

# MANSFIELD ISD COUNCIL OF PTAS

## Local PTA Scrapbook Requirements 2020 – 2021

The Scrapbook is the permanent record of activities and achievements of your local PTA. If the Scrapbook has been neglected in the past, the Historian will bring it up to date through interviews with previous members and reference to newspapers, scrapbook files, and minute books. The Scrapbook must cover the fiscal year and be arranged month by month as activities occur. All Scrapbooks should be of a durable material and sized approximately 12"x12". For Scrapbooks digitally printed and bound, items to be included, such as the copy of the Bylaws, newsletters, etc., can be attached at the back of the book without incurring any point penalties.

REQUIRED CONENTS OF SCRAPBOOK	POINTS
<b>1. OUTSIDE COVER</b> (1 point per item for a total of 4 points):	
a. Name of Local PTA	__ / 1
b. Name of School district	__ / 1
c. Name of Council	__ / 1
d. Year Produced (2020-2021)	__ / 1
<b>2. FIRST PAGE</b> (6 points):	
The first page must be blank except for the name and address of the person preparing the book in the lower right-hand corner along with this rule sheet placed in the plastic sleeve.	__ / 6
<b>3. The following CONTENT PAGES</b> in the order given (5 points per page):	
a. The first numbered page must be the Table of Contents. All information must be clear and correspond with numbered pages. (5 points)	__ / 5
b. School page (1 point per item):	
i. Picture of School	__ / 1
ii. Number of students	__ / 1
iii. Number of teachers/staff	__ / 1
iv. The Principals	__ / 1
v. Number of PTA members	__ / 1
c. List Officers and Chairmen by name and picture	__ / 5
d. List of PTA Meeting Dates	__ / 5
e. Copy of Annual Budget	__ / 5
f. Copy of Bylaws	__ / 5
g. Highlight a new or unique project supported by the PTA (please note as such)	__ / 5
h. Begin pages for Month to Month activities from August 2020 through May 2021. Only <u>SIX</u> months are required for scoring, with 5 points per page (30 points total). Each 'Month' page must include the Name, Date, and Pictures for the event(s).	__ / 30
*** Reference publications such as newspapers by name. Include calendars and events such as Reflections, Luncheons, Fundraisers, Teacher Appreciation, Programs, and Volunteers. Multiple pages for a given month will only earn 5 points. ***	
<b>4. OPTIONAL CONTENTS</b> (5 points per page):	
a. List of Past Local PTA presidents	__ / 5
b. List all Texas Life Memberships associated with school	__ / 5
c. Awards presented to your PTA	__ / 5
d. List of PTA Donations to the school	__ / 5
e. List of PTA Donations to the community	__ / 5
f. Copy of PTA Membership Directory	__ / 5
g. Information from Council, State, and National meetings attended (exclude minutes of any meeting)	__ / 5
*** Other pages pertinent to the school's PTA function should be included, but will not be scored. ***	
SCORING	
90 & above	Blue Ribbon
80 – 89 points	Red Ribbon
70 - 79	White Ribbon

>> **Historian Books must be completed & turned in by APRIL 26, 2021** <<

*They will be judged and then displayed at the Luncheon on MAY 17, 2021.*

All MISD PTA Historians contact **ALYSSA LE** at **ALYSSALE@GMAIL.COM** to coordinate the turning in of Scrapbooks, or for any questions.