

Mansfield ISD Council of PTA's

Local PTA Scrapbook Requirements

2008-2009

The Scrapbook is the permanent record of activities and achievements of your local PTA. If the Scrapbook has been neglected in the past, the Historian should try to bring it up to date by interviews with previous members, reference to newspapers and scrapbook files and minute books. The book should cover the fiscal year and be arranged month by month as activities occur. All books should be of a durable material approximately 12"x12" and may be purchased through PTA if so desired.

Contents of the Book should be as follows:

- A. Outside cover:
 - a. Local PTA (1 pt.)
 - b. School district (1pt.)
 - c. Council (1pt.)
 - d. Area (1pt.)
 - e. Year produced (2008-2009) (1pt.)
- B. The first page should be blank except for the name and address of the person preparing the book in the lower right hand corner and this rule sheet placed in the plastic sleeve. (5 pts.)
- C. Following pages(in the following order):
 1. The first numbered page should be the Table of Contents. All information should be plainly visible and location listed with corresponding numbered pages. (5 pts.)
 2. School page:
 - a. Picture of School (1pt.)
 - b. Number of students (1pt.)
 - c. Number of teachers/staff (1 pt.)
 - d. The Principals (1 pt.)
 - e. Number of PTA members(1 pt.)
 3. List by name and picture Officers and Chairmen (5pts.)
 4. List of meeting Dates (5 pts.)
 5. Annual Budget (5 pts.)
 6. Copy of Bylaws (5 pts.)
 7. Copy of 1 or more Newsletters (5 pts.)
 8. Copy of Directory (5 pts.)
 9. Highlight a new or unique project. (please note as such) (5 pts.)
 10. Begin Month to Month activities (Be sure to label each event and picture. Reference publications such as newspapers by name. Be sure to include calendars and events such as Reflections, luncheons, fundraisers, teacher appreciation, programs, and volunteers.) (45 pts., 5 pts. per month/9 months)
- D. Optional Contents:
 1. List of Local Past PTA presidents (additional 5 pts.)
 2. List all Texas Life Memberships (additional 5 pts.)
 3. Awards presented to your PTA (additional 5 pts.)
 4. Information from Council, Area, State, and National meetings attended (Do not include minutes of any meeting.) (additional 5 pts.)

Scoring:
100-120 points Blue Ribbon
90-99 points Red Ribbon
60-89 points White Ribbon

The books will be judged in the following divisions:
Early Childhood/Elementary
Intermediate/Middle
High School

Attendees at the luncheon will vote for the best in each division and a vote for the Best of Show.

***Books are due to Council Historian Jennifer Cass by May 4, 2009 and will be displayed at
The Annual Council Luncheon.***

Please call me at 817-453-9537 or email me at j_a_cass@yahoo.com if you have any questions.