



## Historian Scrapbook Submission Form

School Name: \_\_\_\_\_

PTA President \_\_\_\_\_ Phone# \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Scrapbook submitted by: \_\_\_\_\_ Position: \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

### **The book must contain the following information in this order:**

- \_\_\_\_ 1. A copy of this **Scrapbook Judging Form** in a plastic sleeve (Must be at least 8 ½" x 11") on the inside LEFT front cover of the book.
- \_\_\_\_ 2. Blank Page – Certificate will be placed here after the evaluation and is the first page you see when you open the book.
- \_\_\_\_ 3. Title page – include name of PTA, School, Council, Website, Social Media, and school year.
- \_\_\_\_ 4. Index or Table of Contents
- \_\_\_\_ 5. Picture of school
- \_\_\_\_ 6. A page with the following information:
  - Name of Principal
  - Number of Students as of the end of the 3<sup>rd</sup> Nine Weeks (March 11)
  - Number of Teachers/Staff
  - Number of PTA members as of the end of the 3<sup>rd</sup> Nine Weeks (March 11)
- \_\_\_\_ 7. List and individual photos of PTA Executive Board Officers or Officers and Chairs
- \_\_\_\_ 8. List of current and previous PTA Presidents from the past 10 years
- \_\_\_\_ 9. List of previous School Principals from the past 10 years
- \_\_\_\_ 10. List of Board & General Meeting dates, include any programs presented (with photos) if applicable
- \_\_\_\_ 11. List of Lifetime Memberships awarded from the past 10 years
- \_\_\_\_ 12. Annual Budget (most recently amended budget for the year)
- \_\_\_\_ 13. Hard Copy of Current Bylaws
- \_\_\_\_ 14. Hard copy of Historian's Yearly Report (to be added at the end of the school year)
- \_\_\_\_ 15. Examples of PTA communications to membership (i.e., newsletters, flyers, website, etc.)

## Historian Scrapbook Submission Form continued

**In addition to the 15 items above, a comprehensive scrapbook should include items from as many of the following categories as possible:**

- Awards presented to your PTA (Membership awards, Reflections, etc.)
- Front cover of scrapbook embossed or labeled with PTA name and school year
- PTA publicity found in local media publications
- Programs provided for students and/or staff
- Parent Education courses
- Student Enrichment Programs (After School Program Opportunities)
- Community Outreach projects
- Council, State and National meetings attended by any of your local PTA members (name badges, handouts, pictures, etc.)