



NEW HAMPSHIRE CONGRESS OF PARENTS AND TEACHERS
GOLD SEAL ACHIEVEMENT AWARD FOR LOCAL UNITS
2023-2024

Please review this form now as it covers your PTA achievements for the entire year.

Units that maintain the following basic standards in line with the aims and purposes of the PTA will receive the Gold Seal Achievement Award. These standards should provide an incentive for leadership in your PTA, and a basis for evaluation of your PTA work. Please return this form to the State Office no later than **June 10**. Use additional sheets if necessary.

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1. **BYLAWS:** Unit bylaws should be revised, if necessary, including mandatory changes in National and New Hampshire PTA Bylaws, and submitted to the NH PTA for approval at least every three years DATE YOUR UNIT BYLAWS WERE LAST APPROVED _____
 2. **COMMITTEES:** Each unit should have active committees, e.g., Program, Membership, Family Engagement, Public Relations, Legislation, etc.
LIST THE ACTIVE COMMITTEES IN YOUR PTA _____
 3. **DELEGATES:** At least one delegate should attend the state convention. PTA/PTSA are required to attend a summer district meeting. (A state board member may not represent a unit as its delegate.) Check those meetings attended.
CONVENTION: _____ DISTRICT MEETING _____
 4. **DUES:** First payment of State and National PTA dues must be sent to the State Treasurer, by the 15th of October, December, February and April. (Dues may be remitted at other times as well.)
Was this done by your PTA/PTSA? _____
 5. **Taxes and Filings:** A unit must file taxes with the IRS, and register with the NH Secretary of State and the Department of Justice Charitable Trust. Is your PTA/PTSA in Compliance? _____
 6. **MEETINGS:** A unit should have at least five meeting during the year, not necessarily business meetings but PTA oriented meetings, such as, discussion groups, workshops, programs, etc.
NUMBER OF MEETINGS HELD _____
 7. **PROJECTS:** A unit should sponsor at least one school service project. Service projects are collaborative and enrich and strengthen the school and the community. These projects help students see the value of giving back and also establish PTA/PTSA as an association that gives back to the supportive community. Examples are: outdoor learning space, playgrounds, food drives, blanket collection for animal shelter, personal care items for shelters and many other ideas. DESCRIBE A PROJECT OF YOUR PTA: _____
 8. **PROGRAMS:** Three programs related to PTA Objectives and/or National PTA or NH PTA action programs should be represented during the year via discussion groups, panels, speakers, etc. (safety, health and wellness, stem programs etc) DESCRIBE BRIEFLY _____
 9. **REPORTS:** The unit election report (List of Officers) should be sent to the state office no later than June 10.
DATE SENT: _____

(OVER)

PLEASE COMPLETE AT LEAST FOUR OF THE FOLLOWING:

1. One on-going project or activity should be sponsored or co-sponsored by your PTA for the youth of the community. This may be virtual and educational, recreational, or cultural. (e.g., summer recreation program, reading, art, music, etc.) Describe Project:

2. Participation in promoting the NH PTA's convention theme for the year: "Welcome Back – Communicate, Educate, Celebrate " Describe Your PTA/PTSA's Involvement.

3. Making a donation to the NH PTA Scholarship Fund, NH PTA Legacy Fund or holding a PTA Founders Day Celebration to help promote the importance of PTA. Describe your involvement.
4. Describe how your unit promotes the importance of PTA and the importance of parental involvement.
5. A unit must adopt a budget each year. Did your PTA/PTSA adopt a budget _____
6. Describe your PTA/PTSA's most important accomplishment. Why was it important and who did it benefit?
7. Name of PTA/PTSA: _____

Name and Address of person completing award form _____

Date _____ Title _____

Student population 2022-2023 _____ # of Members 2022 - 2023 _____

Total PTA Volunteer Hours 2022-2023 _____ (in person, at home and virtual)

Due June 10, 2024 Mail to: NH PTA Office, 24 Maxwell Dr, Derry, NH 03038

___ I would like confirmation of receipt. My e-mail address is: _____