

## Area 15 2007-2008 Local PTA Unit Directory Requirements

I. General Appearance (12%)	
Neat, attractive, legible and a convenient size .....	5%
The Directory <b>must</b> include the following information <b>in the exact order listed below</b> .....	7%
II. Contents	
A. Outside Cover (11%)	
1. Name of local PTA.....	2%
2. City and state.....	2%
3. Website .....	0%
4. Name of Council (only applies to units in a council).....	1%
5. Area 15 .....	2%
6. Texas Congress of Parents and Teachers.....	2%
7. Year (2007-2008) .....	2%
B. Title Page (12%)	
1. Name of local PTA.....	2%
2. Date local PTA was organized .....	2%
3. School Street address, city and state.....	1%
4. School contact information (optional) school telephone number, fax number, website.....	0%
5. Name of Council (applies only to units in a council).....	1%
6. Area 15 .....	2%
7. Texas Congress of Parents and Teachers.....	2%
8. Year (2007-2008) .....	2%
C. Following Pages (65%)	
1. Table of contents (including Information Usage Policy for your directory).....	1%
2. Dedication page (optional) .....	0%
3. PTA Objects .....	5%
4. Names and contact information of National, State, Region, Area, and Council President .....	5%
5. List of local Past Presidents (years served, if possible) (optional).....	0%
6. List of all Texas, National Life Memberships and Extended Service Award Recipients having been honored by the Local PTA Unit (year awarded, if possible) (optional) .....	0%
7. Names and contact information of Local PTA Officers and Chairmen.....	5%
8. Local Unit PTA Goals .....	5%
9. List of Regular Local Unit PTA Meetings with the program information (titles, dates, times, locations, speakers) .....	5%
10. Order of Business.....	5%
11. List of Local Unit Parent Education Programs (titles, dates, times, locations, speakers) .....	5%
12. List of Local PTA events in a calendar or chronological format (optional) .....	0%
13. School Faculty .....	4%
14. School calendar or ISD calendar of holidays, school terms, 6-9 week breaks .....	5%
15. Contact information for the ISD Administration (optional).....	0%
16. Names and contact information for ISD Board of Education or School Trustees .....	5%
17. Dates, times and location of school board meetings (optional) .....	0%
18. Texas State Board of Education & Commissioner.....	3%
19. Texas Legislators (Governor, Lieutenant Governor, Senators, & Representatives) .....	5%
20. A short history of the school or the name of the school when appropriate .....	3%
21. Bylaws and Standing Rules of Local PTA Unit (optional) .....	2%
22. Bylaws approval date by the Texas PTA within last five years on first or last page of the Bylaws and Standing Rules section .....	2%

All required elements should be included in the Directory to maintain its integrity as a PTA publication. Other items that are useful to your PTA and school may be incorporated in the above, but not used for grading. "PTA" is a registered trademark and should not have periods or hyphens. Please attach a note to the Directory if an item is not applicable to your school to insure proper credit.

(see reverse)

**Mail one (1) copy of the directory for grading purposes postmarked by March 3rd to the Area Secretary:**

Kathryn Lewis  
2017 Chessington Lane  
McKinney, Tx 75070

**Mail one (1) copy of the directory to the Area 15 President (see below) to be retained by the Area 15 President.**

*Graded directories will be available at the 2008 Spring Conference and should be picked up at that time. Please include a ziploc plastic bag for each directory sent.*

Highest Honor..... Gold seal with blue & gold ribbon.....grade of 90-100%  
Honor ..... Gold seal with blue ribbon.....grade of 80-89%  
Honorable Mention ..... Gold seal only.....grade of 70-79%

PTA contact information to be included in directory (See #4 above).

**National PTA President**

Jan Harp Domene  
541 North Fairbanks Court, Suite 1300  
Chicago, Illinois 60611-3396  
email: [info@pta.org](mailto:info@pta.org)

**Texas PTA President**

Michelle Humphreys  
408 West 11<sup>th</sup> Street  
Austin, Texas 78707-2199  
email: [shellhumphreys@msn.com](mailto:shellhumphreys@msn.com)

**Region V Vice-President**

Pam Becknal  
408 West 11<sup>th</sup> Street  
Austin, Texas 78701-2199  
email: [pgbecknal@sbcglobal.net](mailto:pgbecknal@sbcglobal.net)

**Area 15 President**

Trish McMinn  
1306 Lighthouse Lane  
Allen, Texas 75013  
Email: [tmcminn\\_area15pres@sbcglobal.net](mailto:tmcminn_area15pres@sbcglobal.net)