Florida PTA KIT OF MATERIALS 2023-2024

Welcome Back!!!





everychild.one voice.®

Kit of Materials 2023 – 2024 Table of Contents

Section 1	General Information	
	Purposes of PTA / Mission / Policies / Structure / Correct Usage of PTA	
	Name/ Charters	
	Regions / County Councils	
	Strengthening Local Units / Service to Community	
	Setting a Good Example / Developing Leadership	
	Cooperative Relationships	
	Records Retention	
	Membership & Dues / Honorary State Life Memberships	
	Study Discussions	
	Student Involvement	
	Services	
	History Walk of Fame / Special Recognition /	
	President's Award of Honor	
	Channels of Communication	
	Keys to Success	
	Start A Procedure Book	
	Frequently Asked Questions (FAQ)	
	Board of Directors Listing	
	Founder's Day	
	Board & Unit Responsibilities	
	100 Years of Advocacy – Florida PTA Presidents	
Section 1A	Parliamentary Procedure (Robert's Rules of Order)	
Section 2	Officers and Functional Operations	
	Suggested Calendar for ALL Officers	
	President	
	Parliamentary Procedure	
	Vice President(s)	
	Secretary	
	Sample Minutes	
	Sample Motion Form	
	Treasurer	

Section 3	Treasurer's Manual/Dollar\$ and \$en\$e	
	See Table of Contents in Dollar\$ and \$en\$e	
	Treasurer Forms (including Audit/Financial Review and W9 forms)	
Section 4	Bylaws	
	Overview	
	Special Bylaws Instructions	
	Instructions to Complete Bylaws Form for Local Units	
	Standing Rules	
	Sample Standing Rules	
	Upload Instructions	
	Return of Bylaws Form (Do Not Use if using online)	
	Bylaws Form – 2023-2024 Form	
Section 5	Committees	
	Cultural Arts	
	Diversity, Equity & Inclusion	
	Early Childhood	
	Exceptional Child	
	Family/Community Engagement	
	Health/Wellness	
	Historian	
	Legislation	
	Marketing/Communications	
	Membership	
	Program Planning Reflections	
	Student Engagement	
	Resource Development	
Section 5A	Membership Procedure Book	
beetion 3A	Michibership i roccuare Book	
Section 6	Awards	
Beetloff 0	Spotlight on Membership and Program Awards	
	NOTE: All blank forms needed to apply for Florida	
	• • •	
	PTA Awards will be online at www.floridapta.org	
	AFTER September 1, 2023. Please contact the state	
	office for more	
	information.	
Section 7	State Office	
	Hours of Operation / Staff / Address / Contact Information	
	Regions / Important Deadlines	
	Scholarship Program	
	Shop at The Online PTA Store	
	Leadership Convention	
Section 8	Resolutions	
	Resolutions (formerly Position Statements)	
	<u> </u>	1

Section 9	Forms (NOTE: All blank forms, including those needed to	
	apply for awards, will be online at www.floridapta.org after	
	9/1/2023).	
	500+PTA Service Club Award	
	100% Faculty Membership Award	
	Acorn Award	
	Advocacy Award	
	Bylaws (See Bylaws section)	Included
	Celebrate Membership Award	
	Community Membership Award	
	Diversity, Equity, Inclusion & Justice Award	
	Dues Payment Form (State and National)	Online
	Early Bird Award (Due 10/1; 11/1 or 12/1)	Online
	Eugenia B.Thomas Communication Award	
	Family and Community Engagement Award	
	Footprint Award	
	Friends of the Environment Award	
	Grandparents Award	
	Honorary State Life Membership	Online
	Humanitarian Award	Online
	Literacy Award	
	Local Unit Achievement Award	
	Membership Plus Award	
	Mentor-A-PTA Award	
	Our Founders Care Award	
	Outstanding Administrator of the Year Nomination Form	
	Plan of Work	Online
	President's Award of Honor	Online
	PTSA Recognition Award	
	President's All Children Are Our Children Award	
	President's Local Unit Achievement Award	
	President's Membership Award	
	President's Program Award	
	President's Standing in the Gap Award	
	Safety Award	
	Special Needs Students with Unique Abilities Award	
	Spotlight on Men	
	STEM Award	
	Student Advocate Award	
	Student Community Service Award	
	Trailblazer Award	
	Volunteer Award	

Thank you for being a PTA member!