31ST DISTRICT PTSA
INSPIRING THE FUTURE
SINCE 1953



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 9, 2027 *NO LATER THAN 4:00 PM (IN PERSON OR ONLINE)*** *Applications received after the deadline will NOT be considered.*

Please check off <u>any</u> 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, 2026.
_____2. District Extension remittance of $60.00 submitted to your Council by October 17, 2026.
_____3. Council Extension remittance submitted to your Council by October 17, 2026.
_____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 26, 2026.
_____6. Liability insurance money submitted to AIM by December 1, 2026.
_____7. Semi-Annual Financial Review Reports for your unit turned into your Council by 09/26/2026, and 02/12/2027.
_____8. Workers' Compensation Report (and payment if needed) submitted to AIM January 11, 2027.
_____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 16, 2026.
_____12. Attendance at the 2027 State Convention.
_____13. Founders Day Freewill Offering to Council by February 17, 2027.
_____14. Donation given to the Music Scholarship Fund during the 2026-2027 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 eight (8) documents to Future Fund Connect (Annual Financial Report, Budget, Annual Financial Review, Mid Year Financial Review, 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****

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

<u>MEMBERSHIP:</u> 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.

<u>M IDDLE & HIGH SCHOOL *ONLY*:</u> Describe how you have involved students in your unit's PTSA.