

# UNIT NEWSLETTER AWARD

## *Presented by Thirty-Third District PTA*




Every year Thirty-Third District PTA presents awards to PTA Units dedicated to informing students and parents of PTA/school information through a newsletter. Following is how your PTA can be recognized for the work you do.

First, the Unit must have four newsletters published between the end of the previous school year and end of February of the current school year. Three copies of each issue needs to be turned into Downey Council PTA's Communications VP by the first week in March. Each issue needs to have an "Evaluation Form" attached to one of the three copies (thus turning in four evaluations). There is an "Evaluation Form" attached. You can also print one from Downey Council's website (<http://pta.dusd.net>) within the "News" link.

Second, your newsletter front page MUST have:

1. Name of your Unit Newsletter
2. Volume # and issue # (example: Volume 2007/2008 Issue 1)
3. Month and year when newsletter was published and distributed
4. Complete school name and address (you can add the name of your school Principal too)
5. Name of your PTA Unit
6. Name of PTA President and Editor

Third, within your newsletter you MUST have:

1. PTA logo and tagline (all general, school and upper PTA logos can be found at Downey Council PTA's website within the "Graphics" link. 
2. Name of your council PTA ("Downey Council PTA") must be noted within your newsletter.
3. Name of your district PTA ("Thirty-Third District PTA") must be noted within your newsletter.
4. Name of your state PTA ("California State PTA") must be noted within your newsletter.
5. Page # and date on each page of your newsletter.

Fourth, the content of your newsletter. This is up to you to design. Some suggestions are:

- Message from your PTA President
- PTA Meeting Notice (when and where)
- Calendar for school or community (great place to let everyone know what your PTA is doing)
- Thank you for volunteer work and services
- Informative articles from Council, District, State or National PTA can be added

Lastly, the newsletter should have eye appeal and readability. Also, the layout should have white space, titles & graphics.

If your newsletter is intermingled with your school newsletter, just extract the PTA portion, format the extract with the above noted requirements and make three copies to be turned into Council in March.

Check out the Council, District, State and National newsletters by using the links found on Downey Council PTA's website ( <http://pta.dusd.net> ). You can also find articles and workshop handouts that you can print out from your own home that give great guidance in developing a newsletter.

***Looking forward to seeing our Downey Units getting recognized!***