



## THE MODEL PTA

### The Purposes of The Model PTA:

- Encourages and directs the local unit PTA to fulfill the requirements to be “In Good Standing”.
- Provides a framework and defines an effective process for family engagement, advocacy and partnership in the school community.

Assists the local school community to fulfill the parents’ rights and responsibilities under the current education legislation.

### The benefits for the Local Unit to achieve The Model PTA status:

- Provides a course of action to create and maintain a mature family engagement system within the school, creating a foundation of support for families to assist them in transitioning their children ready for school, kindergarten to grade 12, to graduation, to college and career ready.
- Fulfilling this process leads the local unit PTA to be an effective and more efficient school collaborator.
- Having an at-a-glance Administrative Guidelines checklist makes it easier for the PTA to address core issues, leaving time to connect with families on a more comprehensive level.
- Increases and enhances family and community involvement and engagement.

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

- Complete thirteen (13) of the fifteen (15) Administrative Guidelines.
- Complete 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.

### 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)r**

# 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:

- Elementary 750 and below
- Elementary 751 and above

- Middle/Junior High School
- High 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.**
- **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.**



<b>ADMINISTRATIVE GUIDELINES</b>	<b>Recommended Date</b>	<b>Completed (Date &amp; Initial)</b>
1. Submit names and contact information of Incoming Officers by May 1 (or as soon as elected), and Incoming Chairs by August 31, to the state office.	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, no later than September 30.	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 Target membership, <i>or</i> a 2% increase (last year's final membership number <u>plus</u> 2%).	Target membership <i>or</i> 2% increase	
10. Members of Board attended Georgia PTA Convention Leadership Training	June 23-25, 2016	
11. <u>Attend any two of the following State or National events:</u> National PTA Convention; PTA Day at the Capitol; Georgia PTA Advocacy Conference; 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 <sup>th</sup> 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, etc.	Ongoing	



**OPERATIONAL GUIDELINES**

1. Appoint a Family Engagement (FE) Chair to the PTA Board of Directors; contact information sent to the state office.
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 the National PTA Standards for Family-School Partnerships. (Elearning courses available at [pta.org](http://pta.org) as well as <https://vimeo.com/georgiaptatraining>)
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.
9. Celebrate the work accomplished, and thank volunteers, parents, teachers, staff and community for their partnership!
10. 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.

**OR** choose *one* area of the Georgia PTA Hearst Family-School Partnership Awards to write about (Criteria are on our website and on the following pages.).

**Completed  
(Date and Initial)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

# THE MODEL PTA

## OPERATIONAL CRITERIA FOR THE LOCAL UNIT PTA

1. The Executive Committee appoints a Family Engagement (FE) Chair; contact information is sent to the Georgia PTA office by August 30.
2. The FE Chair attends Family Engagement training offered by Georgia PTA; District or Council Schools of Information, Priority Fairs, or workshops. Maintain a Family Engagement procedure book.
3. The FE Chair Understands the National PTA Standards for Family-School Partnerships.
4. Implements ways to obtain feedback from parents and community on current parent involvement practices and programs.
  - Invites all families/community members to complete the Power of Partnerships Family Survey.
  - Available in English and Spanish on National PTA website at <http://www.pta.org/programs/content.cfm?ItemNumber=3126>
  - Middle and High School – invites students to fill out a student survey.
  - Hosts a series of ‘Coffee and Chat with the Principal’ sessions.
  - Hosts a forum or summit to discuss parent involvement opportunities and challenges.
  - Develops a creative way to access parent, teacher and community feedback.
5. Results of parent and community input are processed.
  - Calculate the results right away; present a report to the local unit Board of Directors.
  - Identify student, family, and school needs based on the School Report Card (CCRPI), the school Improvement Plan and conversations with the Principal as key measurable goals for the year.
6. Discuss and develop a written Family Engagement Policy. Does the school have a Family Engagement policy? (Title 1 schools must have a plan)

**Yes - Ask to see a copy of it and ask when it will be reviewed?**

Ask the Principal if it can be printed in the newsletter for parents to see.

What parent programs are planned for the school year as a result of the policy?

**No – Ask if a policy can be written!**

Ask the Principal if a parent/school committee could be formed to write a policy.

Share the parent and community input results with the Principal; determine with him/her target areas of need to assist in the development of a written parent involvement policy.

7. Discuss and develop a written Family Engagement Plan of Work, based on results of the parent and community input, and Parent Involvement policy (if the school has one).

Identify academic, social, economic needs of students and families

Determine goals and outcomes to be accomplished for the school year

Plan/organize programs to be implemented during the school year.

- Programs and events can be connected to current issues and affairs, students’ interests, family cultures, curriculum – academic standards!

- Identify programs that can be implemented during After School, Before School, or Summer School
- Focus on one topic or concern and select a theme; all programs, projects, events centered on awareness and solutions throughout the school year

#### 8. Evaluate!

Programs and events - successes and failures

Make recommendations for the upcoming school year.

Was there an increase in number of volunteers assisting children in school and at home?

Was there an increase in students' achievement as a result of programs and events?

Was there a connection to parents? Do parents feel welcome in the school?

Were the National PTA Standards for Family/School Partnerships implemented in all local unit programs, projects, and events?

Did membership increase?

#### 9. Celebrate the work and identify specific ways to thank parents, volunteers, teachers, staff and Community for all their work this year: Thank you cards, Volunteer Appreciation Breakfast, Lunch, Brunch

Articles and photographs on the website and in PTA/PTSA newsletter

More...

#### 10. 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.

**OR** choose *one* area of the Georgia PTA Hearst Family-School Partnership Awards to report on. Refer to that section of this guide for more information.

### TIPS FOR SUCCESS:

Understand basic assumptions about families, students and schools and share with local board:

- 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](http://www.pta.org/files/BSP_Booklet.pdf)

#### Local Unit PTAs:

- 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 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.
- Appoint council officers to specific areas of The Model PTA, and make local unit PTAs aware of assignments.

### **Georgia PTA:**

- Offers workshops at the annual CLT 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.