



**2022-2023 Nomination Form**  
**OUTSTANDING LOCAL UNIT ACHIEVEMENT AWARD**

Complete this nomination form and provide your budget and calendar of events. All items should be submitted to

[office@ncpta.org](mailto:office@ncpta.org) on or before May 12.

All recipients will be notified by May 15. Awards will be presented at the NCPTA Sneaker Ball on May 19.

Name of PTA/PTSA \_\_\_\_\_ NPTA ID # \_\_\_\_\_  
County \_\_\_\_\_ Council \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
President's Name \_\_\_\_\_ President's Phone (\_\_\_\_) \_\_\_\_\_  
President's Email \_\_\_\_\_

**2022-2023 Good Standing Requirements (All required)**

**Date Completed**

- PTA Membership Submitted by 15 of each month \_\_\_\_\_
- Financial Review Submitted by August 31 \_\_\_\_\_
- Form 990 Submitted by November 15 \_\_\_\_\_
- Officers and Contact Information Listed in Memberhub \_\_\_\_\_

**Complete at least 15 items below. (1 in each category required)**

**2022-2023 Trainings and Events**

- Attended an In Person NCPTA Training \_\_\_\_\_
- Attended At Least 3 Lifeline for Leaders trainings \_\_\_\_\_
- Attended NCPTA Convention \_\_\_\_\_
- Register to attend National PTA Convention \_\_\_\_\_
- Register to attend NCPTA Advocacy Day \_\_\_\_\_
- Attended National PTA Legcon Event \_\_\_\_\_
- Attended a Council Training or Event (if applicable) \_\_\_\_\_

**2022-2023 Board Members**

- Have appointed chairs and members for the advocacy, audit, nominating standing committees \_\_\_\_\_
- Review roles and responsibilities of officers and committee chairs \_\_\_\_\_
- Have a student serve in a board position \_\_\_\_\_
- Have a teacher serve in a board position \_\_\_\_\_
- Made proper transfer of materials and records from past officers \_\_\_\_\_



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**Complete at least 15 items below. (1 in each category required) cont.**

2022-2023 PTA Functions

- Held at least 2 General Body PTA meetings \_\_\_\_\_
- Hosted a Family Engagement Event \_\_\_\_\_
- Maintained a PTA Website and/or Social Media Presence \_\_\_\_\_
- Applied for a PTA Grant \_\_\_\_\_
- Maintained a PTA insurance policy \_\_\_\_\_
- Prepared a budget and had it approved by your general membership \_\_\_\_\_
- Participated in NCPTA Reflections Program \_\_\_\_\_
- Held a Monthly Meeting with the Principal \_\_\_\_\_

2022-2023 Membership

- Increased membership compared to last year \_\_\_\_\_
- Had at least 80% of school staff join \_\_\_\_\_
- Participated in at least 3 NCPTA Membership Challenges \_\_\_\_\_
- Developed a Membership plan/campaign \_\_\_\_\_
- Attend a NCPTA Membership Sip & Chat Event \_\_\_\_\_
- Published a PTA Newsletter \_\_\_\_\_
- Earned a Blue Key Award \_\_\_\_\_
- Earned a Gold Key Award \_\_\_\_\_
- Made the Honor Roll \_\_\_\_\_
- Earned the Bronze Acorn Award \_\_\_\_\_

**My signature below indicates that this information is accurate.**

\_\_\_\_\_  
**PTA President Signature**

\_\_\_\_\_  
**Principal Signature**