

THE MODEL PTA

To achieve The Model PTA status, the Local Unit PTA must:

- ☐ Complete thirteen (13) of the fifteen (15) Administrative Guidelines.
- ☐ Complete the Operational Guidelines.
- ☐ Check out The Model PTA Challenge! Complete one, or more option(s) found in the Operational Guidelines.
- ☐ Send The Model PTA Award Cover Sheet and the completed Living Document to the state office, postmarked by the second Friday in March.

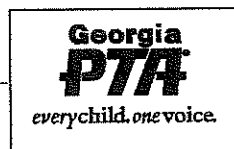
The Model PTA Living Document provides for easy record keeping and serves as part of the local unit's history. Keep track of the local unit PTA's progress by filling in the completed dates for each guideline accomplished.

All local unit PTAs/PTSAs that achieve The Model PTA status will be recognized at the Georgia PTA Convention Leadership Training held in the summer.

Special Note:

- **All local unit PTA/PTSAs are encouraged to achieve Model PTA status.**
- **To achieve the Model PTA status please submit:**
 - **The Model PTA Report (Award Cover Sheet and both pages of the Living Document – Administrative and Operational Guidelines)**

THE MODEL PTA AWARD COVER SHEET



Instructions:

- ☐ Deadline: Postmarked on or before the second Friday in March.
- ☐ Print clearly.
- ☐ Faxed/electronic copies will not be accepted.
- ☐ Make a copy of your report. Reports submitted to Georgia PTA will **not** be returned.
- ☐ **Give a copy to District Director and Council President upon request.**
- ☐ Include a completed copy of The Model PTA Living Document and attach to this sheet.
- ☐ **Mail or deliver to: Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366.**

Date _____ PTA Local Unit ID# _____ District _____

Local Unit Name _____ Council _____

Check one:

- | | |
|---------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Elementary 750 and below | <input type="checkbox"/> Middle/Junior High School |
| <input type="checkbox"/> Elementary 751 and above | <input type="checkbox"/> High School |
| <input type="checkbox"/> K-8 School | |

President's Name _____ Cell Phone _____

Address _____ Home Phone _____

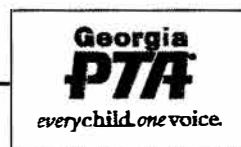
City _____ State _____ Zip _____

Email _____

Principal's Name _____

- ☐ **Complete 13 of the 15 Administrative Guidelines to achieve this award.**
Check the criteria completed on the next page and keep a copy for your records.
- ☐ **Complete the Operational Guidelines.**
- ☐ **Complete The Model PTA Challenge – one or more options found on the Operational Guidelines.**
- ☐ **ACHIEVE THE MODEL PTA STATUS: Submit this Model PTA Award Cover Sheet and a completed copy of BOTH the Administrative Guidelines and the Operational Guidelines postmarked by the second Friday in March.**

THE MODEL PTA – LIVING DOCUMENT



ADMINISTRATIVE GUIDELINES	Recommended Date	Completed (Date & Initial)
1. Submit names and contact information of Incoming Officers by May 1 (or as soon as elected), and Incoming Chairs by August 31 through MemberHub	May 1 / August 31	
2. Maintain updated and approved Bylaws on file at the state office, with a copy of the Bylaws given to all board members. Review Bylaws for possible amendments needed.	November 15	
3. Meetings: Prepare a calendar of the year's meetings and events, including Georgia and National PTA events. (Send a copy of calendar to Council and District upon request).	By First Day of School	
4. Committees develop Plans of Work and submit to the Executive Committee for approval.	By First Day of School	
5. Submit a copy of the PTA Audit/Financial Review to the state office.	Last Business Day in September	
6. Operate within and maintain an approved working budget. The budget and Audit Report should be approved by the general membership at the first general membership meeting of the school year.	September 30	
7. Submit all State and National portion of membership dues to the state office on a monthly basis, and Council dues and fees by due date.	Monthly	
8. Send at least one delegate to attend all Council meetings, <i>and</i> District Fall and Spring Conferences. Note: Does not have to be President.		
9. Set a membership goal to increase last year's membership. A realistic goal is 100% membership, or a 2% increase (last year's final membership number <u>plus</u> 2%).	100% membership or 2% increase	
10. Members of Board attended Georgia PTA Convention Leadership Training	June 6-7, 2025	
11. <u>Attend any two of the following State or National events:</u> National PTA Convention; PTA Day at the Capitol; PTA University; District or Council School of Information or other workshop. (underline or circle the events attended)		
12. Attend at least one (1) local School Board of Education meeting, and submit a report to the board of directors.		
13. Purchase PTA insurance.	September 30 (or premium due date)	
14. File 990 and submit the 990 Filing Confirmation form to the state office.	15 th day of the fifth month after FYE	
15. Develop and implement a communications plan that uses available resources: website, social media, flyers, school marquee, bulletin board, technology, etc.	Ongoing	

OPERATIONAL GUIDELINES

1. Appoint/Elect a Family Engagement (FE) Chair to the PTA Board of Directors; contact information sent to the state office by August 31st.
2. The FE Chair attends Model PTA or other Family Engagement workshop/training offered by state, district or council before or during the school year.
3. The Chair understands and applies the National PTA Standards for Family- School Partnerships to local unit programs and events. (E-learning courses available at pta.org)
4. Collect feedback from parents and community on current family engagement practices and programs.
5. Results of the input are processed, shared and discussed.
6. Discuss/develop a written Family Engagement Policy, whether a Title I or Non-Title I school.
7. Discuss/develop a written Family Engagement Plan of Work, based on the input results and/or FE Policy.
8. Implement and evaluate programs/events throughout the year.
9. Celebrate the work accomplished, and thank volunteers, parents, teachers, staff and community for their partnership!
10. In a written narrative – describe one program/event/activity that engaged families during this school year. Include a description of the event, communication methods used, target audience, number of families impacted. Description should not exceed two (2) pages, including narrative and documentation of flyers, pictures, etc., and be included in The Model PTA Award submission.
11. Take the Model PTA Challenge *by completing one or more of the following options:*
 - ☐ Complete and submit the Georgia PTA Hearst Family-School Partnership Awards Criteria (on our website and the following pages).
 - ☐ Host at least one (1) of the following resources at your local school PTA/PTSA general meeting:
 - Strong Fathers. Strong Families event
 - Watch D.O.G.S. event
 - Host a Parent Involvement/Family Engagement program, in November, to celebrate Family Engagement month.
 - ☐ Complete the Family Engagement Certificate of Completion – online Family Engagement modules
 - ☐ Share a National PTA Family Resource with your Local Unit PTA members
 - ☐ Apply to become a National PTA School of Excellence

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

THE MODEL PTA

TIPS FOR SUCCESS:

Understand basic assumptions about families, students and schools and share with Local Unit PTA board members:

- ☐ All parents regardless of their socio economic status and educational background want what is best for their children.
- ☐ All teachers, administrators and Principals want to provide the best instruction they can for all their students.
- ☐ Parents feel connected to their child's educational journey from kindergarten to college when they understand what happens in the classroom, each grade level, year after year.
- ☐ The process for building successful partnerships is grounded in the National Standards for Family-School Partnerships and consists of three basic steps. The first step is raising awareness about the power of family and community involvement. The second step is to take action and the third step is to celebrate. Refer to National PTA's resource document: http://www.pta.org/files/BSP_Booklet.pdf

Local Unit PTAs:

- ☐ Attend training on The Model PTA!
- ☐ Learn how to implement the National Standards for Family-School Partnerships into programs and events.
- ☐ Discuss this program with board members, and agree together to build an effective family engagement system in the school using The Model PTA.
- ☐ Don't wait to start work on the Model PTA report. Date and initial each guideline when accomplished on both checklists. The President should review the Model PTA Living Document at each Executive Committee/Board meeting so that the document is kept current throughout the year. Even if a local unit misses a recommended date on the Administrative Guidelines, it should still "check the box" when the criterion is completed and initial and date.
- ☐ Ask questions from council or district PTA leaders throughout the year.

Council PTA leaders:

- ☐ Attend a workshop on The Model PTA program, and become familiar with the process in order to support local unit leaders.
- ☐ Provide workshops and trainings at Schools of Information and Priority Fairs on family engagement and Model PTA. Secure assistance from district or state leaders if needed.
- ☐ Maintain a record of participating local unit PTAs.
- ☐ Assign council officers to Local Unit PTAs/PTSAs to support their efforts in completing The Model PTA.

Georgia PTA:

- ☐ Offers workshops at the annual Convention Leadership Training on the Model PTA as part of the report writing and family engagement series.
- ☐ Offers PTA Universities and supports districts and councils with training.
- ☐ Provides assistance where needed.
- ☐ Contact the Family Engagement Chair for assistance - familyengagement@georgiapta.org.