



Guide to Michigan PTA Recognition Program 2019

Connect. Commit. Champion.

Includes:

Eligibility for Recognition

Distinctions between Certificates and Awards

Certificate of Achievement (when offered)

Michigan PTA Awards Checklist

Includes the following applications:

- *Best Male Involvement Program Award (U)*
- *Best Membership Campaign Award (U)*
- *Council Achievement or Unit Achievement Award*
- *Council Recognition or Unit Recognition Award*
- *Excellence in Communications Award (U/C)*
- *Healthy Lifestyles Award (U/C)*
- *MemberHub Master User Award (U/C)*
- *Outstanding Administrator of the Year Award (U/C)*
- *Outstanding Educator/Staff Member of the Year Award (U/C)*
- *PTA/PTSA Member of the Year Award (U/C)*



Michigan PTA Centennial Recognition Program Guidelines

Eligibility for Recognition

To be eligible for the Recognition Program, Units and Councils must satisfy Standards of Affiliation. The prerequisites are:

- *Register officer names and contact information with state office*
- *Remit annual unit dues (currently \$40)*
- *Remit membership dues to the state office by the 28th of each month (local units only)*
- *Submit a copy of the approved annual budget, audit, and Form 990 to the state office upon completion but not later than December 1st*
- *Submit names and dues of members*
- *Review/revise bylaws every three (3) years and submit a copy along with the minutes from the meeting in which members adopted them to the state office for approval*
- *Submit a copy of current Insurance coverage*

Distinctions between Certificates and Awards

***Certificates** are awarded based on information from the Field Service Reports (FSRs)/records. Units and Councils should make sure that all membership data is sent to the Office on a regular basis by the 28th of each month. Certificates are non-competitive.*

***Awards** are competitive and are judged independently by the Awards Committee (sometimes Awards are judged by other states). Not every award is required to be given, even if there are applicants. This category is designed to showcase the efforts of our units and councils, not to award participation/recognize nominees.*

Certificate of Achievement

The Certificate of Achievement is issued to those units who meet the eligibility requirements for recognition and have obtained the goal membership for the year by the April 15th deadline. Only information submitted properly to the state office by the deadline qualifies for consideration.

Michigan PTA Awards Checklist

Action/Activity	Deadline/Date	Responsibility/Requirements	Points	Yr
New-Unit-Bonus	February	Unit-must-be-established-by-February	5,000	X
Activate-MemberHub-Portal-for-Unit	February	X	5,000	X
Submit-Unit-Dues-Remittance-Form	90-days/December-1st	SOAR	500	X
Submit-copy-of-Bylaws	90-days/every-3-years	SOAR	500	X
Submit-Officers-contact-info	30-days/December-1st	SOAR	100-per-officer	X
Submit-copy-of-completed-990s	November-15/December-1st	SOAR	100	X
Submit-copy-of-Audit-from-previous-school-year	December-1st	SOAR	100	X
Submit-copy-of-current-school-year-Budget	90-days/December-1st	SOAR	100	X
Submit-SOA-documents-via-MemberHub	December-1st	SOAR	1,000	X
Submit-Membership-via-MemberHub	monthly-by-28th	SOAR	1,000	X
Submit-Unit-Calendar-of-activities-and-meetings	October	X	1,000	X
Submit-Reflections-Chair-contact-info	September	X	100	X
Submit-Membership-Chair-contact-info	September	X	100	X
Submit-Legislative-Chair-contact-info	September	X	100	X
Submit-names-of-Unit-members-who-serve-on-Michigan-PTA-Committees	as-appointed	X	100-per-named	X
Attend-the-MI-PTA-Conventions	July	X	100-per-attende	X
Attend-MI-PTA-Advocacy-Day	X	X	100-per-attende	X
Attend-Founders-Day-Celebration-in-Home-District	X	X	100-per-attende	X
Attend-Founders-Day-Celebration-in-another-District	X	X	100-per-attende	X
Host-a-CCRI/ESSA-Workshop-at-your-Unit-or-Council	April	X	100-per-event	X
Invite-Michigan-PTA-BOD/Officers-to-local-Founders-Day	X	X	1,000	X
Invite-Michigan-PTA-BOD/Officers-to-local-Units/Council-Events	September	X	500-per-invitation	X
Submit-Reflections-entries	X	X	500	X
Submit-Best-Practices-or-model-documents	September	X	100-per-item	X
Host-a-Michigan-PTA-event/workshop/meeting	X	X	500	X
Achieve-Membership-that-reaches-last-year's-total	April	X	1,000	X
Achieve-Membership-that-exceeds-last-year's-total	April	X	1,200	X
@Achieve-100-Members	October-31/February-28	X	1,000	X
@Achieve-100-Members-over-last-year's-total	February-28	X	2,000	X
Provide-a-link-to-your-Unit/Council-website-for-Michigan-PTA-website	X	X	500	X
Submit-Delegate-list-to-Michigan-PTA-for-Michigan-PTA-Conventions	June	X	500	X
Attend-National-PTA-Legislative-Conferences	March	X	50-per-attende	X
Attend-National-PTA-Convention-and-Expo	June	X	100-per-attende	X
Participate-in-Michigan-PTA-Webinars	X	X	50-per-Webinar	X
Apply-for-Michigan-PTA-Awards-with-competitive-entries	X	X	100-per-category	X

Michigan PTA 2019 Awards

- *Best Male Involvement Program Award (U)*
- *Best Membership Campaign Award (U)*
- *Council Achievement or Unit Achievement Award*
- *Council Recognition or Unit Recognition Award*
- *Excellence in Communications Award (U/C)*
- *Healthy Lifestyles Award (U/C)*
- *MemberHub Master User Award (U/C)*
- *Outstanding Administrator of the Year Award (U/C)*
- *Outstanding Educator/Staff Member of the Year Award (U/C)*
- *PTA/PTSA Member of the Year Award (U/C)*
- *Shaton Berry Spirit of PTA Award*
- *Brian Whiston Advocate of the Year Award*