CHECKLIST for Submitting a Convention Resolution to National PTA

All resolutions must be **RECEIVED** in the National PTA office by **NOVEMBER 15**, prior to the year of convention in which the resolutions will be voted upon, if accepted. **NO FACSIMILIES (FAX) WILL BE ACCEPTED, ONLY HARD-COPY MAILED SUBMISSIONS.**

	Download Checklist to complete
	Verified: • *In harmony with the purposes and basic policies of PTA* • *Addresses issue of nationwide concern related to the education, health, safety, or welfare of children and youth, or parental education and involvement of parents* • *Not addressed in a position statement previously adopted by National PTA* • *Not addressed in a Resolution previously adopted by National PTA*
	Format: • *Correct grammar and spelling throughout* • *Clear and concise language in all "Whereas" statements* • *Font size no small than 10 with 1 inch page margins*
	Organization: ▪ *Cover sheet completed and included with proper signatures (Page 1)* ▪ *Table of Contents (Page 2)* ▪ *Resolution (Page 3)* ▪ *Rationale for resolution (Page 4)* ▪ *Reference summary that substantiates each "Whereas" statement by referencing the page or pages that provides the documentation in the submitted background material (Page 5)* ▪ *Background material:* *__Not more than 25 double sided or 50 single-sided pages* *__All pages numbered consecutively* *__Each page with the author, title, publisher, and date for each source. Online sources should include the URL* *__Resources from a variety of sources (must have three per "Whereas" statement) that are factual and verifiable and published no more than six years ago* *__PTA documents not included as background support* *__ Articles included in their entirety* *__Support for each "Whereas" statement shown in the background references with brackets and indication as to which "Whereas" statement it supports*

Please note that not following the above checklist might jeopardize your resolution from moving forward!

Mail your completed submission to:

National PTA
Attn: Information Center Manager
1250 N. Pitt Street
Alexandria, VA 22314