

Unit Newsletter Award Guidelines

The unit PTA newsletter is one of the most important ways of communications between the school and the home. It is a means of keeping parents up to date on the activities and accomplishments in PTA and in the school. When parents are up to date they are more likely to help and join your PTA.

Content Suggestions:

- Brief, signed messages from the president, principal, school nurse and others.
- Meeting notices; including program details and an invitation to attend the meetings.
- A calendar of events for both the school and the PTA
- Promotion of special projects
- Feature a different committee or chairmanship each month
- Items reprinted from Thirty-Third District PTA and California State and National PTA publications.
- Thank you messages to parents, teachers and children for services.
- Pertinent messages to members.

Want to be recognized for your newsletter?

Requirements for Thirty-Third District PTA Newsletter Award:

1. Identification which includes:
 - The name of the newsletter
 - The name of the unit.
 - The PTA or PTSA slant logo with the tagline (see above) – can be downloaded from www.33rdpta.org
 - The name of the Council
 - The complete school address including city, state and zip code
 - The name of the president; the name of the editor and the principal are optional
 - The month, year, volume and issue number
 - Thirty-Third District PTA and
 - California State PTA (It is no longer acceptable to use CCPTS)
2. Publish the newsletter at least 4 times a year
3. Each page should have a page number, the name of the newsletter and the date at the top or the bottom of each page
4. The newsletter must be distributed to the entire school community
5. It must be neat and legible
6. Newsletters must have the approval of the principal and president before being printed and distributed
7. Two (2) copies of at least two (2) issues must be given to Council for review.

Note: Each council must evaluate the newsletters of its own units to determine which ones are eligible to receive an award. A list of those units must be sent to the Thirty-Third District PTA office, PO Box 1235, Lakewood CA 90714 by: **Monday, March 26, 2007**. Please use the *Newsletter Awards Form* when submitting unit newsletters for the newsletter award.

Format:

- Make sure the newsletter has eye appeal.
- Make sure the layout has White Space, Titles & Graphics
- Make sure your newsletter is easy to read.

Thirty-Third District

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Council Newsletter Award Guidelines

Are you doing newsletters? Why not get recognition for them?

1. Review the unit newsletters. Do they meet the criteria? Submit a list to the Thirty-Third District Office by **Monday, March 26, 2007**.
2. Council newsletter requirements:
 - The name of the newsletter
 - The name of the Council
 - The PTA or PTSA slant logo with the tagline (see above) – can be downloaded from www.33rdpta.org
 - The complete Council address including city, state and zip code
 - The name of the president and editor
 - The month, year, volume and issue number
 - Thirty-Third District PTA and
 - California State PTA (It is no longer acceptable to use CCPTS)
3. Newsletters must be published at least four (4) times per year.
4. Each page should have a page number, the name of the newsletter, and date (month & year) at the top or bottom of the page.
5. The newsletter must be distributed to schools and principals in *your* school district as well as to unit presidents.
6. The newsletter must be distributed to schools and principals in your school district as well as to unit presidents.
7. The newsletter must be neat and legible.
8. It is no longer acceptable to use CCPTS; use California State PTA instead.
9. Don't forget to include your council newsletter in the space provided on the Newsletter Award form.

ALL of the above requirements must be met to receive the Thirty-Third District PTA Council Newsletter Award.

To apply for the award, submit 1 copy of four consecutive issues to Thirty-Third District PTA office by the deadline date of **Monday, March 26, 2007**. The four issues must be dated in the calendar year prior to March 30. The Newsletter Awards form must be submitted with the newsletter copies.

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