



UNIT OF THE YEAR 2025-2026

PTA/PTSA Unit: _____ Council: _____

PTA/PTSA President: _____ 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. Include in the subject line the school's name and Unit of Year Award. A confirmation email will be sent within two (2) business days. If you do not receive email, please resubmit. **DEADLINE FRIDAY, APRIL 10, 2026 NO LATER THAN 4:00 P.M.** Applications received after the deadline 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 30, 2025.
- _____ 2. District Extension remittance of \$60.00 submitted to your Council by October 17, 2025.
- _____ 3. Council Extension remittance submitted to your Council by October 17, 2025.
- _____ 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 the District by September 30, 2025.
- _____ 6. Liability insurance money submitted to AIM by November 30, 2025.
- _____ 7. Semi-Annual Financial Review Reports for your unit turned into your Council by 09/30/2025, and 02/13/2026.
- _____ 8. Workers' Compensation Report (and payment if needed) submitted to AIM January 10, 2026.
- _____ 9. Representation at two (2) scheduled District Association Meetings:
[☐] A. Membership Dinner [☐] B. Founders' Day Event [☐] C. End-of-Year Awards Dinner
- _____ 10. Attendance at the Fall and/or Spring Training Workshops.
- _____ 11. Copy of IRS 990 Form & CA Form 199, 990EZ, or 990ON-RRF-1 (tax filings) sent to the District by November 15, 2025.
- _____ 12. Attendance at the 2026 State Convention.
- _____ 13. Founders Day Freewill Offering to Council by February 13, 2026.
- _____ 14. Donation given to the Music Scholarship Fund during the 2025-2026 term.
- _____ 15. Participation by your unit in the Reflections Program.
- _____ 16. Representation at District Special Events.(ie Reflections, Music Scholarship, Bunko, etc) _____
- _____ 17. Representation at Council meetings. Has not missed more than two (2) meetings.
- _____ 18. Participation in District membership challenges.
- _____ 19. Upload seven (8) documents to MyPTEZ (Annual Financial, Budget, Year End Final Report, Mid Year Financial Report, Filing for IRS, AG RRF1, FTB Filings, ByLaws)

ESSAYS FOR THE 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****

PROGRAMS: Describe two (2) programs that you have done this year to gain parent involvement and support your school community.

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

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