



TIPS FOR SUCCESSFULLY APPLYING FOR AWARDS

- Gain an understanding of the Reports process by attending a Report Writing workshop offered at a Georgia PTA University or council or district trainings.
- Follow all instructions carefully and completely.
- Complete all forms in their entirety; applications are eliminated regularly for being incomplete.
- Submit **two copies** of each report to Georgia PTA on time by personal delivery or U.S. mail (**postmarked on or before the second Friday in March**).
- Abide by the page limit. Consider picture collages or reduced newspaper articles for the documentation portion. If space allows, letters of support from community and/or school officials usually enhance an application.
- Choose your words carefully. Brief well-written summaries at the beginning of the narrative draw attention to the entire application and help summarize the contents quickly.
- Awards criteria provide local units with excellent goals. Use the awards criteria to develop goals and objectives.
- Creative and innovative entries usually carry more weight when being judged. The uniqueness of an idea may set one report apart from the rest.
- Consideration is given to entries that utilize resources available through Georgia and National PTAs and to projects that promote inclusiveness, parental involvement or student achievement.
- Always use proper grammar and spelling.
- Have someone read your work for clarity and mistakes before you submit your report.
- Reports must be typewritten, double-spaced, one-inch margins and 12 point (*only*), Times New Roman font.
- Due to time and equipment limitations, judges at the state level will be unable to view videos sent with entries.
- Arrange summary statements or answers to questions in the order requested.
- Organize the entire application for easy reference to supporting materials.
- Neatness and attractiveness are “eye catching.”
- Do not submit reports in a protective cover. Staple individual reports in 3 places along left hand margin. All three pages (Outstanding Local Unit Cover Sheet, Advocacy Checklist and Membership/Program Checklist) must be attached. If you complete a narrative or submit documentation, they must all be together and may not exceed the 8 and 10 pages allowed for the entire report. DO NOT staple all the reports together as they have to be separated for judging.
- Copy the entire completed application for your files. The work and history of your program are documented and should be placed in a file to share with your successors.
- Post your report on your PTA website or school web page.
- Provide a copy of your report to your council and district for their records and judging, if applicable.
- All entries submitted to the state level become the property of Georgia PTA and will not be returned.
- If requested, provide an electronic copy of all reports to be posted on the Georgia PTA website.

Special Note:

1. All local unit PTA/PTSAs are encouraged to achieve Model PTA status at a minimum.