

Local unit PTAs History Record /Scrapbook Requirements 2007-2008

The following are the required elements for the History Record book/Scrapbook entries. The books should be arranged month by month as activities occur. The books should cover the fiscal year with consideration of including material from the installation of officers. Please mark any blank pages with the upcoming event it is set aside for. "PTA" is a registered trademark and should not have periods or hyphens.

I. General Appearance (15%)

The History book/Scrapbook must include the following information in the exact order listed below. They should be neat, attractive, legible, and record the yearly events of the council/independent unit. The cover should be of a durable material approximately 12" X 12" and may be purchased through TXPTA. A main theme must be carried throughout the book. (15%)

II. Contents (85%)

A. Outside Cover (15%)

1. Name of Council PTA (3%)
2. Town and State (3%)
3. Area Eighteen (18) (3%)
4. Texas Congress of Parents and Teachers (3%)
5. Year (2007-2008) (3%)

B. Title Page (15%)

1. Name of Council PTA (3%)
2. Council Street Address, Town and State (3%)
3. Area Eighteen (18) (3%)
4. Year (2007-2008) (3%)
5. Name and address of preparer in bottom right hand corner (3%)

C. Following Pages (55%)

1. First numbered page is the Table of Contents (5%)
2. List by name and picture the council/independent unit board members (5%)
3. Number of local units in council and names (5%) independents N/A
4. Begin month to month activities (30%)
5. Be sure to label each event and pictures. Source all referenced publications such as newspapers by highlighting the publication's name, date of the publication and noting the council/independent unit's name. Include events such as Summer Seminar, State and National Conventions, workshops, Founders' Day event, Reflections event, volunteer appreciation event, luncheons, and so on.
6. Include a copy of the current year's Handbook/Yearbook (10%)

D. Optional Contents

1. List of Council PTA Past Presidents (years served, if possible)
2. Date of organization
3. List all Texas and National Life Memberships and Extended Service Award recipients honored by the Council PTA (year awarded, if possible)
4. Dedication Page, PTA colors (blue and gold)
5. If a Handbook/Yearbook isn't available, please note above in C.5. and include a copy of a balanced budget and a copy of the bylaws with approval date to ensure full credit.
6. Other items useful to your council/independent unit.

Award Categories:

- Superior – Gold Seal with Blue & Gold Ribbon (100%)
- Excellent – Gold Seal with Blue Ribbon (95 – 99%)
- Honorable Mention – Gold Seal only (90 – 94%)

Mansfield ISDCouncil of PTAs will judge all of our local unit scrapbooks at the May 2008 Annual Luncheon.

History Books/Scrapbooks can be displayed at the Area 18 Annual Meeting/Spring Conference.

Please check-in your book at the History Book/Scrapbook table at the designated time.

The Area 18 Board of Directors will grade the books and the "Best in Show" for a Council and an Independent will be awarded.