



**2022-2023**

**HONOR ROLL POINTS**

*(All items must be 100% complete with approvals, signatures and dates where required to receive Honor Roll Points.)*

**>>>>>>> NEW THIS YEAR <<<<<<<**

Each unit **President/ Treasurer/ Secretary** will receive a **Unit Specific Google Drive Folder Link** from RCPTA. Each month before the RCPTA Association Meeting dates below, please upload the requested documents into their perspective folders as PDF documents. **It is expected that these items get uploaded into the Unit Specific Google Folder each month.** Once documents are uploaded into the Google Folder each month, please send Council a quick Email to let us know items have been uploaded. If items get uploaded into the Unit's Google Folder, there is no need to email or hand in documents at the Association meeting. **The UNIT President is responsible for ensuring items from their Unit are uploaded and/or submitted to Council by unit leaders.**

<b>DUE: August 30, 2022</b>	<b>Points</b>	
<b>Attendance (RCPTA Association Meeting: 8/17/22)</b> by Unit President or Delegate	1	
<b>JULY Executive Board Meeting Minutes</b> <i>(approved and signed by secretary) / Or submit page notating that there wasn't a July Meeting)</i>	1	
<b>JULY Executive Board Treasurer's Report /</b> <i>Or submit page notating that there wasn't a July Meeting)</i>	2	
<b>End of Year Financial Report (7/1/21 to 6/30/22)</b>	5	
<b>2022-2023 Approved Budget</b>	2	
<b>READY, SET, REMIT' Membership Roster (30 members paid)</b>	2	
<b>*Officers Contact Entered into myPTEZ by 7/1 (must be verified by council)</b>	5	
<b>#July myPtEZ Bonus Points- Upload REQUIRED Items in myPTEZ before meeting:</b> <i>(must be verified by council)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Officers Contact Entered into myPTEZ by 7/1</li> <li><input type="checkbox"/> Confirm Bylaws are uploaded and current</li> <li><input type="checkbox"/> Confirm Bylaws Signature page is uploaded and current</li> <li><input type="checkbox"/> End of Year Financial Report (7/1/21 - 6/30/22)</li> <li><input type="checkbox"/> 2022 - 2023 Approved Budget (PDF of Budget must be uploaded into the "Documents Management Folder"</li> </ul>	1 point Each upload	
<b>DUE: September 21, 2022</b>		
<b>Attendance (RCPTA Association Meeting: 9/21/22)</b> by Unit President or Delegate	1	
<b>AUGUST Executive Board Meeting Minutes</b> <i>(approved and signed by secretary)</i>	1	
<b>AUGUST Executive Board Treasurer's Report</b>	2	
<b>End of Year Audit Report (1/1/22 to 6/30/22)</b> <i>must include audit report, check list, &amp; audit recommendations with ASSOCIATION approval dates</i>	5	
<b>#August myPTEZ Bonus Point - Upload REQUIRED Item in myPTEZ before meeting:</b> <i>(must be verified by council)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> End of Year Audit Report (1/1/22 - 6/30/22)</li> </ul>	1	

<b>DUE: October 19, 2022</b>		
Attendance (RCPTA Association Meeting: 10/19/22) by Unit President or Delegate	1	
SEPTEMBER Executive Board Meeting Minutes (approved and signed by secretary)	1	
SEPTEMBER Executive Board Treasurer's Report	2	
Association Meeting Minutes (approved and signed by secretary)	5	
Association Meeting Treasurer's Report (Association meeting - Association meeting)	5	
*Pay Insurance Premium (\$258 estimated)	2	
*Good Standing Membership Roster (MUST have 15 members paid to be in good standing)	2	
<b>DUE: November 17, 2022</b>		
Attendance (RCPTA Association Meeting: 11/17/22) by Unit President or Delegate	1	
OCTOBER Executive Board Meeting Minutes (approved and signed by secretary)	1	
OCTOBER Executive Board Treasurer's Report	2	
*FEDERAL & STATE TAX FILING - (due by November 15th) 990N/990EZ, 199N/199, RRF-1, CT-TR-1	2	
#November myPTEZ Bonus Points - Upload REQUIRED Items in myPTEZ before meeting: (must be verified by council) <input type="checkbox"/> Federal Tax Filing (990N / 990EZ) <input type="checkbox"/> State Tax Filing (199N / 199) <input type="checkbox"/> RRF-1 <input type="checkbox"/> CT-TR-1	1 point each	
<b>December - No Meeting - Happy Holidays</b>		
<b>DUE: January 18, 2023</b>		
Attendance (RCPTA Association Meeting 1/18/23) by Unit President or Delegate	1	
NOVEMBER & DECEMBER Executive Board Minutes (approved and signed by secretary)	2	
NOVEMBER & DECEMBER Executive Board Treasurer's Report	4	
Worker's Compensation Form (digitally filed directly with AIM)	5	
#January myPTEZ Bonus Point - Upload REQUIRED Item in myPTEZ before meeting: (must be verified by council) <input type="checkbox"/> Worker's Compensation Form (After submitting to AIM, upload confirmation document)	1	

**Keep up the strong work!**

**DUE: February 12, 2023**

<b>Attendance (RCPTA Association Meeting 2/15/23)</b> by Unit President or Delegate	1	
<b>JANUARY Executive Board Meeting Minutes</b> ( <i>approved and signed by secretary</i> )	1	
<b>JANUARY Executive Board Treasurer's Report</b>	2	
<b>Mid-Year Financial Report</b> (7/1/22 to 12/31/22)	5	
<b>Mid-Year Audit Report</b> (7/1/22 to 12/31/22) <i>must include audit report, check list, &amp; audit recommendations</i>	5	
<b>Teacher's Matter' Membership Roster</b> (100% teacher membership challenge to CAPTA by 2/1)	2	
<b>#February myPTEZ Bonus Point - Upload REQUIRED Item in myPTEZ before meeting:</b> (must be verified by council) <input type="checkbox"/> <b>Mid-Year Audit Report</b> (7/1/22 to 12/31/22)	1	

**DUE: March 15, 2023**

<b>Attendance (RCPTA Association Meeting 3/15/23)</b> by Unit President or Delegate	1	
<b>FEBRUARY Executive Board Meeting Minutes</b> ( <i>approved and signed by secretary</i> )	1	
<b>FEBRUARY Executive Board Treasurer's Report</b>	2	
<b>Association Meeting Minutes</b> ( <i>approved and signed by secretary</i> )	5	
<b>Association Meeting Treasurer's Report</b> (Association meeting - Association meeting)	5	
<b>HISTORIAN REPORT</b> ( <i>estimated hours through 6/30/22</i> )	5	
<b>Physical Membership Roster Vs. Membership Dues (NOT PAID THRU TOTEM)</b> (Turn physical membership roster (not totem) and any membership dues due to equal out)	10	

**April 05, 2023 - Awards Brunch (no meeting)**

<b>AND THE WINNERS ARE ... (HOPE TO SEE YOU THERE TO FIND OUT)</b>		<b>YOU'RE AWESOME!</b>
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**DUE: May 17, 2023**

<b>Attendance (RCPTA Association Meeting 5/17/23)</b> by Unit President or Delegate	☺	<b>THANKS FOR ALL YOU DO!</b>
<b>MARCH &amp; APRIL Executive Board Meeting Minutes</b> ( <i>approved and signed by secretary</i> )	☺	
<b>MARCH &amp; APRIL Executive Board Treasurer's Report</b>	☺	
<b>Association Meeting Minutes</b> (if unit has additional Association minutes to submit)	☺	
<b>Association Meeting Treasurer's Report</b> (if unit has additional Association TR to submit)	☺	
<b>OFFICERS-ELECT ENTERED INTO myPTEZ</b> (As soon as elections are over your new board should be entered in myPTEZ)	☺	

**DUE: June 21, 2023**

<b>Attendance by Unit President AND President Elect</b> (RCPTA Association Meeting 6/21/23)	☺	<b>YOU DID IT! CONGRATULATIONS !</b>
<b>MAY Executive Board Meeting Minutes</b> ( <i>approved and signed by secretary</i> )	☺	
<b>MAY Executive Board Treasurer's Report</b>	☺	
<b>Bonus Points You Can Earn Points</b>		
<b>myPTEZ</b> ( <b>ALL</b> required myPTEZ upload documents are uploaded by 03/15/23 in <a href="http://www.myPTEZ.com">www.myPTEZ.com</a> : Refer to "Items to upload into <a href="http://www.myPTEZ.com">www.myPTEZ.com</a> document under the Resources → <b>Leadership</b> tab on <a href="http://www.rcpta.org">www.rcpta.org</a> website)	10	
<b>Perfect Attendance</b> (president or delegate at all meetings August - March)	5	
<b>Financial Training</b> - one point each up to 10 ( <i>for each board member that was financially trained - <b>UNIT MUST EMAIL</b> <a href="mailto:rivcouncilpta@gmail.com">rivcouncilpta@gmail.com</a> with names of financially trained board members by 3/16/23 to receive bonus points.</i> )	10	
<b>5% INCREASE IN MEMBERSHIP FROM LAST YEAR BY MARCH 15TH</b>	5	

- **The president is responsible for ensuring that all paperwork is remitted to the council.**

- **All items must be turned in via Unit Specific Google Folder (link given to unit president/ treasurer/ secretary by RCPTA), emailed prior to RCPTA Association Meeting to [rivcouncilpta@gmail.com](mailto:rivcouncilpta@gmail.com), or physically submitting documents at Riverside Council's Association Meetings to qualify for honor roll points.**

- **Only one copy of each item needs to be turned in, via: Google Folder, emailed before meeting, or physically submitted at the Association Meetings.**

- **Physical Membership rosters (not TOTEM rosters) should be submitted to the council monthly.**

- **NO POINTS will be awarded for items turned in after the due date or items not complete.**

- **Visit [www.rcpta.org](http://www.rcpta.org) (Resources → Leadership tab) for a tutorial on how to upload documents into UNIT SPECIFIC Google Folders. Contact council if you have not received your unit specific google folder link.**

- **\*These items are required in order to remain in Good Standing.**

Questions? Contact Riverside Council PTA at [rivcouncilpta@gmail.com](mailto:rivcouncilpta@gmail.com)

*When emailing please include your school and your position. Just makes it easier for us help you quickly.*

**THANKS FOR SERVING FOR OUR STUDENTS!**