

2009-2010 Area 14 Directory/Yearbook Guidelines

Postmarked by March 13, 2010

I. General Appearance

- a. Neat and legible. May be printed, typed, duplicated or handwritten.
- b. Attractive, but inexpensive, and a size convenient to carry.

II. Contents

A. Outside Cover

1. Name of local PTA	2%
2. Town and State	2%
3. Council	1%
4. Area 14	1%
5. Texas Congress of Parents and Teachers	2%
6. Year (2009-2010)	2%

B. Title Page

1. Name of local PTA and date of organization	2%
2. Town and Council (applies only to units in a council).....	2%
3. Area 14	2%
4. Texas Congress of Parents and Teachers	2%
5. Year (2009-2010)	2%
6. Date, time & place of reg. mtgs (2 nd Tuesday, 7pm, school).....	5%

C. Following Pages

1. PTA Purposes (Objects)	5%
2. Names of National, State, Area and Council President	5%
3. Names of Local PTA Officers and Chairmen	5%
4. School Faculty (PTAs with campus)	5%
4a. ISD Admin Staff for Early Childhood, Councils, or Post PTA).....	5%
5. Local Board of Education School Trustees	5%
6. Texas State Board of Education & Commissioner	5%
7. State Legislators (Gov., Lt. Gov., Senators & Reps)	5%
8. Complete detailed program for the year	10%
9. Order of Business	5%
10. School/District calendar (w/holidays, semesters, beg./end of 6 weeks	5%
11. A short history of school or name of school	5%
12. Bylaws with original approval date or revised date	10%

(Bylaws should be printed in directory/yearbook or include a note that bylaws have been distributed to members with a copy clipped in the book for grading.)

D. Optional Contents

- Dates of council meetings (if your unit belongs to a council)
- List of PTA past presidents
- List of Life Memberships and/or Extended Service Awards presented by PTA
- Dedication, motto, PTA colors (blue and gold)
- Other items useful to YOUR members

**Mail one (1) copy of the directory/yearbook, postmarked by March 13th to the Area 14 Directory Chairman:
 Sharon Wainscott, 3101 Sheridan Dr., Garland, TX 75041
 Councils also need to mail 1 copy of directory to Area 14 President:
 Meg Elmore, 4013 Longleaf Dr., Garland, TX 75042**

PLEASE INSERT A COPY OF THIS FORM WITH YOUR BOOK FOR JUDGING!

Graded directories/yearbooks will be on display at Area 14's 2010 Annual Meeting, April 10, 2010, Lakeview Centennial High School. Directories/yearbooks should be picked up at that time. Please include a ziploc plastic bag for each directory/yearbook sent.

Highest	Gold seal with blue & gold ribbon.....	grade of 90-100%
Honor.....	Gold seal with blue ribbon	grade of 80-89%
Honorable Mention	Gold seal only	grade of 70-79%
Participant	grade below 70% or postmarked after March 13 th	

Names to be included in directory/yearbook (See C2 above)

National PTA President
 Mr. Chuck Saylor
 541 N. Fairbanks Ct., Suite 1300
 Chicago, IL 60611-3696

Texas PTA President
 Mrs. Jan Wilkerson
 408 W. 11th St.
 Austin, TX 78701-2113

Area 14 President
 Mrs. Meg Elmore
 4013 Longleaf Dr.
 Garland, TX 75042