



## Submittal Form for Resolutions to the Colorado PTA Convention

**Completed form must be submitted with proposed resolution no later than Nov. 30.**

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Title or Subject of Resolution \_\_\_\_\_

Date submitted \_\_\_\_\_

Submitting group:

\_\_\_\_\_ Local Unit      \_\_\_\_\_ Council      \_\_\_\_\_ Committee      \_\_\_\_\_ COPTA Board of Directors

Name of submitting group \_\_\_\_\_

Signature of president/director \_\_\_\_\_

Contents of submittal:

Ensure that the proposed action(s) . . .

- Align with PTA's purposes and policies.
- Relate to the education, health, safety, or welfare of children.
- Concern a matter that is statewide in scope.
- Cover a topic not previously adopted by PTA.

Include in the packet of materials submitted . . .

- A cover letter or narrative explaining the reason for bringing the resolution forward.
- A table of contents.
- The proposed resolution in proper format, with WHEREAS and RESOLVED statements.
- At least three (3) separate items of background material for each whereas statement that are factual and verifiable.