

# Outstanding Local Unit Website Award

**Deadline: May 15,** [Postmark date. "Fax" or E-Mail copies are not acceptable.] **Mail this form to:**

Kentucky PTA  
P.O Box 654  
Frankfort, KY 40602-0654

**Please Copy this Form and Distribute to the Appropriate Person to Complete.  
The submitting PTA/PTSA must be a "Unit In Good Standing" as of October 15.**

PTA/PTSA website may be part of a school district website, an education-based commercial site offering free web space such as "Myschoolonline," etc.

Name of PTA/PTSA \_\_\_\_\_

Website Address \_\_\_\_\_

Name of Person Submitting Nomination \_\_\_\_\_ Title \_\_\_\_\_

County \_\_\_\_\_ PTA District \_\_\_\_\_

Name of School \_\_\_\_\_

Name of PTA/PTSA President \_\_\_\_\_

Address \_\_\_\_\_

Street/PO Box

City

State

ZIP

Telephone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**To be a Unit in *GOOD STANDING* All PTAs/PTSAs MUST:**

- Send at least one national and KY PTA state dues payment (\$3.50 per member) to the Kentucky PTA office no later than October 15<sup>th</sup>
- Send district dues to district treasurer or Kentucky PTA office as required
- Send the PTA financial review form to the Kentucky PTA office and school principal by July 15<sup>th</sup>
- File 990 IRS Tax Form by Nov. 15 and mail a copy to the Kentucky PTA office
- Send bylaws to the Kentucky PTA office for approval every 5 years

## WEBSITE AWARD CRITERIA

1. Must have current, accurate information and include local, Kentucky, & National PTA information.
2. Must use correct grammar and spelling and have easily readable text.
3. Must avoid empty pages.
4. Must be user-friendly and appealing.
5. Must include the PTA/PTSA contact information, calendar.
6. Must include mission, purposes, and goals.

**Incomplete Applications Will Not Be Considered.**

Kentucky  
**PTA**<sup>®</sup>  
everychild.one voice.®