

Michigan PTSA Nomination Form Unit Website Award



Eligibility

PTA/PTSA unit in good standing with the following submitted to the state office by February 28th

- Unit dues paid
- Bylaws up to date
- Minimum of 25 members
- Copy of budget
- Copy of audit

Nomination Form

- Typed in no smaller than 11 point for word processors or 12 pitch/elite for typewriter and attached to entry
- Signed with original signature of local PTA/PTSA president or secretary and dated
- Correct Michigan PTSA ID number on Nomination Form

Statement

- Submitted on single-sided sheet(s) of 8 1/2" x 11" plain white paper
- Word processed or typed in black ink with standard 11-point font or 12 pitch/elite for typewriters
- Double-spaced with one-inch margins on all sides
- Local unit name must appear at the top of each page along with page numbers

Selection Criteria

- Content (50%); must have a way to contact staff, officers and chairpersons (ie, email), a calendar of events, legislative page, membership promotion and information highlighting events throughout the year
- Navigation (20%); logo, icon or link back to main page and link to contact webmaster on each page, school contact information and navigation menu in same place on every page
- Links (20%); specific to your unit and location, links to Michigan PTSA and National PTA's websites, links to any staff/classroom websites
- Updates and Appearances (10% each); website should be updated at least once a month, clean, uncluttered presentation of information with easy-to-read color scheme

Submission

Due by February 28th

- Original nomination form and statement along with **five additional copies of the set**
- No facsimiles (faxed copies) or e-mailed applications will be accepted

Local PTA/PTSA Name _____

Michigan ID # _____

Web Page Address _____

Webmaster _____

Local PTA/PTSA President _____

Webmaster Address _____

City _____

State _____

Zip _____

(____) _____
Daytime Phone

(____) _____
Evening Phone

Email Address

Signature of Local PTA/PTSA President or Secretary _____

Date _____

Entries will be disqualified if the above requirements are not met, including signature.

Return nomination form and all required documentation by **February 28th** to:

Michigan PTSA

Att: Awards Committee

7402 Westshire Drive Suite 115

Lansing, MI 48917-8687

Phone: 517-622-4PTA Fax: 517-622-4788

For Office Use Only:

Unit Dues Pd _____ Budget Rec'd _____ Audit Rec'd _____

Bylaws Update _____ Total Members _____ Rec'd by _____