings) sent to District by November 15, 2017.
- _____ 13. Attendance at 2018 State Convention.
- _____ 14. Founders Day Freewill Offering to Council by February 14, 2018.
- _____ 15. Donation given to the Music Scholarship Fund by January 26, 2018.
- _____ 16. Participation by your unit in the Reflections Program.
- _____ 17. Participation in and attendance at District Special Events.
 - _____ A. Music Scholarship Concert
 - _____ B. Reflections Reception
 - _____ C. Meet & Greet with District Board of Directors
- _____ 18. Council President's Signature _____ (required) **TOTAL POINTS: 22**

ESSAYS FOR UNIT OF THE YEAR APPLICATION

Each part of the response should be approximately 50-100 words in length.
Please TYPE or PRINT legibly and attach any additional pages securely.

****Fundraising activities do not count as Programs****

- 19. **PARENT EDUCATION:** Describe two (2) programs that you have done this year to provide information to parents and gain parent involvement. *Some examples of programs might be: Speakers, Classroom Volunteers, Candidate's Forums, Safety Programs, Library Services, School Leadership, Red Ribbon Week, Bilingual Services, Disaster Preparedness, and Orientations.* **10 POINTS**
- 20. **MEMBERSHIP:** Part I—Describe your membership campaign and results. Part II—Discuss what you are doing to promote membership throughout the year. **10 POINTS**
- 21. **MIDDLE & HIGH SCHOOL ONLY:** Describe how you have involved students in your unit's PTSA. **10 POINTS**