



# 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.

We encourage all Units to become an MRTA Unit of Excellence each and every year. Please feel free to contact your Regional Vice President for assistance and to answer any questions you may have.

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 will be recognized at the MRTA Fall Annual Meeting and in the MRTA Newsletter and the MRTA Website.

This application was submitted by: \_\_\_\_\_  
(name)

\_\_\_\_\_  
(email) & (phone #)

INSERT NAME & REGION OF LOCAL UNIT MAKING APPLICATION

OF THE  
**MISSOURI RETIRED TEACHERS ASSOCIATION AND PUBLIC SCHOOL  
 PERSONNEL**

**2011 CRITERIA FOR UNIT OF EXCELLENCE AWARD**

ALL QUESTIONS MUST BE ANSWERED

<b><u>MRTA UNIT MEETING CRITERIA</u></b>	<b>YES</b>	<b>NO</b>
1. Did the Unit have at least 8 meetings last year?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Unit have Committee Chairpersons for the Legislative, Membership, Community Service, Information & Protective Services, and Retirement Education committees?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did Unit programs, either electronic or hard copy, contain meeting dates, time, program, and the MRTA Mission and Vision statements? Was it distributed to unit members, Regional Vice Presidents, and the MRTA State Office?	<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 contacted prior to each meeting?	<input type="checkbox"/>	<input type="checkbox"/>
6. Were pertinent communications from the MRTA State Office presented and/or acted upon at each meeting?	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>MRTA UNIT ADMINISTRATIVE CRITERIA</u></b>	<b>YES</b>	<b>NO</b>
1. Did the Unit have email address distribution lists to contact local membership?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the MRTA State Office have a current copy of the Unit Bylaws on file?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are the Unit officers and committee chairs all current paid members of MRTA ?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did the Unit submit an updated <i>Local Unit Officers Report</i> to the MRTA State Office by January 15?	<input type="checkbox"/>	<input type="checkbox"/>

<b><u>MRTA UNIT MEMBERSHIP CRITERIA</u></b>	<b>YES</b>	<b>NO</b>
1. Did the Unit provide new retiree lists to the MRTA State Office by July 1?	<input type="checkbox"/>	<input type="checkbox"/>
2. Did the Unit host recruitment activities for new retirees such as formally inviting, recognizing, and welcoming new members at Unit meetings?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did the Unit sponsor at least one annual active or retired teacher appreciation activity?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the Unit sent at least one mailing to prospective members?	<input type="checkbox"/>	<input type="checkbox"/>
5. As of December 31, are at least 80% of your Unit's members current paid members of the MRTA State Association? (Call MRTA office for current list of MRTA State members)	<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 unit membership show an increase in state membership over the previous year as of December 31? (Call MRTA office if you have questions.)	<input type="checkbox"/>	<input type="checkbox"/>
8. Did the unit membership committee utilize the membership computer printout which was provided by the MRTA State Office?	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>PROGRAM CRITERIA</u></b>	<b>YES</b>	<b>NO</b>
1. Did Unit Leaders attend the spring MRTA Leadership Workshop?	<input type="checkbox"/>	<input type="checkbox"/>
2. Did Unit members attend the State MRTA Annual Meeting?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did Unit members attend the state Delegate's Assembly?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did Unit members attend the annual regional meeting?	<input type="checkbox"/>	<input type="checkbox"/>
5. Did Unit members attend the MRTA Legislative Days event or visit their respective elected officials at the State Capitol?	<input type="checkbox"/>	<input type="checkbox"/>
6. Did Unit members participate in a Unit Community Service Project and report all volunteer hours (state and local) to the State Community Service Chairperson?	<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 Unit Meeting?	<input type="checkbox"/>	<input type="checkbox"/>
8. Did the MRTA President, or the Executive Director, or your Regional Vice President attend a Unit Meeting?	<input type="checkbox"/>	<input type="checkbox"/>
9. Did the Unit participate in the MRTA Distinguished Retiree of the Year Program?	<input type="checkbox"/>	<input type="checkbox"/>
10. Did the Unit publish a local newsletter, send out e-news, or develop a website?	<input type="checkbox"/>	<input type="checkbox"/>
<b>TOTAL NUMBER OF "Yes/No" ANSWERS</b> <i>ALL QUESTIONS MUST BE ANSWERED</i>		

Revised February 2011