



every child. one voice.

UNIT-COUNCIL WEBSITE AWARD NOMINATION FORM

Local Unit/Council Name Michigan ID# (six digits)
Unit/Council President's Name
Unit/Council President's Address City Zip
Unit/Council President's Phone (Day) (Evening) Unit/Council President's E-mail
Nominator's Name
Nominator's Phone (Day) (Evening) Nominator's E-mail
Webmaster ***Complete Website Address***
Webmaster's Address City Zip
Webmaster's Phone (Day) (Evening) Webmaster's E-mail

Signature of Local PTA President or Secretary & Date

Requirement Checklist: Following are procedures local units/councils must follow in submitting applications to the state office. Entries will be disqualified if the following requirements are not met.

Eligibility - these criteria must be described in the written explanation

- PTA/PTSA unit-council in good standing

Nomination Form

- Typed (no smaller than 11-point) and attached to entry
Correct Michigan PTA/PTSA ID number
Signed with original signature of local PTA president or secretary and dated

Requirements to Include in Explanation

- Content (50%): Must include way to contact staff, officers and chairpersons (i.e. e-mail); calendar of events; legislative page; membership promotion; information highlighting events throughout year
Navigation (20%): Logo, icon or link back to main page and link to contact webmaster on each page; school contact information and navigation menu in same place on every page
Links (20%): Specific to your unit and location; to Michigan PTSA and National PTA websites; to staff/classroom websites
Updates and Appearances (10% each): Website should be updated at least once each month; clean, uncluttered presentation of information; easy to read color scheme

Explanation

- Submitted on one side of an 8 1/2" x 11" sheet of plain white paper
Typed in black (no smaller than 11-point)
Double-spaced with one-inch margins on all sides
Local unit/council name must appear at the top of each page along with page numbers

Submission

- No binder, covers, or colored paper
No facsimiles (faxed copies) or e-mailed applications will be accepted.
Submit original entry and 5 copies - each set paper clipped. Do not staple.
Must be received by the state office on or before February 28th

Return Nomination Form and all required documentation to:

MPTSA Awards Committee
3300 Washtenaw Ave. Suite 220
Ann Arbor, MI 48104-4294
Phone: 734-975-9500

***** FOR OFFICE USE ONLY *****

Rec'd Unit Dues Budget Audit Bylaws # of Members