

Mansfield ISD Council of PTA's

Local PTA Scrapbook Requirements

2017-2018

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 should try to bring it up to date by interviews with previous members, reference to newspapers and scrapbook files and minute books. The book should cover the fiscal year and be arranged month by month as activities occur. All books should be of a durable material with page sizes of approximately 12"x12". For digitally printed and bound books, 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.

Contents of the Book should be as follows:

1. Outside cover (5pts, 1 for each of the items below):
 - a. Local PTA
 - b. School district
 - c. Council
 - d. Area
 - e. Year produced (2017-2018)
2. The first page should be blank except for the name and address of the person preparing the book in the lower right hand corner and this rule sheet placed in the plastic sleeve. (5 pts.)
3. Following pages(in the order given) (5pts. per page):
 - a. The first numbered page should be the Table of Contents. All information should be plainly visible and location listed with corresponding numbered pages.
 - b. School page (1pt. per item):
 - i. Picture of School
 - ii. Number of students
 - iii. Number of teachers/staff
 - iv. The Principals
 - v. Number of PTA members
 - c. List by name and picture Officers and Chairmen
 - d. List of meeting Dates
 - e. Annual Budget
 - f. Copy of Bylaws
 - g. Highlight a new or unique project supported by the PTA (please note as such)
 - h. Begin Month to Month activities for the months August 2017 through May 2018. (A total of 30 points will be given for these items; only six of the ten months are scored.) Each page should include the date for the events shown and associated pictures. Reference publications such as newspapers by name. Be sure to include calendars and events such as Reflections, luncheons, fundraisers, teacher appreciation, programs, and volunteers. Multiple pages for a given month will only earn 5 pts.
4. Optional Contents (5pts per page):
 - a. List of Past Local PTA presidents
 - b. List all Texas Life Memberships associated with school
 - c. Awards presented to your PTA
 - d. List of PTA Donations to the school
 - e. List of PTA Donations to the Community
 - f. Copy of PTA Directory
 - g. Information from Council, State, and National meetings attended (exclude minutes of any meeting.)
 - h. 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 points	White Ribbon

Historian Books must be completed & turned in by April 30th.
They will be judged and then displayed during the Luncheon on May 7th.

All MISD PTA Historians need to contact Desiree Thomas (dezthomas@prodigy.net) to coordinate the dropping off of Historian Books in May, or if there are any questions on the requirements above.