

PRIORITY REPORT CRITERIA



There are eight (8) Priority Report areas for which units may submit reports to Georgia PTA. These reports must be received at the state office **on or before the last business day of February** and attached to a **PRIORITY REPORT COVER SHEET** to qualify for awards:

1. **Arts in Education** (including areas such as Cultural Arts, Reflections, Arts Advocacy)
2. **Communications** (including areas such as Publicity/Public Relations, Publications, Newsletter, Handbook, and Website) **Use the Communications Report cover sheet for this report; include two (2) issues of your PTA's newsletter and your PTA's handbook.**
3. **Community Outreach** (including areas such as Inclusiveness, Hispanic Initiative, Dad's Initiative, Youth Leadership Involvement, Nontraditional Membership, Community Service, and Service Learning)
4. **Education Enrichment** (including areas such as Environmental Education, Special Education, Character Education, Reading, Math, Science, etc. and any other program that supports/enhances the curriculum)
5. **Health/Youth Services** (including areas such as Childhood Obesity, Mental and Physical Health, Child and Youth Safety, Teen Driving, Underage Drinking, School Nurses)
6. **Legislation/Advocacy** (includes areas such as issue awareness and advocacy at the local, state or federal level, voter registration)
7. **Membership** (including areas such as Recruitment Campaigns, Membership Development, Founders Day)
8. **Parent/Family Involvement** (including areas such as Building Successful Partnerships, Parent Education, Family Learning and Fun, Community Collaborations)

Your reports will be judged on your thorough discussion of the following criteria:

1. **Goals:**
 - What were your objectives? What specifically did you set out to achieve?
 - Why were these goals important to your unit?
 - Who was your target audience(s)? How did you focus on this audience(s)?
 - How did you incorporate the National Standards for Parent Involvement in your PTA's goals?
2. **Projects and Programs:**
 - How did you incorporate the National Standards for Parent Involvement in your PTA's work?
 - How were your program(s) or projects(s) designed from inception to completion in order to implement your goals?
3. **Results:**
 - What were the outcomes of your program(s) or projects(s)?
 - How did you measure your success?
 - What factors contributed to your success?
 - What changes, if any, would you make to the program or project, and why?
4. **Resources:**
 - How did you involve students, parents, school personnel and/or community?
 - How did you use National PTA and Georgia PTA resources?
 - What resources (financial and human) and materials did you use to implement your program(s) or projects(s)?
 - What was the source of financial resources or funds used? Demonstrate how you applied the 3:1 Rule for fundraising activities to programs offered.

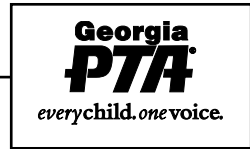
Documentation:

Include clear, concise material documenting the major aspects of your program(s) or projects(s). You should include notices, articles, photographs, materials distributed, evaluation forms, etc., that substantiate your PTA's work during the year.

Instructions:

- Complete one (1) priority report cover sheet for each priority report submitted to Georgia PTA.
- Page limit for each priority report is five (5) pages. Double-spaced, 12 pt. Times New Roman font or larger, 1" margins.
- Documentation limit for each priority report is five (5) pages.
- Make a copy for your files, as the copies sent to the state office will NOT be returned to your unit.
- Send a copy of each priority report to the state office, your District Director and Council President by the last business day of February.

PRIORITY REPORT COVER SHEET



Instructions:

- Deadline: Postmarked by the last business day of February.
- Use a separate form for each report.
- Faxed or electronic copies will not be accepted.
- Make a copy of your report. Reports submitted become the property of Georgia PTA and will **not** be returned. **Give a copy to the District Director and Council President.**
- Mail or deliver to: Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366.

Check the report you are submitting: (one cover sheet per report)

____ Arts in Education NOTE: Communications must use the Communications Report Cover Sheet

____ Community Outreach ____ Education Enrichment ____ Health/Youth Services

____ Legislation/Advocacy ____ Membership ____ Parent/Family Involvement

Date _____ Local Unit ID# _____ District _____

Council _____ Local Unit Name _____

Check One: ____ Elementary, 750 below ____ Elementary, 751-1,000 ____ Elementary, Over 1,000
 ____ Middle/Junior High ____ High

President's Name _____ Daytime Phone _____

Address _____ Evening Phone _____

City _____ Zip _____ Email _____

Committee Chair's Name _____ Daytime Phone _____

Address _____ Evening Phone _____

City _____ Zip _____ Email _____

Principal's Name _____

1. Page limits:

A maximum of five (5) pages is allowed for the written portion of each Priority Report.

2. Documentation:

A maximum of five (5) single pages of support documentation is allowed.

3. Report guidelines:

A page is standard 8.5" by 11" paper. Use one side only, *double-spaced*, with 1" margins. Pages must be numbered excluding the cover sheet. The written report may not be reduced. Print size must be 12 pt. Times New Roman or larger. Documentation may be reduced, but keep it legible. The cover of each report should be a completed copy of this **Priority Report Cover Sheet**.

4. Report covers: Do not submit reports in a protective cover. Staple 3 places along left hand margin.