



# UNIT OF THE YEAR

## 2022-2023

Unit: \_\_\_\_\_ Council: \_\_\_\_\_

(Annual period of July 1, 2022 through June 30, 2023)

If additional pages are needed, please add and attach securely. Please make a copy of the application for your records. Applications MUST be submitted to the 31st District Office NO LATER than 4:00 p.m. on Monday April 10, 2023. 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. Has submitted dues for a minimum of 30 members through channels by October 31, 2023.
- \_\_\_\_\_ 2. District Extension remittance of \$60.00 submitted to your Council by October 18, 2022.
- \_\_\_\_\_ 3. Council Extension remittance submitted to your Council by October 18, 2022
- \_\_\_\_\_ 4. Standing Rules and Bylaws reviewed by your Unit's Executive Board, even if your bylaws are current.
- \_\_\_\_\_ 5. Copies of your unit's approved budget submitted to your Council and to District by September 30, 2022.
- \_\_\_\_\_ 6. Liability and Workers' Compensation insurance money submitted to AIM by November 16, 2022.
- \_\_\_\_\_ 7. Semi-Annual Audit Reports for your unit turned in to your Council by Sept. 30, 2022 and February 15, 2023.
- \_\_\_\_\_ 8. Workers' Compensation Report submitted to AIM January 10, 2023.
- \_\_\_\_\_ 9. Estimated number of volunteer hours to date: \_\_\_\_\_.
- \_\_\_\_\_ 10. Representation at the two (2) scheduled District Association Meetings:
  - \_\_\_\_\_ A. Founders Day Event
  - \_\_\_\_\_ B. End of Year Awards Dinner
  - \_\_\_\_\_ C. Membership Dinner
- \_\_\_\_\_ 11. Attendance at the Fall and/or Spring Training Workshops.
- \_\_\_\_\_ 12. Copy of IRS 990 Form & CA Form 199, 990EZ or 990ON-RRF-1 (tax filings) sent to District by November 15, 2022.
- \_\_\_\_\_ 13. Attendance at the 2023 State Convention.
- \_\_\_\_\_ 14. Founders Day Freewill Offering to Council by February 15, 2023
- \_\_\_\_\_ 15. Donation given to the Music Scholarship Fund during the 2022-2023 term.
- \_\_\_\_\_ 16. Participation by your unit in the Reflections Program.
- \_\_\_\_\_ 17. Representation at District Special Events.
  - \_\_\_\_\_ A. Bunco Event
  - \_\_\_\_\_ B. Music Scholarship Concert
  - \_\_\_\_\_ C. Reflections Reception
- \_\_\_\_\_ 18. Representation at Council meetings.
- \_\_\_\_\_ 19. Participation in district membership challenges.

### 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.