Hello Everyone

Hope all is well with you and your units. A big thank you for those that have sent the things needed to be in good standing, there are some units we are still needing even the basic information from such as an officer list, if your unit is one of them please make sure we get that or if your officer line up has changed we need to know that too so our information gets to the right person. Officer list fill ins can be found on both our website and is on our Facebook page.

I have heard of many great things going on at units across the state and would like to hear more. You can share them on the Wisconsin PTA Facebook page anytime or send it to info@wisconsinpta.org, if you have pictures include them. It has been also great to hear that many units have requested more membership cards this year and even now a few months into the school year several have 100% faculty GREAT JOB ! In this packet we have included our award winners so far. FYI if you need more membership cards just call or email our office and we will get them out to you.

Speaking of awards, the awards packet is included with this packet along with other opportunities to apply for. Please take the time and apply for as many as you can the committee is always looking for more.

Did your officers attended any leadership training or gone to the PTA.org website for e-learning courses? We were very happy to be able to do three trainings this year. Thank you to the Councils and schools that were hosts to our trainings. I hope for next year to be holding them earlier in the school year. I would also like to thank those councils or units that held their own trainings to fill in where we were not able to be. Just so you know Region Advisors are available to answer your questions as well. TOGETHER we are on track to have a very successful year.

We are very excited to let you know that the Wisconsin PTA convention will be held at the Radisson Hotel Milwaukee West, located in Tosa (across from Mayfair Mall, April 28-29, 2017. This is a great opportunity for units in that area to attend convention along with units all over the state, More information will be coming out in the January convention mailing, but contact us if you know of a group or business that may want to sponsor our event in anyway. At this convention we will be electing a full slate of officers and the nominating committee is looking for candidates, please consider this position or others we have on the board now.

Thank you for all of your hard work and dedication TOGETHER we will continue to do GREAT things here in Wisconsin.

Awards Packet
Joan Dykstra Scholarship Fund
Nominations
Bylaws Procedure
Legislative Conference Registration
...and much more included within
ANNUAL

WISCONSIN PTA

AWARDS BOOKLET
Dear PTA Leaders:

Awards are one of the best networking tools for PTAs. This packet provides all of the information that is pertinent to any award from Wisconsin PTA, including the criteria and applications for:

- Local Unit and Council Awards
  - Program of the Year
  - Newsletter of the Year
- Individual Awards
  - Wisconsin PTA Outstanding Educator Elementary/Secondary
  - Ron Dunlap Administrator of the Year
  - Honorary Life Membership
  - Joan Dykstra Friend of Children
  - Katzer-Smith Volunteer Service
  - Kim Schwantes Watching Children Blossom

The award year runs from March through February. All award applications must be submitted electronically and received by the Awards Committee no later than 12:00 p.m. on March 1, 2017. It is preferred that any awards submitted be done so in a pdf format. An email will be sent to the person submitting the award to verify that an application has been received.

Please share the criteria and applications with all of your PTA's members to give everyone with an opportunity to recognize the good work being done by your PTA and its members.

We often hear that our members are not interested in the awards, that they don’t need a “pat on the back.” Awards are about much more than the recognition. They are a tremendous source of information for new programs, ideas for working with teachers and administration and a wonderful way to say “thank you” to your volunteers. Please be sure to take the time to go over the criteria and submit your nominees for every one of the awards offered.

Awards will be presented during the 2017 Wisconsin PTA Convention, in Milwaukee. We hope to see all of the nominees and recipients at convention to accept their awards and talk to the delegates about their work during this year for the children of Wisconsin.

Questions? Please send an email to awards@wisconsinpta.org

Continued success to all Wisconsin PTAs.

everychild.onevoice.

Wisconsin PTA Awards Committee
WISCONSIN PTA AWARDS APPLICATION 2016-17
All applications to be submitted electronically no later than March 1, 2017 12:00 p.m.

Application for:
☐ Local Unit       ☐ Council       ☐ Individual

Award applying for:
☐ Program of the Year  ☐ Newsletter of the Year  ☐ PTA of the Year
☐ Outstanding Educator Award  ☐ Ronald Dunlap - Joan Dykstra Friend of Children
☐ Katzer-Smith Volunteer Service  ☐ Administrator of the Year  ☐ Honorary Life Membership
☐ Kim Schwantes Watching Children Blossom

Membership Totals: Current: __________ Date of Bylaws Approval: __________

Name of Nominee: ____________________________________________

Name of Newsletter (if applicable): ____________________________________________
☐ Online Only ☐ Printed

Name of Program (if applicable): ____________________________________________

Name of Person Submitting Nomination: ____________________________________________

PTA Unit/Council/Individual: ____________________________________________

Address: ____________________________________________

Email: ____________________________________________

Telephone Number: ____________________________________________

The person submitting the nomination will be the only person notified of the results. If someone else should be notified please provide their name and contact information:

________________________________________________________________________

Award certificates and plaques will be printed as presented above. Please verify spelling and punctuation.

Guidelines:
1. Application form must be completed and submitted separately for all awards.
2. Selection Criteria must be submitted using no less than 12 point font.
3. Up to three (3) letters of recommendation may be submitted in support of the nominee (1 page each).
4. All applications must be submitted electronically to the Awards Committee at: awards@wisconsinpta.org.
5. Any submitting PTA must be a PTA in Good Standing as of the date of application.
6. Additional requirements may be included in the description of the Awards for Wisconsin PTA.

*Note that the applications that follow will be the only criteria used to determine finalists. Take your time in completing any/all applications to best represent your nominee(s).
WISCONSIN PTA HONORARY LIFE MEMBERSHIP  
(Individual)

This nomination is for the Wisconsin PTA Honorary Life Membership Award, the highest honor presented by Wisconsin PTA, and is given annually at the Wisconsin PTA convention. An Honorary Life Membership is presented in recognition of outstanding and faithful service performed in the interest and welfare of children. It is suggested that nominees have been active PTA members for at least five (5) years.

**Wisconsin PTA Honorary Life Membership Selection Criteria**

- A Wisconsin PTA Awards Application 2016-17 (found on page 4) must be submitted for any nominee(s).
- Nominees may be from a local unit, council or other health, welfare or educational organization where there has been an excellent advocacy effort for children.
- Nominees have a commitment to the health, welfare and education of children.
- Nominee is a dedicated individual who has given unselfishly of their time and talents.
- Nominee has shown an active interest and participation in PTA and its Mission.
- In 300 words or less address each of the following areas:
  - Provide background information regarding nominee’s PTA involvement, community involvement, leadership, civic, educational, church and/or service club activities.
  - Explain how the nominee has made significant contributions to the work of PTA.
  - Other comments.

Nominees named as recipients of the Wisconsin PTA Honorary Life Membership are recognized with a certificate and pin as well as invitations to attend and be recognized at annual Wisconsin PTA conventions as well as a lifetime subscription to the Wisconsin Parent-Teacher newsletter.

Please keep in mind the Honorary Life Membership Award does not carry with it the right to vote, make motions or serve as an officer unless the recipient has paid membership dues for the current membership year.

All entries must be submitted electronically on or before **12:00 p.m. on March 1st** to be eligible for consideration.

Please direct any questions to the Awards Committee by contacting the Wisconsin PTA Office at **(608) 244-1455** or via e-mail: awards@wisconsinpta.org.

*Note: Any nominee for Wisconsin PTA Honorary Life Membership not selected by the Awards Committee may still receive an Honorary Life Membership, through purchase, from the Wisconsin PTA office. You can then present the award at your local council or unit recognition event.*
KATZER-SMITH VOLUNTEER SERVICE AWARD
(Individual)

The Katzer-Smith Volunteer Service Award recognizes the outstanding efforts of a PTA/PTSA volunteer who has given above and beyond the call of duty to your PTA/PTSA and the community.

The Katzer-Smith Volunteer Service Award was created in 1987 in memory of two long-time board members of District Four, Helen E. Katzer and Sylvia C. Smith. Helen, of Wauwatosa, served as District Four President and also as President of the Wisconsin PTA. Sylvia, of Milwaukee, served as District Four President and also on the Board of Directors in that capacity. Both remained active at their local and council levels of the PTA for many years, serving untiringly throughout their lifetimes. Their total commitment and dedication to the Objects of the PTA, as well as their civic and religious organizations, form the foundation from which this award was designed.

Katzer-Smith Volunteer Service Award Selection Criteria

- A Wisconsin PTA Awards Application 2016-17 (found on page 4) must be submitted for any nominee(s).
- Nominees may be from a local unit, council or other health, welfare or educational organization where there has been an excellent advocacy effort for children.
- Nominees have a commitment to the mission of PTA.
- Nominee is a dedicated individual who has given unselfishly of their time and talents to the PTA and other community organizations or programs.
- In 300 words or less please address each of the following:
  - Provide background information regarding nominee’s PTA and/or community involvement, leadership, civic, educational, church and/or service club activities.
  - Explain how the nominee has made significant contributions as a volunteer.
  - Additional comments, if desired.

The Wisconsin PTA Awards Committee will review all applications and select the recipient of this award. The person identified on the application as the submitting/contact person will be notified by email or telephone no later than March 15th. All other PTA/PTSA Units/Council that have submitted an application will receive a certificate of recognition acknowledging the nominee’s outstanding commitment to volunteer service. No notifications will be sent directly to any nominee.

The recipient of the Katzer-Smith award will be invited, through the contact person, to the Wisconsin PTA Convention in April where the selected nominee will be presented with this prestigious award.

All entries must be submitted electronically on or before 12:00 p.m. on March 1st to be eligible for consideration.

Please direct any questions to the Awards Committee by contacting the Wisconsin PTA Office at (608) 244-1455 or via e-mail: awards@wisconsinpta.org.
Kim Schwantes was the executive administrator at the Wisconsin PTA state office until she passed away unexpectedly in 2005. Kim was the friendly voice on the phone that helped PTAs around the state with questions, registration and concerns. Although Kim did not have children of her own she was an ardent supporter of children and PTA. Kim was also an accomplished gardener and loved growing flowers. Wisconsin PTA has established this “Watching Children Blossom” award in her memory.

Now is the time for your Unit or Council to nominate a person who has given above and beyond the call of duty to our children and to your PTA/PTSA to help children in your school blossom.

This award is for a non-teaching/counseling position. Some suggestions of possible nominees include: Secretary, Crossing Guard, Custodian, etc. This award is presented in the form of a certificate and a gardening gift certificate.

**Watching Children Blossom Award Selection Criteria**

- A Wisconsin PTA Awards Application 2016-17 (found on page 4) must be submitted for any nominee(s).
- Nominees must be submitted noting their name, occupation and place of employment.
- Nominees may be from a local unit or council, or from other health, welfare or educational organization who is either part of the non-teaching/counseling staff.
- Nominees do not have to be a PTA/PTSA member.
- Nominee is a dedicated individual who has given unselfishly of their time and talents to the health and/or welfare of children.
- Previous nominees may be resubmitted.
- In 300 words or less please address each of the following:
  - Provide background information regarding nominee’s commitment to children.
  - Explain how the nominee has made significant contributions in the lives of children.
  - Additional comments, if desired.
  - No more than two (2) letters of recommendation may be submitted.

The Wisconsin PTA Awards Committee will review all applications and select the recipient of this award. The person identified on the application as the submitting/contact person will be notified by email or telephone no later than March 15th. No notifications will be sent directly to any nominee.

The recipient of the Watching Children Blossom award will be invited, through the contact person, to the Wisconsin PTA Convention in April where the selected nominee will be presented with this award.

All entries must be submitted electronically on or before **12:00 p.m. on March 1st** to be eligible for consideration.

Please direct any questions to the Awards Committee by contacting the Wisconsin PTA Office at **(608) 244-1455** or via e-mail: awards@wisconsinpta.org.
RONALD DUNLAP ADMINISTRATOR OF THE YEAR AWARD
(Individual)

Ronald Dunlap has served the Wisconsin PTA Board of Directors for more than a decade as the Association of Wisconsin School Administrators (AWSA) Liaison. Ron is a former administrator in the Appleton area and has been a guiding force and inspiration to his staff, the parents in his schools and, most importantly, the children in his care. To honor Ron for his dedicated service to PTA the Ronald Dunlap Administrator of the Year award was created to recognize school administrators (principal, vice principal, or assistant principal) who exemplify excellence in educational administration. The criteria for this award include: excellence in administrative effectiveness and past and present PTA involvement as well as community and professional organization involvement.

This award will be presented at the Wisconsin PTA Convention in April. We would appreciate that recipients be in attendance.

Ronald Dunlap Administrator of the Year Selection Criteria

The Wisconsin PTA Awards Application 2016-17 (found on page 4) must be submitted for any nominee(s).

Address in 300 words or less the following criteria as they pertain to your nominee:

- **Administrator's Relationship with Students**: Describe how the administrator interacts with students. Be specific about such things such as how the administrator is raising student achievement levels, building a positive school climate and inspiring students academically and personally.
- **Administrator's Relationship with Staff**: Describe how the administrator provides a positive teaching and learning experience for all staff, provides opportunities for professional development for staff and seeks collaboration among staff and administration with regard to various areas such as assessments, curriculum, and overall learning environment.
- **Administrator's Relationship with Parents**: How does the administrator support National PTA's National Standards for Parent/Family Involvement Programs? Describe how the administrator has initiated or supported communication between parents, students, and educators. How accessible is the administrator to parents? How does the administrator incorporate parent involvement in the decision making process?
- **Administrator's Relationship with PTA**: Summarize the administrator’s involvement with the PTA. How does he or she demonstrate commitment to the Objects of the PTA?
- **Administrator's Relationship with the Community**: Describe how the administrator links the school with the community. How does the administrator involve community members in the life of the school, draw on community resources, and encourage students to participate in the community? Provide evidence that the administrator is accessible to community leaders and other community members.
- **Administrator's Relationship with the Profession**: Describe the nominee’s professional preparation and participation in continuing education and/or participation in professional associations. Note any relevant honors.
- **Administrator's Accountability to School District**: Describe specific leadership activities and accomplishments such as school climate, school budget, assessment scores and processes, sponsorship of student and school activities, mentoring of new educators and any new initiatives determined by the school district.

All entries must be submitted electronically on or before **12:00 p.m. on March 1st** to be eligible for consideration.

Please direct any questions to the Awards Committee by contacting the Wisconsin PTA Office at **(608) 244-1455** or e-mail: awards@wisconsinpta.org.
OUTSTANDING EDUCATOR AWARD
Elementary and/or Secondary
(Individual)

Nominees for WI PTA Outstanding Educator can be a classroom teacher, special area teacher, media specialist, reading specialist or EEN teacher, etc. This award honors actively involved teachers who go above and beyond the call of duty.

The criteria for this award is excellence in teaching effectiveness and past and present PTA involvement as well as community and professional organizations involvement.

Awards are presented for both Elementary and Secondary teachers and will be presented at the Wisconsin PTA Convention in April. We would appreciate that recipients be in attendance to receive their award.

Outstanding Educator Selection Criteria

The Wisconsin PTA Awards Application 2016-17 (found on page 4 must be submitted for any nominee(s).

Address in 300 words or less the following criteria as they pertain to your nominee:

- **Educator’s Relationship with Students.** Describe how the educator interacts with students. Be specific about such things as how the educator builds on student strengths, helps students overcome weaknesses, recognizes and provides for individual differences among students, encourages respect for differences and inspires students academically and personally.

- **Educator’s Relationship with Parents.** How does the educator support National PTA’s National Standards for Parent/Family Involvement Programs? Describe how the educator has initiated or supported communication between parents and students and between parents and educators. How accessible is the educator to parents? Does the educator provide evaluations of student progress and notify parents promptly of student achievements or concerns? Are parents involved and informed about decisions? Be specific and give examples.

- **Educator’s Relationship with PTA.** Summarize the educator’s involvement with the PTA. How does he or she demonstrate commitment to the Objects of the PTA?

- **Educator’s Relationship with the Community.** Describe how the educator links the classroom with the community. How does the educator involve community members in the life of the school, draw on community resources and encourage students to participate in the community? Is the educator accessible to community leaders and other community members?

- **Educator’s Relationship with the Profession.** Describe the nominee’s professional preparation and participation in continuing education. Describe specific professional activities and accomplishments such as development of curriculum, development of assessment processes, sponsorship of student activities, mentoring of new students and/or participation in professional associations. Note any relevant honors.

All entries must be submitted electronically on or before **12:00 p.m. on March 1st** to be eligible for consideration.

Please direct any questions to the Awards Committee by contacting the Wisconsin PTA Office at **(608) 244-1455** or e-mail: **awards@wisconsinpta.org.**
LOCAL UNIT AND COUNCIL ACHIEVEMENT AWARDS

All applications for Achievement Recognition Awards must be received electronically March 1, 2017 at 12:00 p.m. Units and councils submitting award applications must be in good standing. A suggestion would be to create a committee within your unit to process award applications. Please keep in mind that as the name of the PTA/PTSA or Council appears on the application form so shall it appear on the award presented. Take your time and check for accuracy!

All awards will be presented at the annual Wisconsin PTA Convention in April. We strongly encourage all applicants to be on hand at that presentation to accept their awards and respond to questions and comments from the delegates and guests.

1. LOCAL UNIT OUTSTANDING PROGRAM OF THE YEAR AWARD – TRADITIONAL

An outstanding program award will be given at both the elementary and secondary levels, if the programs merit the distinction.

2. LOCAL UNIT OUTSTANDING PROGRAM OF THE YEAR AWARD – NON-TRADITIONAL

An outstanding program award will be given at both the elementary and secondary levels, if the programs merit the distinction.

3. COUNCIL PROGRAM OF THE YEAR AWARD

This award will be presented to the council with the best program for 2016-17, if the program merits the distinction.

4. LOCAL UNIT NEWSLETTER AWARD

An award will be given, at both the elementary and secondary levels, to the unit submitting the best newsletter overall from those meeting the criteria and following the rules outlined. A winner is chosen for the award, if it merits the distinction.

5. COUNCIL NEWSLETTER AWARD

Award will be given to the council submitting the best newsletter overall from those meeting the criteria and following the rules outlined. One winner is selected for the award, if it merits the distinction.

DEFINITIONS:

Traditional Program: An activity/event currently promoted by National or Wisconsin PTA (i.e. Membership, Reflections, Founder’s Day, etc.)

Non-Traditional Program: An event or activity created by or for your PTA, your members, students, staff and/or community.
LOCAL UNIT OUTSTANDING PROGRAM OF THE YEAR AWARD - TRADITIONAL

CRITERIA and RULES:
1. The outstanding program of a local unit is to be a single program currently promoted by Wisconsin or National PTA in either an elementary or secondary PTA/PTSA school. It is not necessarily your PTA/PTSA's programs for the entire year.
2. Materials must be submitted electronically. A pdf format is recommended.
3. Entry must be prepared neatly and thoroughly, all materials printed or typed and all pictures labeled.
4. The first page shall only list the award name, PTA/PTSA name and region.
5. The second page shall be a Table of Contents.
6. The third page shall be the Wisconsin PTA Awards Application (found on page 4), completed as indicated.
7. The entry shall contain a precise report of the program. Contents should be brief, yet complete. Describe your program, list speakers or persons in charge, number of persons attending and how your program was received.
8. Include pictures, newsletters, flyers, newspaper clippings and other supportive materials that pertain to your program.
9. **Entry must be received electronically no later than March 1st at 12:00 p.m.**
10. Your PTA/PTSA must be in Good Standing.
11. Please check to ensure your PTA/PTSA name appears on the application the way you wish to have it appear on your award should you win.

LOCAL UNIT OUTSTANDING PROGRAM OF THE YEAR AWARD - NON-TRADITIONAL

CRITERIA and RULES:
1. The outstanding program of a local unit is to be a single program created by or for your PTA in either an elementary or secondary PTA/PTSA school. It is not necessarily your PTA/PTSA's programs for the entire year.
2. Materials must be submitted electronically. A pdf format is recommended.
3. Entry must be prepared neatly and thoroughly, all materials printed or typed and all pictures labeled.
4. The first page shall only list the award name, PTA/PTSA name and region.
5. The second page shall be a Table of Contents.
6. The third page shall be the Wisconsin PTA Awards Application (found on page 4), completed as indicated.
7. The entry shall contain a precise report of the program. Contents should be brief, yet complete. Describe your program, list speakers or persons in charge, number of persons attending and how your program was received.
8. Include pictures, newsletters, flyers, newspaper clippings and other supportive materials that pertain to your program.
9. **Entry must be received electronically no later than March 1st at 12:00 p.m.**
10. Your PTA/PTSA must be in Good Standing.
11. Please check to ensure your PTA/PTSA name appears on the application the way you wish to have it appear on your award should you win.
COUNCIL OUTSTANDING PROGRAM OF THE YEAR AWARD

CRITERIA and RULES:
1. The council outstanding program of a local unit is to be a single program. It is not necessarily your council’s programs for the entire year.
2. Materials must be submitted electronically. A pdf format is recommended.
3. Entry must be prepared neatly and thoroughly, all materials printed or typed and all pictures labeled.
4. The first page shall only list the award name, PTA/PTSA name and region.
5. The second page shall be a Table of Contents.
6. The third page shall be the Wisconsin PTA Awards Application (found on page 4), completed as indicated.
7. The entry shall contain a precise report of the program. Contents should be brief, yet complete. Describe your program, list speakers or persons in charge, number of persons attending and how your program was received.
8. Include pictures, newsletters, flyers, newspaper clippings and other supportive materials that pertain to your program.
9. Entry must be received electronically no later than March 1st at 12:00 p.m.
10. Your PTA/PTSA must be in Good Standing.
11. Please check to ensure your PTA/PTSA name appears on the application the way you wish to have it appear on your award should you win.
LOCAL UNIT NEWSLETTER AWARD – PRINT ONLY

CRITERIA and RULES:
1. Must be a PTA/PTSA publication (not your school’s newsletter).
2. Four (4) issues must be submitted for judging, no more, no less.
3. At least one (1) issue shall contain the addresses of the National PTA headquarters and the Wisconsin PTA Office.
4. Legislative information shall be featured in at least two (2) issues.
5. All dates pertaining to the Wisconsin PTA Convention and the National PTA Convention shall be published in at least one (1) issue.
6. At least one (1) issue shall include information on Founder’s Day.
7. Materials must be submitted electronically. A pdf format is recommended.
8. Entry must be prepared neatly and thoroughly, all materials printed or typed and all pictures labeled.
9. The first page shall only list the award name, PTA/PTSA name and region.
10. The second page shall be a Table of Contents.
11. The third page shall be the Wisconsin PTA Awards Application (found on page 4), completed as indicated.
12. The entry must contain the newsletter issues that meet the criteria above.
13. Entry must be received electronically no later than March 1st at 12:00 p.m.
14. Your PTA/PTSA must be in Good Standing.
15. Please check to ensure your PTA/PTSA name appears on the application the way you wish to have it appear on your award should you win.

LOCAL UNIT NEWSLETTER AWARD – ONLINE ONLY

CRITERIA and RULES:
1. Must be a PTA/PTSA publication (not your school’s newsletter).
2. Four (4) issues only, must be submitted for judging, no more, no less.
3. At least one (1) issue shall contain the addresses of the National PTA headquarters and the Wisconsin PTA Office.
4. Legislative information shall be featured in at least two (2) issues.
5. All dates pertaining to the Wisconsin PTA Convention and the National PTA Convention shall be published in at least one (1) issue.
6. At least one (1) issue shall include information on Founder’s Day.Materials must be submitted electronically. A pdf format is recommended.
7. Entry must be prepared neatly and thoroughly, all materials printed or typed, and all pictures labeled.
8. The first page shall only list the award name, PTA/PTSA name and region.
9. The second page shall be a Table of Contents.
10. The third page shall be the Wisconsin PTA Awards Application (found on page 4), completed as indicated.
11. The entry must contain the newsletter issues that meet the criteria above.
12. Entry must be received electronically no later than March 1st at 12:00 p.m.
13. Your PTA/PTSA must be in Good Standing.
14. Please check to ensure your PTA/PTSA name appears on the application the way you wish to have it appear on your award should you win.
COUNCIL NEWSLETTER AWARD – PRINT ONLY

CRITERIA and RULES:
1. Must be a PTA/PTSA publication (not a school’s newsletter).
2. Four (4) issues only, must be submitted for judging, no more, no less.
3. At least one (1) issue shall contain the addresses of the National PTA headquarters and the Wisconsin PTA Office.
4. Legislative information shall be featured in at least two (2) issues.
5. All dates pertaining to the Wisconsin PTA Convention and the National PTA Convention shall be published in at least one (1) issue.
6. At least one (1) issue shall include information on Founder’s Day.
7. Materials must be submitted electronically. A pdf format is recommended.
8. Entry must be prepared neatly and thoroughly, all materials printed or typed and all pictures labeled.
9. The first page shall only list the award name, PTA/PTSA name and region.
10. The second page shall be a Table of Contents.
11. The third page shall be the Wisconsin PTA Awards Application (found on page 4), completed as indicated.
12. The entry must contain the newsletter issues that meet the criteria above.
13. Entry must be received electronically no later than March 1st at 12:00 p.m.
14. Your PTA/PTSA must be in Good Standing.
15. Please check to ensure your PTA/PTSA name appears on the application the way you wish to have it appear on your award should you win.

COUNCIL NEWSLETTER AWARD – ONLINE ONLY

CRITERIA and RULES:
1. Must be a PTA/PTSA publication (not a school’s newsletter).
2. Four (4) issues only, must be submitted for judging, no more, no less.
3. At least one (1) issue shall contain the addresses of the National PTA headquarters and the Wisconsin PTA Office.
4. Legislative information shall be featured in at least two (2) issues.
5. All dates pertaining to the Wisconsin PTA Convention and the National PTA Convention shall be published in at least one (1) issue.
6. At least one (1) issue shall include information on Founder’s Day.
7. Materials must be submitted electronically. A pdf format is recommended.
8. Entry must be prepared neatly and thoroughly, all materials printed or typed and all pictures labeled.
9. The first page shall only list the award name, PTA/PTSA name and region.
10. The second page shall be a Table of Contents.
11. The third page shall be the Wisconsin PTA Awards Application (found on page 4), completed as indicated.
12. The entry must contain the newsletter issues that meet the criteria above.
13. Entry must be received electronically no later than March 1st at 12:00 p.m.
14. Your PTA/PTSA must be in Good Standing.
15. Please check to ensure your PTA/PTSA name appears on the application the way you wish to have it appear on your award should you win.
2016-17 PTA OF THE YEAR AWARD – LOCAL UNIT

CRITERIA and RULES:

1. The first page must be the Wisconsin PTA Awards Application (found on page 4), followed by a Table of Contents.
2. Unit must be in good standing as of the date of application.
3. Materials must be submitted electronically. A pdf format is recommended.
4. Unit must publish a newsletter; include three publications either print or online.
5. Unit must participate in and/or celebrate Founder’s Day; include a complete description, no longer than 1 printed page, and pictures if possible.
6. Unit must promote the Reflections Program; include a complete description, no longer than 1 printed page, and pictures if possible.
7. Unit must promote Membership throughout the year; include a complete description, no longer than 1 printed page, and pictures if possible.
8. Unit must develop at least one community project that promotes the ideals of PTA; include a complete description, no longer than 1 printed page, and pictures if possible.
9. Unit must promote PTA legislation activity to membership; include a complete description, no longer than 1 printed page, and pictures if possible.
10. Unit must promote the Wisconsin PTA convention; include any newsletter articles or other examples of this promotion.
11. Please check to ensure your PTA/PTSA name appears on the application the way you wish to have it appear on your award should you win.

2016-17 PTA COUNCIL OF THE YEAR AWARD

1. The first page must be the Wisconsin PTA Awards Application (found on page 4), followed by a Table of Contents.
2. Council must be in good standing as of the date of application.
3. Must be submitted electronically. A pdf format is recommended.
4. Council must publish a newsletter; include three publications either print or online.
5. Must participate in and/or celebrate Founder’s Day; include a complete description, no longer than 1 printed page, and pictures if possible.
6. Must promote the Reflections Program; include a complete description, no longer than 1 printed page, and pictures if possible.
7. Must promote Membership in the local units; include a complete description, no longer than 1 printed page, and pictures if possible.
8. Must develop at least one community project that promotes the ideals of PTA; include a complete description, no longer than 1 printed page, and pictures if possible.
9. Must promote PTA legislation activity to membership; attend State sponsored legislative programs (when offered); present legislative information at council meetings; sponsor a school board candidate form; publish legislative information in the Council newsletter; include a complete descriptions, no longer than 2 printed pages (identify any/all delegates for State sponsored program attendees) and pictures if possible.
10. Must promote the Wisconsin PTA convention.
11. Please check to ensure your Council name appears on the application the way you wish to have it appear on your award should you win.
Why Join the PTA

What is PTA? Why join PTA? The number one reason to join the Parent Teacher Association is to benefit your child. In doing so, you also help your school. But there are many more PTA advantages:

🌟 Get Connected. There is no better way to know what is happening in your school.

🌟 Discover Great Resources. The PTA offers a variety of programs designed for parents as well as students.

🌟 Tap into a Network. PTA functions are opportunities to meet other parents and teachers, building rapport and discussing issues that are on your mind. You can share ideas, concerns, and experiences.

🌟 Watch Yourself Grow. By volunteering with your PTA, you put your skills and hobbies to use for a noble cause—your child and all children in the community.

🌟 Speak Up. PTA can be a way for you to more effectively suggest change at your child’s school.

🌟 Witness Improvement. By getting involved at your child’s school you’ll be part of the solution, helping make positive changes. Local PTAs play an important role by supporting building improvement through advocacy and play an important role in fundraising for curriculum-based programs and social events.

🌟 Be a Role Model. By becoming a PTA member, you’ll be demonstrating to your child the importance you place on education.

🌟 Enjoy Substantial Benefits. Individuals and local units can take advantage of a host of benefits from PTA membership including discounts and offers from member benefits providers and sponsors, magazine subscriptions, leadership training, e-newsletters and much more.

For less that 3 cents a day, you can become a PTA members, joining more than 4 million other people who share your interest in issues affecting children. Everyone—parents, educators, students and other citizens active in their schools and communities—is invited to join.

There are more than 20,000 PTA units across the country, the U.S. Virgin Islands, Europe, and Puerto Rico. Contact Wisconsin PTA info@wisconsinpta.org (608) 244-1455 to find a local unit near you. Contact National PTA info@pta.org or (800) 307-4782) for more information.

The PTA nationwide network provides parents with the forum and tools to collectively influence the decisions that affect children not only at their schools, but also throughout their districts, within their states, and across the nation. This mission is unique to the PTA.
Congrats to the following PTA’s/PTSA’s, they turned in 25 members to the state by September 15th and received the **Early Bird Award**

**Region A-** Jefferson Lighthouse PTA, JAMS PTSA, O.Brown, Horlick PTSA, Roosevelt Elementary School PTA, Starbuck PTSA & Park High School PTSA

**Region D-** Toki PTA

**Region E-** Bristol PTA

**Region F-** General Mitchell PTA, Irving PTA & Lane Intermediate PTA

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100 Member Club! Congrats to the following Units for having over 100 members!

**Region C-** Roosevelt School PTA

**Region E-** Bristol School PTA

**Region F-** Irving School PTA, Lane Intermediate PTA

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**Don’t forget**

to turn in your dues by the 15th of every month**

---

Congrats to the following schools: They received the **BACK TO SCHOOL AWARD** for turning in 25 Members by September 30th!

**Region A-** REAL School PTSA, Jefferson Lighthouse PTA, JAMS PTSA, O. Brown PTA, Roosevelt PTA, Starbuck MS PTSA, Red Apple PTA, Fine Arts PTA, Park HS PTSA, Walden PTSA & Horlick PTSA

**Region C-** Germantown PTSA & Roosevelt School PTA

**Region D-** Toki MS PTSA

**Region E-** Bristol PTA, Edison MS PTSA, Charles Nash PTSA, Cordelia Harvey PTA, & Whittier PTA

**Region F-** Franklin PTA, General Mitchell PTA, Irving PTA, Lane Intermediate, WAWM Central PTSA & Pershing School PTA

**Region G-** Columbus PTA

**Region H-** Four Corners PTA
PTA Theft & Fraud

Stealing isn’t the only way PTA is cheated of money…Withholding Membership deprives the PTA of needed funds at the local, state, and national levels. Withholding is not reporting accurately your members to the PTA and paying dues for, let’s say, 25 members when you really have 50. Withholding is an ethical offense that takes money and resources away from your children, your PTA, your school, your state and your National PTA. It hinders the ability of PTA to advocate for children on the local, state, and national levels, to work with state legislatures and the U.S. Congress. Units should not be false advertising by selling “Family Memberships” and submitting one individual member only, dues should be submitted for each family member included in the “Family Membership”.

What can you do? Below are a few recommendations from WI PTA

- When selecting a membership fee, keep in mind the goal is to have as many individual members as possible – the more membership you have, the more it supports the efforts of the PTA!
- Be creative in creating ‘benefits’ for members – give discounts, perks, recognition, etc. to PTA Members. To avoid confusion to members AVOID giving ‘benefits’ that have a monetary value.
- In accordance with the Internal Revenue Services membership fees are 100% tax deductible if within the IRS stated guidelines (see IRS Publication 526 – page #4 or WI PTS Publication Membership Tax Deductions on the WI PTA website for more information).
- When soliciting membership it is the local PTAs responsibility to clearly state what portion of the membership fee is tax-deductible and what portion is not.

2016-17 Officer List

If you haven’t yet completed the Officer Survey for your unit. It’s fast and it’s easy to do on-line.

www.wisconsinpta.org
Scroll down the home page to right below “Featured Information”
Click the button below “Officer List”
Fill out the form to not only complete one of the Good Standing requirements but to receive membership cards for your unit

Additional requirements to keep your unit in Good Standing are listed on page 26.
Together
Enriching
All
Members
PTA

108th Annual
Wisconsin PTA Convention
April 28–29, 2017
Milwaukee Radisson West
2303 North Mayfair Road, Wauwatosa

Nomination & Election of 2017-19 Officers
Exhibitor & Vendor Fair and Speed Lunch
Reflections Luncheon & Award Presentation
Installation of Officers & Awards Dinner
Keynote Speakers, Special Guests & Entertainment

One of the most important activities Wisconsin PTA offers— all units/councils should be represented
Call for Resolutions/Call to Rescind

Now is the time for local PTA/PTSA units and councils to submit resolutions and/or items to rescind from our current resolutions, basic policy & legislative program. These considerations will take place at the annual Wisconsin PTA Convention in April to be voted upon by our members.

Why should local PTA/PTSA units and councils submit resolutions to the WI PTA?

Resolutions are written calls for action that express concerns of the submitting unit. Frequently a local PTA or PTSA unit or council identifies a problem, a situation, or a concern which affects children and youth statewide and which requires statewide action for solutions. To bring the issue to the attention of other PTAs and to affect a change, a resolution may be submitted to the Wisconsin PTA to ask for action on the part of WI PTA to address these problems or issues. WI PTA cannot speak to an issue until a resolution has been adopted by the delegates at a convention. Units/councils that desire to have a positive impact upon the lives of our state’s children and youth should seriously consider submitting a resolution to WI PTA.

How are resolutions constructed?

Information regarding the writing of resolutions, the selection of background material, the use of rationale, and the Resolutions’ Committee process can be found in the WI PTA Resolutions Handbook*. Reading and following the simple steps presented in that guide will ensure the success of the resolution process for unit or council.

What does it mean to rescind?

Rescinding is the legal action needed to retire a motion. WI PTA’s current resolutions*, basic policy* and legislative program* contain the items we take action on. Each important item was a motion our membership has voted upon and passed to reflect their views. Items in these documents that are outdated, no longer relevant or inappropriate can be submitted by units/councils for consideration to be rescinded. Once rescinded items are retired but continue to remain on historical record.

Who can submit resolutions and/or items to rescind?

Resolutions and items to rescind may be submitted by a local PTA or PTSA unit or council in good standing (See State PTA Bylaws, Article VI, Section 1) or by the State Board of Directors.

Contact the State Office or the Resolutions Chair if you need further assistance. All submissions are due in the State Office by JANUARY 17th. EACH submission needs to be accompanied by a “Convention Action Cover Sheet”

***The resolutions handbook, basic policy, current resolutions and legislative program can be found on the WI PTA website www.wisconsinpta.org in the “Advocacy” section or can be received from the WI PTA office by calling 608-244-1455
Constitutional Action Cover Sheet
(This action sheet MUST accompany EACH recommended Resolution or Item to Rescind proposed for action by the
delegates to the Wisconsin PTA Convention)

NAME OF UNIT: ____________________________________________________________________

This action is from a:   Local _________ Council _________ State ___________

This action has been approved by: (Fill in dates action was approved)

General Membership _______________ Executive Board __________________

This action is a: (Please list resolution number or policy page & statement numbers for items to rescind)

____ RESOLUTION TO BE CONSIDERED

____ ITEM TO RESCIND (Circle one) Basic Policy Legislative Program Current Resolution

Location number ______________________________________________

_____ This action has been endorsed by other PTA groups (If the above has been checked, please attach
the supporting letters.)

CHECKLIST: Is the proposed action...

____ Submitted from a PTA/PTSA unit in good standing?
____ In accordance with PTA Objects and Policies? (New Resolutions ONLY)
____ Signed by the group’s president and secretary?
____ Submitted with the addresses and phone numbers of the president and secretary?
____ Titled and does it include a preamble and request for action? (New Resolutions ONLY)
____ Presented with the group’s name typed ON the action?
____ Accompanied by background data and rationale?
____ (If legislative) related to ___ state or ___ federal legislation or regulation? (New Resolutions ONLY)

Name of President __________________________ Signature ________________________
Address _________________________________ City/Zip __________________________
Telephone (___) __________________________ Email __________________________

Name of Secretary __________________________ Signature ________________________
Address _________________________________ City/Zip __________________________
Telephone (___) __________________________ Email __________________________
PTA Reflections is coming

Wisconsin Reflections Deadline: January 13, 2017

The National PTA Reflections Art Program encourages students to express their thoughts and feelings through creative arts.

This year the theme is: “WHAT IS YOUR STORY? “

Children create their own work at home or at school to express the theme. Prizes and recognition are offered at state and national levels. Students are able to submit art in the categories of visual arts, music composition, photography, literature, dance choreography and film production. Participation is open to any student who attends a school with a PTA in good standing. To register reflections at your PTA go to the National PTA Reflections web page/ at school/ reflections art program/ registration. You will be forwarded category rules and connect with Nancy Hart and Rindy Hart the Wisconsin chair @ pta.reflections@yahoo.com.
In order for the Reflections committee to accurately receive and track entries, it is imperative that you register your school chairperson as soon as possible. Registration is imperative for receiving updates and follow-up.

Email address is required for a contact person regarding your Reflections entries.

National PTA ID (Found on PTA Membership Card) ____________________________________________

Local Unit Name ..................................................................................................................

PTA President .....................................................................................................................

Address (city & zip) ..............................................................................................................

Email .................................................................................................................................

Phone ..............................................................................................................................

Reflections Chair ...............................................................................................................  
Address (city & zip) ..............................................................................................................

Email .................................................................................................................................

Phone ..............................................................................................................................

School Name .......................................................................................................................

Principal .............................................................................................................................

Address (city & zip) ..............................................................................................................

Email .................................................................................................................................

Phone ..............................................................................................................................

Total number of students enrolled at school ______________________Region _____________________

Once completed, email registration form to WI State PTA Office at: pta.reflections@yahoo.com

Registration must be received no later than January 8, 2017
What are bylaws?

Bylaws are the written rules that state how the association will be governed. Bylaws deal with the structure of the association. Bylaws generally include information and procedures for meetings, elections of a board of directors and officers, filling vacancies, notices, types and duties of officers, committees and assessments. Bylaws are, in effect, a contract among members, and must be formally adopted and/or amended by a 2/3 vote by general membership with 30 days’ notice given. Bylaws are subject to the approval of Wisconsin PTA. Local units and councils must review or revise their bylaws every three years using the most up to date bylaws form. The current revision is dated July 2016 for the local unit form and July 2016 for the council form which can be found on our website. [www.wisconsinpta.org](http://www.wisconsinpta.org)

Standing Rules

Standing rules are the procedures for the day to day running of the association that are not included in the bylaws. They can also be called Policy and Procedure or General Policy. They cannot be in conflict with the bylaws. Unlike bylaws, standing rules, while they must be voted on by the board of directors, can be changed or amended at any time. Standing rules are unique to each specific PTA and are for the use of the PTA board, therefore, they do not need to be sent to the state office. Standing rules make the frequent/common actions simpler and provide for fairness and continuity of board decisions. They are the details of daily PTA work.
**STEPS TO REVIEWING AND REVISING BYLAWS**

Local units and councils need to review and revise (if necessary or desired) their bylaws every three years in order to remain a PTA/PTSA/Council in good standing to be eligible to receive support from Wisconsin PTA, participate in PTA programs, qualify for awards and grants and participate in the Reflections Program.

**Bylaws Review Steps**

- Form a committee of at least 3 members.
- Secure a copy of existing local unit/council bylaws. If you cannot locate a copy of the most current bylaws, contact the state office (608-244-1455 or info@wisconsinpta.org).
- Download the most current unit/council bylaws packet from the Wisconsin PTA website at www.wisconsinpta.org. You must use the most current version of the Local Unit or Council Bylaws fill-in form. The bylaws packet includes: steps for updating, a bylaws worksheet, and the bylaws.
- Present proposed amendments at a general membership meeting. Approval of bylaws amendments require a 30-day advance notice and a 2/3 affirmative vote by members present to be adopted.
- You must print and sign the signature page. Scan the signed signature page and email it and a copy of the approved bylaws to the Wisconsin PTA state office for final approval and signature. Your bylaws will not go into effect until approved by Wisconsin PTA. You may also mail the signature page separately to the WI PTA office.
- When your bylaws are received at the state office you will receive an email documenting the date they were received. Please make a copy of the email for your records. As long as your bylaws are in the review process your local unit/council will be considered in good standing for support, programs, awards and Reflections.
- Your bylaws will be reviewed by a Wisconsin state PTA bylaws committee member and returned to you by email with one of the following three statuses: approved as submitted, approved with best practice and/or housekeeping corrections or returned for adjustments (adjustments must be made and the bylaws resubmitted to the state office.) Please allow one month for review.
- After you receive state approval of your bylaws make sure all board members receive a copy of the signed bylaws. Notify the membership of the approval. Bylaws should be made available to any PTA member upon request.
Standards of Affiliation

Wisconsin PTA has the legal responsibility as your parent association to ensure that all local PTA units and councils are governing themselves properly as public charities 501(c)3s and are using sound financial and business procedures. As an affiliate member of state and national associations, all PTA units and councils have the responsibility of aligning their mission and structure to that of the Wisconsin and National PTA. The Wisconsin PTA Standards of Affiliation for Local Units/Councils contains your rights and benefits as a PTA Affiliate and outlines your responsibilities to the PTA association and the federal and state governments.

Units Not in Compliance with the Standards of Affiliation

Units and Councils that do not submit an officer list will not receive Wisconsin or National PTA information packets.

If a unit or council does not submit dues for at least 15 members by June 30th they will no longer be allowed to remain a PTA, have their charters pulled, and lose their 501 (c) 3 tax exempt status.

If a unit or council does not have current bylaws or a completed audit within a year of their due date they may work with a Wisconsin PTA Board member for a fee or lose their 501 (c) 3 tax exempt status.

If a unit or council does not file tax forms with the IRS annually they may receive fines from the IRS. If they do not file for three years current years, the IRS will revoke their 501(c) 3 tax exempt status.

The following information can be downloaded from the WI PTA website at: [www.wisconsinpta.org](http://www.wisconsinpta.org)

- The Bylaws of the Wisconsin PTA
- Unit and Council Bylaw Forms
- Standing Rule Information
- Good Standing Requirements
- Information on Filing Federal and State Tax Forms
- Information about Roberts Rules of Order
- Unit and Council Standards of Affiliation
Good Standing Requirements

Wisconsin PTA has developed Good Standing Requirements to assist units. Documents submitted will be filed at the state office and be available for your board and for future boards of your PTA in case records are lost. They will also be used to assist your unit in complying with Wisconsin and Federal statutes.

A PTA in Good Standing:
- Has 15 or more members.
- Remits the State and National PTA portion of the dues for every member to the Wisconsin PTA once a month for each month dues are collected. The unit must have dues for at least 15 members submitted by November 1 to be in good standing.
- Reviews and revises (if necessary or desired) every three (3) years and submits copies to the Wisconsin PTA for approval.
- Submits proof of filing IRS required tax forms (either proof of online filing or by sending a copy of the completed forms) to Wisconsin PTA by December 15th.
- Submits an officer list no later than September 15th.
- Audits the Treasurer’s books and submits the audit form to Wisconsin PTA by November 1st.

Only PTA/PTSA/Councils in good standing are eligible to receive mailings and support from Wisconsin PTA, participate in PTA programs including Reflections, and qualify for awards and grants.

Units Not in Good Standing
If a unit or council does not submit due for at least 15 members by June 30th they will no longer be allowed to remain a PTA, have their charters pulled and lose their 501(c)3 tax exempt status.

If a unit or council does not have current bylaws or a completed audit within a year of their due date they may work with a Wisconsin PTA Board member for a fee or lose their 501(c)3 tax exempt status.

If a unit or council does not file tax forms with the IRS annually they may receive fines from the IRS. If they do not file for three years in a row the IRS will revoke their 501(c)3 tax exempt status.

For more help, contact your Region Advisor, or contact the Wisconsin PTA office at info@wisconsinpta.org (608)244-1455.
Call for State Bylaw Amendments

According to the Wisconsin State Bylaws Article XIX, section 1:

a. Amendments may be proposed to the bylaws committee by a PTA unit, Council, Wisconsin PTA executive committee, or members of the State Board of Directors.

b. Proposed amendments submitted by local PTA units and councils shall be sent to the Chair of the State Board Bylaws Committee not later than January 15th.

c. All proposed amendments shall be submitted to the State Board of Directors, with recommendation from the Bylaws Committee, at its winter meeting.

d. Proposed amendments, not recommended by the Board of Directors may be presented by a submitting unit with the permission of two-thirds (2/3) of the delegates present and voting.

e. Notice of the approved and unapproved proposed amendments to be presented at convention shall be sent to all PTA units, councils and members of the State Board of Directors at least 30 days before the annual convention.

Please review the Wisconsin State PTA Bylaws and if you feel there is a need to amend any portion submit the amendment attached to a Convention Action Cover Sheet. Each amendment must be submitted with a separate cover sheet. The Wisconsin State PTA Bylaws can be found online on the Wisconsin PTA website.

Proposed state bylaws amendments must be sent to the Wisconsin State PTA Office no later than January 15th.

Wisconsin PTA
Bylaws Committee
4797 Hayes Road, Suite 102
Madison, WI 53704-3256

If you have questions, please contact the Wisconsin PTA office.
This cover sheet must accompany each **STATE BYLAWS AMENDMENT** proposed for action by delegates to the Wisconsin PTA Convention.

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**CONVENTION ACTION COVER SHEET**

Name of Unit: ____________________________

Originating Group: This bylaws amendment is from a:  
Local ☐ Council ☐ State ☐

This amendment refers to: Wisconsin PTA State Bylaws  
Page # ____________

Article # ____________

Section # ____________

This amendment has been approved by:  
General Membership ____________________ Date of Approval ____________________
Board of Directors ____________________
Executive Board ____________________

**Checklist:**  
The proposed action ...

_____ Is submitted from a PTA/PTSA unit in good standing  
_____ Has signatures of group’s president and secretary  
_____ Provides addresses and telephone numbers of group’s present and secretary

Signature of President ____________________________

Address ________________________________________

City/Zip _____________________ Telephone (______) _______________________

Signature of Secretary ________________________________________
2017 Wisconsin PTA Legislation Conference

Date: Wednesday, February 15, 2017
Time: Registration at 9:45 am, conference will run from 10 am – 2 pm.
Location: Wisconsin State Capitol Building
          2 E. Main Street
          Madison, WI 53703
Cost: $15.00 per person, which includes lunch

This is going to be a wonderful opportunity for us to discuss important topics that affect our Wisconsin public education system. We will provide you with the tools you need to visit with your legislators during the conference. You will also hear from your current Wisconsin PTA State Legislative and Federal Legislative Chairs on current issues pertaining to schools and education. We will also give you helpful tips, and show you how to successfully advocate for all children, the PTA way.

Thank you,

Heidi Nicolazzo
WI PTA Board of Directors State Legislative Chair

WISCONSIN PTA LEGISLATIVE CONFERENCE RESERVATION

Please RSVP by January 16, 2017 by mailing this form and enclosing a non-refundable $15.00 payment per person. Checks should be payable to Wisconsin PTA, and mailed to: 4797 Hayes Rd. Madison, WI 53704. Please use a separate form for each person attending from your unit.

Name: ____________________________________________
Address: __________________________________________
Email: ____________________________________________ Phone Number: ________________________________
Region: ___________________ School: ___________________

Please list your current educational concerns
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
SCHOLARSHIP: FOR EMERGING PTA LEADERS!
Sponsored by Wisconsin Alumni & Community PTA
A local unit of alumni PTA and community members, dedicated to the objects of PTA, Leadership, Advocacy and Scholarship. Working to promote and support Wisconsin PTA, the Brookmire-Hastings Scholarship Fund and the Joan Dykstra PTA Scholarship Fund.

October, 2016

Dear Local Unit President,

For more than 30 years the Wisconsin Alumni and Community PTA (Alumni) has been the major contributor to the Brookmire-Hastings Scholarship Fund and has maintained the Joan Dykstra PTA Scholarship Fund.

The Brookmire-Hastings Scholarship benefits PTA high school seniors planning to enter the field of education. Since 1976, Alumni PTA has donated almost $35,000.

The Joan Dykstra PTA Scholarship was established in 1997 to honor Joan Dykstra, past president of Wisconsin and National PTAs. This scholarship is for PTA members and is designed to promote leadership and advocacy. Joan's belief was that every PTA member needs the experience of a PTA convention.

Alumni hopes you'll nominate a PTA leader in your unit who would benefit by applying for the Joan Dykstra Scholarship. This nominee needs to be an active member of a Wisconsin PTA local unit who exhibits leadership skills and volunteer service. Special consideration will be given those new to PTA or have never attended a PTA convention. The scholarship presentation (up to $350) will be made at the 2017 Wisconsin PTA Convention. (Copy of the paid registration is required). The Goal of the scholarship: Recipient uses the experience of attending convention to further their PTA growth and in turn, benefit their local unit.

Alumni wishes to challenge and encourage your local unit to support these PTA endeavors by considering a donation to these funds as a means to show your on-going commitment to education and leadership growth.

To apply for the Joan Dykstra Scholarship: Simply complete the attached application and send it to:
Alumni PTA, c/o Michael Anton, 2704 Bate Street, Racine, WI 53403

Must be received by March 1, 2017 to be considered.

Sincerely,
Michael Anton
Wisconsin Alumni & Community PTA President

We appreciate your efforts and your support always!

Name: ____________________________ Address: __________________________ City: _________ Zip: ______

$________ Donation to the Joan Dykstra PTA Scholarship Fund
$________ Donation to the Brookmire-Hastings Scholarship Fund

Clip and send with your donation check to: Wisconsin Alumni & Community PTA Treasurer, Penny Larson, 11727 West Hadley, Wauwatosa, WI 53222
2017 JOAN DYKSTRA PTA SCHOLARSHIP APPLICATION
TO THE 2017 WISCONSIN PTA CONVENTION
(To be filled out in full PLEASE PRINT OR TYPE – not to exceed the allowed space)

NAME: ________________________________________________________________

ADDRESS: ____________________________________________________________

TELEPHONE: ___________________________ EMAIL: ___________________________

PTA UNIT NAME: ______________________ CITY: ___________________________

NUMBER OF YEARS MEMBER OF LOCAL PTA UNIT: _________________________

POSITIONS/OFFICES HELD: ______________________________________________

EVIDENCE OF VOLUNTEER SERVICE: _______________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

EVIDENCE OF LEADERSHIP SKILLS: _______________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

HAVE YOU EVER ATTENDED ANY OF THE FOLLOWING EVENTS?

Convention Attended □ yes □ no Dates ________________________________

Leadership Conference Attended □ yes no Dates _________________________

Legislative Conference Attended □ yes no Dates _________________________

Why do you want to attend the 2017 Wisconsin PTA Convention?
How will this Scholarship help your local unit?

How will this Scholarship help you in your role as a PTA leader?

Mail this application to:
Alumni
DYKSTRA SCHOLARSHIP
c/o Michael Anton
2704 Bate Street
Racine, WI 53403

MUST BE RECEIVED March 1, 2017 TO BE CONSIDERED.

Notifications will be made on/before March 15, 2017
Wisconsin PTA

Wonders if YOU are the Missing Piece!
Attention: PTA Members!

The Nominating Committee of Wisconsin PTA is searching for potential nominees for elected and appointed officers and chairs, as well as to bring forth the names and qualifications of interested persons for positions on the Wisconsin PTA Board of Directors.

If you are interested in being considered as a nominee, for any position, you will need to submit the attached Letter of Intent to the Wisconsin PTA office, on or before January 15, 2017. Any letter of intent received after that date will not be reviewed and brought before the board for consideration.

After recent amendments to the Wisconsin PTA Bylaws, you will not need the two years’ experience on the board of directors, but there are other stipulations that will impact an ability to run. Bylaws, including full disclosure of requirements for nomination and election, are on the website for your review.

If you have any questions, please send an email to the Wisconsin PTA office being sure to include “Nominating Committee” in the Subject line, or feel free to email anyone on the nominating committee (contact information is included below).

If you are submitting a Letter of Intent to the Wisconsin PTA office, be sure to include “2017-19 LOI” in the Subject line.

Thank you for your commitment to the children of Wisconsin and for your interest in serving Wisconsin PTA.

Together for all children,

Cyndi Barbian
Nominating Committee Chair
cycyndi@yahoo.com/414-543-9695

Nominating Committee Contact Information:

Vanessa Hetchler vanessa.hetchler@gmail.com
Tanya Horn btrflys4evr@yahoo.com
Andi Krizan akrizan@wi.rr.com
Penny Larson pennylar@gmail.com
Letters of Intent for all elected positions must be received in the Wisconsin PTA Office on or before January 15, 2017. (LOIs for ALL 2017-19 offices will be accepted). Faxes will NOT be accepted.

LETTER OF INTENT

Name ____________________________________________

Address __________________________________________

City ___________________________ State _______________ Zip __________

Telephones: Home ( ) Cell _____________________________

E-Mail ________________________________

Company Name ______________________________________

Work Title ______________________________ Work E-mail ______________________

Company Address ________________________________

City ___________________________ State _______________ Zip __________

Telephone: Work ( ) Fax ( )

I wish to be considered for the following positions (the number of positions available is listed following each position (synopsis of duties can be found at the end of this document). If you select multiple positions, rank them in order of preference.

☐ rank _____ President
☐ rank _____ President-Elect
☐ rank _____ Vice President
☐ rank _____ Secretary
☐ rank _____ Treasurer

I wish to be considered for appointment to the following committee chair and other positions:

☐ rank _____ Bylaws
☐ rank _____ Convention
☐ rank _____ Education Commission
☐ rank _____ Federal Legislative
☐ rank _____ State Legislative
☐ rank _____ Membership Commission
☐ rank _____ Reflections
☐ rank _____ Region Advisor
☐ rank _____ Bulletin Editor
☐ rank _____ Technology Specialist
☐ rank _____ Youth Representative
Have you had an opportunity to work with your council, state PTA leadership or another state organization?

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Please indicate the number of years of experience you have, either on the Wisconsin PTA Board of Directors and/or years in other roles in PTA.

________________________________________________________________________

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Please include a one-page cover letter sharing your reasons for wishing to be considered for the position(s) you have indicated, as well as skills and expertise you would bring to the position(s).
PROFESSIONAL/PERSONAL REFERENCES

List three (3) references that may be contacted by members of the Wisconsin PTA Nominating Committee regarding your qualifications, skills, and attributes, as well as your capacity to serve in the position(s) for which you have applied. Whenever possible, include both an e-mail address and preferred telephone numbers to aid in scheduling interviews. References may or may not be contacted.

Please do not include members of the WI PTA Nominating Committee as references.

Reference #1:

Relationship: _________________________________________________________________
Name: ______________________________________________________________________
Address: ____________________________________________________________________
City: ___________________ State:  ________________________ Zip:  __________________
Telephone: Home: _________________ Work:  _____________   Cell:  ______________
Email: ______________________________________________________________________

Reference #2:

Relationship: _________________________________________________________________
Name: ______________________________________________________________________
Address: ____________________________________________________________________
City: ___________________ State:  ________________________ Zip:  __________________
Telephone: Home: _________________ Work:  _____________   Cell:  ______________
Email: ______________________________________________________________________

Reference #3:

Relationship: _________________________________________________________________
Name: ______________________________________________________________________
Address: ____________________________________________________________________
City: ___________________ State:  ________________________ Zip:  __________________
Telephone: Home: _________________ Work:  _____________   Cell:  ______________
Email: ______________________________________________________________________
SIGNATURE OF AGREEMENT AND SUBMISSION FORM

PTA Vision: *Every child's potential is a reality.*

PTA Mission: *To make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.*

PTA Values

**Collaboration:** We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

**Commitment:** We are dedicated to children’s educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.

**Diversity:** We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

**Respect:** We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association’s goals.

**Accountability:** All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association’s strategic initiatives.

PTA Strategic Initiatives

1. We will build a comprehensive research development platform
2. We will implement a focused, research based, public policy and advocacy plan
3. We will grow and steward our resources.
4. We will enhance the internal and external awareness of the association
5. We will enhance organizational efficiency and effectiveness
6. We will recruit, train, and support effective leaders
7. We will diversify our membership, and engage and serve communities

The Purposes of the PTA

- To promote the welfare of children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

**Signature of Agreement.** Your signature acknowledges that you have reviewed and agree with PTA’s vision, mission, values, strategic initiatives, and purposes and you are currently a PTA member.

<table>
<thead>
<tr>
<th>I am a member of (local unit name)</th>
<th>PTA/PTSA Unit#</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Signature</td>
<td>Date Signed</td>
</tr>
</tbody>
</table>

39
SYNOPSIS OF DUTIES OF THE AFOREMENTIONED POSITIONS

**President Elect**: Succeeds current president, performs duties of president in president’s absence, acts as an aid to the president, on Executive Committee, member of Legislative, Joan Dykstra Friend of Education & Site Selection Committees, Director of Leadership Commission and Region Advisors.

**Vice President**: On Executive Committee, Director of Education and Health & Welfare Commissions, Chair of Policy & Procedure, Resolutions and Site Selection Committees.

**Secretary**: On Executive Committee. Keep an accurate account of all meetings; be prepared to read the records of any previous meetings; file all records; assist with Parliamentary Procedure.

**Treasurer**: On Executive Committee. Maintain a full account of the funds of the WI PTA; cause to be kept a full and accurate account of the receipts and disbursements in books belonging to the WI PTA; Render a written statement to the board of directors at each meeting; present an annual report of the financial condition of the organization; prepare or cause to be prepared an annual report for audit.

**Bylaws**: (4 committee members) Processes local unit bylaws, suggests & prepares amendments to the WI PTA bylaws when needed, holds workshop at Leadership Conference, is a member of the Policy and Procedures and an advisory member of the Reflections and Membership Committees.

**Legislative Chairs**: (4 committee members) Is a member of the Executive Committee, keeps the membership current on state or national legislative activities, attends legislative hearings, meetings and conferences, issues calls to action, is an advisory member of the Resolutions Committee, conducts a Legislative Conference and workshops at Convention and Leadership Conference, federal chair attends National Legislative Conference, submits monthly newsletter articles.

**Membership**: (7 committee members): Helps local chairs with OMDR and recruiting techniques, oversees the tabulation, recording and reporting of membership totals, is responsible for planning, processing and distributing all membership awards, plans a membership event at Convention, conducts a workshop at Leadership Conference.

**Reflections**: (8 committee members) Runs the Reflections program at the state level, processes the winning entries and keeps reflections records, notifies winners, plans and is master of ceremony at the Reflections celebration, conducts a workshop at Leadership Conference.

**Health and Welfare**: Keeps current on health and welfare issues and reports to the board, oversees health grants to local units, suggests and writes resolutions on health and welfare issues when needed.

**Education**: Promotes and administers the WI PTA Teacher of the Year Program, keeps current on educational issues and reports to the board, suggests and writes resolutions on educational issues when needed.

**Convention**: Plans and runs convention.

**Awards**: Responsible for updating and processing award applications; Set due dates; promote Awards program; appropriately notify recipients; work with convention committee to plan award presentations.
Marketing: Promotes PTA, writes for grants, seeks sponsorship & member benefits.

Bulletin Editor: Creates newsletter from submitted articles, solicits articles as needed, finds articles to fill space if needed.

Technology: Maintains website, advises board on technology needs; oversees technology used during meetings and at convention; Communicate needs to chairs.

Diversity: Shall serve on Membership and there report the efforts of the diversity committee; maintain database of leaders of the diverse groups in the community and coordinate efforts to collaborate with them; maintain list of translation options for WI PTA.

Special Project Coordinator: works under the guidance of the president on projects of the president’s choice.

Region Advisor: Keeps in contact with local PTAs in region, works with units to stay in good standing; answers questions; visits local units; organizes new PTAs in Region; presents PTA work to nonPTA groups; Arrange and presides at region events.

CHECKLIST OF REQUIRED DOCUMENTS

- ✓ One page cover letter sharing your reasons for wishing to be considered for the position(s) you have indicated, as well as the skills and expertise you would bring to the positions(s). (Cover letter cannot exceed one side of an 8-1/2" x 11" single sheet of paper, in no smaller than 12-point type, single-spaced.)
- ✓ Letter of Intent form
- ✓ Professional/Personal References form
- ✓ Signature of Agreement and Submission form
- ✓ Resume or bio (Resume cannot exceed one side of an 8-1/2" x 11" sheet of paper, in no smaller than 12-point type, single-spaced.)
- ✓ Photo (the preferred format is JPEG)

*Please be sure to sign the signature of agreement and submission form.*

All materials must be received at the Wisconsin PTA office on or before January 15, 2017.

E-mail all materials to the Wisconsin PTA Office: info@wisconsinpta.org Subject: 2017-19 LOI.

*No faxes or hard copies of LOIs will be accepted.* The Wisconsin PTA office will only acknowledge the receipt of all Letters of Intent.
PTA MEMBERSHIP REMITTANCE FORM

REMEMBER TO MAKE BLANK COPIES OF THIS FORM. MEMBERSHIP IS TO BE TURNED IN BY THE 15TH OF EACH MONTH!

NAME of PTA/PTSA: ____________________________ REGION: ____________________________

NAME of SCHOOL: ____________________________ CITY: ____________________________

TYPE of SCHOOL:  [ ] ELEMENTARY       [ ] JR. HIGH/MIDDLE       [ ] HIGH SCHOOL
[ ] COMBINATION (K-12)   [ ] PRE-SCHOOL       [ ] SPECIALITY

NAME/ADDRESS OF PRESIDENT
Name: ____________________________ Address: ____________________________
City/Zip: ____________________________ Phone: ____________________________
Email: ____________________________

NAME/ADDRESS OF MEMBERSHIP CHAIR
Name: ____________________________ Address: ____________________________
City/Zip: ____________________________ Phone: ____________________________
Email: ____________________________

AMOUNT ENCLOSED AS FOLLOWS:

Members @ $5.25 each - Both State ($3.00) & National ($2.25) dues portions included $ ____________

Business Memberships - A business remittance form MUST accompany each business member. (Business member fee is ½ of collected amount.) $ ____________

TOTAL REMITTANCE: $ ____________

Checks should be made payable to Wisconsin PTA

NOTE: Please attach a list of members with their name, address, phone number & email!

Our PTA has qualified for the following awards (membership list is attached to verify):

☐ 100% Faculty—Have 100% of your full time teachers become members.
☐ Old School Award—Have at least 10 grandparents in your PTA
☐ Community Business—Have either 10 members of the community or 10 business memberships.
☐ Shout Out to Guys (In PTA)—Have 25 or more men as members.
☐ Student Shout Out Award!—Have 25 or more students as members

Remittance Form Disbursement: 1 Copy- Treasurer, 1 Copy- Membership Chair, 1 Copy-WI PTA