



UNIT OF THE YEAR 2023 - 2024

PTA/PTSA Unit: _____ Council: _____

PTA/PTSA President: _____ Grade Level: [] Primary [] Secondary

Phone Number: _____ Email: _____

If additional pages are needed, please add and attach securely. Please make a copy of the application for your records. Completed applications can be dropped off at the 31st District Office or emailed to 31stdistawards@gmail.com NO LATER than 4:00 p.m. on Friday, April 19, 2024. Applications received after that date 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 20, 2023.
- _____ 3. Council Extension remittance submitted to your Council by October 20, 2023
- _____ 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 29, 2023.
- _____ 6. Liability and Workers' Compensation insurance money submitted to AIM by November 17, 2023.
- _____ 7. Semi-Annual Audit Reports for your unit turned in to your Council by Sept. 29, 2023 and February 16, 2024.
- _____ 8. Workers' Compensation Report submitted to AIM January 10, 2024.
- _____ 9. Estimated number of volunteer hours to date: _____
- _____ 10. Representation at the two (2) 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 IRS 990 Form & CA Form 199, 990EZ or 990ON-RRF-1 (tax filings) sent to District by November 15, 2023.
- _____ 13. Attendance at the 2024 State Convention.
- _____ 14. Founders Day Freewill Offering to Council by February 16, 2024
- _____ 15. Donation given to the Music Scholarship Fund during the 2023-2024 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.