

PROCEDURE BOOK GUIDE

Each year local units are invited to display their Procedure Books at the State PTA Convention. All units are encouraged to bring these books and share the highlights of the past year with others.

SUBJECT AREA	POINTS	REC'D
1. Index/list of contents. Page numbers are helpful so contents can be easily located.	4	
2. Copy of unit bylaws approved by state bylaws chair within the last 3 years. These must have the stamp of the state bylaw chairman.	8	
3. Names of officers and committee chairmen.	8	
4. Reports of all officers and chairmen. Reports should be clearly labeled as reports of the Officers and committee chairmen listed in #3.	8	
5. Printed program of last year's plan of work. This is the plan for the previous year including various programs and events. Budget should be included.	8	
6. Special project of unit. Each unit is asked to have a special project each year. The project should be clearly defined and explained including the method of accomplishment.	8	
7. Fund-raising. Explain how money was raised to meet the budget. Brochures from companies are not adequate.	8	
8. Publications used by unit in meetings and discussion group. A list of publications that the units used and how they were used is all that is needed.	8	
9. Neatness. Well planned arrangement, attractive cover or front-piece, contents mainly PTA/PTSA work.	8	
10. Publicity clippings, notices of meeting and activities.	8	
11. Narrative history of unit. This is history of the unit from the time it began. For some units research may be necessary to write this history. The State Office may be able to provide you with date the unit was formed.	8	
12. Number of subscriptions to NH PTA Bulletin. A statement of how many subscriptions the local unit receives should be included.	6	
13. Photographs of officers and activities.	4	
14. Made by PTA/PTSA member. Please make sure that the name of the person who made the book is clearly visible.	4	
Total Points	100	-----