

**Not sure what questions are on the Right Foot Award google form? Here's a quick reference guide to make the application process easier for your PTA/PTSA. These are all the questions asked in the awards application. Questions? Email: [Awards@DCCPTA.org](mailto:Awards@DCCPTA.org)**

- Local PTA/PTSA Unit Name:
- President's Name:
- President's Email:
- President's Phone Number:
- School enrollment at beginning of 2020 school year (please include DuvalHomeroom & onsite students):
- PTA membership total to date:
- PTA membership total on June 30 of last school year:
- Did your PTA/PTSA submit the signed End of Year Outside Organization Financial Review (Audit) to the bookkeeper, Florida PTA & DCCPTA Treasurer?
- Did your PTA/PTSA complete tax filing (990N postcard or 990EZ) and send a copy of acceptance to DCCPTA Treasurer and Florida PTA?
- Did your PTA/PTSA approve a 2020-2021 budget at a general meeting? (Copy of budget & meeting minutes will need to be emailed to: [Awards@DCCPTA.org](mailto:Awards@DCCPTA.org).)
- Does your PTA/PTSA utilize a bank account in a bank, credit union, or savings and loan outside of the school?
- Please list the name of the financial institution when your PTA/PTSA has an account:
- Please list the first and last names of all check signers:
- How many signatures are required to sign a check for your PTA/PTSA?
- How many counters are required to prepare each cash deposit for your PTA/PTSA?
- How many people are required to complete each cash deposit at the bank for your PTA/PTSA?
- Did your PTA/PTSA submit an Outside Organization Treasurer Reports to your school bookkeeper for July, August, and September?
- Did your PTA/PTSA submit Outside Organization Fund-Raising Request forms to the school bookkeeper?
- List the number of Outside Organization Fund-Raising Request forms your PTA/PTSA has submitted to the school bookkeeper:
- Did your PTA/PTSA submit DCCPTA dues prior to November 1, 2020?
- Did your PTA/PTSA submit information for 2020-2021 elected officers to Florida PTA?

- Did your PTA/PTSA include principal or designee as a board member? (Copy of your board roster with elected officers and committee chairs with contact information will need to be emailed to [Awards@DCCPTA.org](mailto:Awards@DCCPTA.org).)
- Does your PTA/PTSA meet in regular monthly board meetings?
- List dates of proposed General Meetings for 2020-2021 school year: (There must be at least 3.)
- At which of the general meetings during 2020-2021 school year will your PTA/PTSA will elect a nominating committee and officers?
- Did your PTA/PTSA President and Treasurer attend required DCCPTA President and Treasurer training for the 2020-2021 school year?
- Did someone from your PTA/PTSA board attend at least 2 of the Duval County Council General Meetings for this school year? (Check ones attended.)
- List date you PTA/PTSA President completed online DCCPTA training:
- List date your PTA/PTSA Treasurer completed online DCCPTA training:
- Did any board members from your PTA/PTSA attend DCCPTA Fall Leadership Workshops?
- Are your PTA/PTSA bylaws current? (You can check the date on your bylaws by looking on the first page, they are current for 3 years after approved.)
- Did your PTA/PTSA enter any paper membership forms collected into MemberHub?
- Did your PTA/PTSA pay the state and national portion of all dues collected to Florida PTA through MemberHub or by mailing a check? (Dues are due monthly.)
- Does your PTA/PTSA provide programs and services in line with the PTA mission and purpose?
- List titles and proposed dates of 3 programs planned for 2020-2021 school year:

Once you submit this form, you MUST email the following AND copy your principal on the email:

1. Financial Review (Audit)
3. Board Roster with Contact Information
3. Budget and Minutes from General Meeting at which budget was passed.

Email AND copy your principal to [Awards@DCCPTA.org](mailto:Awards@DCCPTA.org). If your additional files are not received via email by November 1, 2020 then your application is considered incomplete and will not be reviewed. Contact: [Awards@DCCPTA.org](mailto:Awards@DCCPTA.org) with any questions.