



UNIT-COUNCIL NEWSLETTER 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
Name of Newsletter	# of Members Newsletter Reaches	

→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

- 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

Explanation

- Submitted on one side of 8 1/2" x 11" sheets 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 **6 copies of each newsletter** printed from July through February
- 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 _____