

CHECKLIST for Submitting a Resolution to National PTA

- All resolutions packets must be RECEIVED electronically at resolutions@pta.org no later than 11:59 PM EST on November 15 of the year prior to the convention in which the resolution will be voted upon (if accepted by the National PTA Board of Directors).
- The resolution must also be submitted in Word format.
- NO FACSIMILE (FAX) OR HARD COPY SUBMISSIONS WILL BE ACCEPTED.

Download Checklist to Complete

General Instructions:

1. Use a font size of at least 10 with 1-inch page margins
2. "Whereas" statements should be broad in scope, concise, no acronyms and limited to no more than 6
3. The resolution should be in harmony with the purposes and basic policies of PTA
4. The resolution should address an issue of nationwide concern related to the education, health, safety or welfare of children and youth, or parental education and family engagement
5. The focus of the resolution should not be addressed in a position statement or resolution previously adopted by National PTA

Organization of submission:

- Cover sheet completed and included with proper signatures, including state president's signature
- Table of Contents
- Resolution
- Rationale for resolution limited to 250 words
- Background material to support each "Whereas" statement
 - Background material:
 - Resources from a variety of sources (must have 3 per "Whereas" statement) that are factual, verifiable and published no more than 5 years ago
 - Each reference should include the author, title, publisher, page number and date
 - Online resources should include the URL, along with page number
 - Support for each "Whereas" statement shown in the background references using brackets and indicating which "Whereas" statement it supports
 - PTA documents may **NOT** be included as background support
 - Please note that you can use the same reference for different "Whereas" statements if necessary

Please note if the above directions and checklist are not followed, it may prevent your resolution from moving forward.

If you have any questions regarding the above, please contact the committee at resolutions@pta.org or Elizabeth Rorick, Deputy Executive Director for Government Affairs and Communications for National PTA, at 703-518-1219.