

Unit of the Year Award

Unit: _____ Council: _____

Annual period of July 1, 2018 through June 30, 2019

*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 no later than 4pm on **Friday, April 12, 2019**. 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, 2018.
- _____ 2. District Extension remittance of \$60.00 submitted to your Council by October 19, 2018
- _____ 3. Council Extension remittance submitted to your Council by October 19, 2018
- _____ 4. Standing Rules and Bylaws reviewed by your Unit's Executive Board.
- _____ 5. Copies of your unit's approved budget submitted to your Council and to District by November 7, 2018.
- _____ 6. Liability and Workers' Compensation insurance money submitted to your Council by November 15, 2018.
- _____ 7. Semi-Annual Audit Reports for your unit turned in to your Council by July 31, 2018 and January 31, 2019.
- _____ 8. Workers' Compensation Report submitted to your Council by January 10, 2019.
- _____ 9. Estimated number of volunteer hours to date: _____.
- 10. Representation at the three (3) scheduled District Association Meetings:
 - _____ A. Membership Dinner
 - _____ B. Founders Day Event
 - _____ C. End of Year Awards Dinner
- _____ 11. Attendance at the Fall and/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, 2018.
- _____ 13. Attendance at the 2019 State Convention.
- _____ 14. Founders Day Freewill Offering to Council by February 14, 2019.
- _____ 15. Donation given to the Music Scholarship Fund by January 25, 2019.
- _____ 16. Participation by your unit in the Reflections Program.
- 17. Participation in and attendance at District Special Events.
 - _____ A. Council vs. Council Event
 - _____ B. Music Scholarship Concert
 - _____ C. Reflections Reception

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****

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.*

MEMBERSHIP: Part I—Describe your membership campaign and results. Part II—Discuss what you are doing to promote membership throughout the year.

MIDDLE & HIGH SCHOOL ONLY: Describe how you have involved students in your unit's PTSA.