



MISSOURI RETIRED TEACHERS ASSOCIATION AND PUBLIC SCHOOL PERSONNEL

MRTA UNIT OF EXCELLENCE PROGRAM

The MRTA Unit of Excellence program is a voluntary program that is designed to help guide and direct local unit leaders, as well as, recognizing MRTA units that are the best in the state. Through the years, local unit leaders have found the guidelines to be a valuable tool in the management of their unit. To receive this award, a local unit must answer, "yes" to 25 of 28 questions.

All of the MRTA units that achieve "Unit of Excellence" status will then be eligible to be selected for the MRTA Unit of the Year Award. The winning unit will be honored by the MRTA State Office with a \$500 Classroom Grant to a recipient in a school within their local unit area.

The Unit of the Year Award selection committee will consist of the MRTA Regional Vice Presidents. Reporting period shall be on a calendar year basis. Unit of Excellence questionnaires must be post-marked to the MRTA State Office no later than January 31 for the year just completed. Units receiving the Unit of Excellence Award and the Unit of the Year Award will be recognized at the MRTA Fall Annual Meeting for the previous calendar year completed.

The first award will be given for calendar year 2010. The Unit of Excellence Program will be announced at the 2010 Spring Leadership Workshop.

INSERT NAME & REGION OF LOCAL UNIT MAKING APPLICATION

OF THE
MISSOURI RETIRED TEACHERS ASSOCIATION AND PUBLIC SCHOOL PERSONNEL

2010 CRITERIA FOR UNIT OF EXCELLENCE AWARD

<u>MRTA LOCAL UNIT MEETING CRITERIA</u>	YES	NO
1. Did the Local Unit have at least 8 meetings last year?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Local Unit have Committee Chairpersons for the Legislative, Membership, Community Service, Information & Protective Services, and Retirement Planning committees?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did Local Unit programs contain meeting dates, time, program, membership roster, a copy of the MRTA Mission and Vision statements, and was sent it to the State Office and the Regional Vice President?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did committee chairs prepare and present a report at each meeting?	<input type="checkbox"/>	<input type="checkbox"/>
5. Were members notified in advance of each meeting?	<input type="checkbox"/>	<input type="checkbox"/>
6. Were pertinent communications from the State Office presented and/or acted upon at each meeting?	<input type="checkbox"/>	<input type="checkbox"/>
<u>MRTA LOCAL UNIT ADMINISTRATIVE CRITERIA</u>	YES	NO
1. Did the Local Unit have email address distribution lists to contact local membership?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the State Office have a current copy of the Local Unit Constitution/Bylaws on file?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are the Local Unit officers and committee chairs all current paid members of MRTA ?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did the Local Unit submit an updated Local Unit Officers Report to the State Office?	<input type="checkbox"/>	<input type="checkbox"/>

MRTA LOCAL UNIT MEMBERSHIP CRITERIA	YES	NO
1. Did the Local Unit provide new retiree lists to the State Office by July 1?	<input type="checkbox"/>	<input type="checkbox"/>
2. Did the Local Unit host recruitment activities for new retirees such as formally inviting, recognizing, and welcoming new members at Local Unit meetings?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did the Local Unit sponsor at least one annual teacher appreciation activity?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the Local Unit sent at least one mailing to prospective members?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are at least 80% of the members of the Local Unit members of the State MRTA?	<input type="checkbox"/>	<input type="checkbox"/>
6. Was an organized local membership drive conducted that included a membership goal for the year?	<input type="checkbox"/>	<input type="checkbox"/>
7. Did the local membership show an increase in state membership over the previous year?	<input type="checkbox"/>	<input type="checkbox"/>
8. Did the membership committee utilize the membership computer printout which was provided by the state office?	<input type="checkbox"/>	<input type="checkbox"/>
PROGRAM CRITERIA	YES	NO
1. Did Local Unit Leaders attend the spring MRTA Leadership Workshop?	<input type="checkbox"/>	<input type="checkbox"/>
2. Did Local Unit members attend the State MRTA Annual Meeting?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did Local Unit members attend the state Delegate's Assembly?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did representatives from the Local Unit attend the Regional annual meeting?	<input type="checkbox"/>	<input type="checkbox"/>
5. Did Local Unit members attend the MRTA Legislative Days event?	<input type="checkbox"/>	<input type="checkbox"/>
6. Did Local Unit members participate in the Statewide Community Service Project?	<input type="checkbox"/>	<input type="checkbox"/>
7. Did a Superintendent of Schools or an elected official such as a state representative, state senator, or school board member attend a Local Unit Meeting?	<input type="checkbox"/>	<input type="checkbox"/>
8. Did the MRTA President, or the MRTA Executive Director, or your Regional Vice President attend a Local Unit Meeting?	<input type="checkbox"/>	<input type="checkbox"/>
9. Did the Local Unit participate in the MRTA Distinguished Retiree of the Year Program?	<input type="checkbox"/>	<input type="checkbox"/>
10. Did the Local Unit publish a local newsletter or send out e-news?	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL NUMBER OF "Yes" ANSWERS		