

# St. Tammany District PTA

## Tips for Local Safety Drawing Chairpersons

- **Read** all the Louisiana PTA rules and guidelines to familiarize yourself with the program.
- **Keep notes** throughout the year to pass along to next year's chair and to make it easier when it's time for report writing.
- **Take photos** at every stage of your program.
- **Consult with your PTA President(s)** and budget committee to budget necessary funds for recognition and other program needs.
- **Keep your PTA President(s)** and board **informed** of plans/events throughout the year.
- At the beginning of the school year, send home the age-appropriate **Safety Drawing flyer** with phone numbers for the PTA President(s) and your number as Safety Drawing Chair.
- **Publicize** the Safety Drawing Program in your PTA newsletter and also place a blurb occasionally in the teachers' daily notices. Emphasize that this program does not have to be done at school.
- Ask your principal if you might **attend a faculty meeting** and present the Safety Drawing program and answer any questions the teachers might have.
- Consider highlighting the Safety Drawing program at a **fall PTA meeting**.
- **Fill out** local unit information on Safety Drawing Entry Form before making photocopies
- Make sure parents and/or students have **complete list of rules and guidelines**
- Place extra copies of the rules and guidelines in your **school's office**.
- **Verify your District's deadline date** and set your deadline one month in advance of it.
- **Secure judges** for each category, setting up dates and process for work to be displayed. It is suggested that you do not use parents as judges. All decisions of the judges are final.
- **Designate a place** for collection of entries.
- Determine your local unit **awards and recognition of entries**.
- **Inspect** each entry as it is received, complies to program guidelines.

- Make sure **Official Entry Form** is completed (with two signatures) and attached to back of each entry.. It is suggested that this form be in a plastic page protector attached to the back of the entry with tape on three sides, leaving the top open for accessibility.
- Take **photos of entries** before sending the original on to the next level of judging.
- **Keep a log** with info for each entry: student's name, school, address, phone number, grade.
- Divide local unit entries by division to each corresponding judge (or judges). It usually works best to have them **judge the entries at school**.
- Each judge should have a copy of the rules.
- Secure from judges their **list of award recipients**.
- **Fill out** Local PTA Participation Form (**See State Forms**).
- **Fill out** Award Recipient Log (**See District Forms**), listing local unit award recipients (name, school, address, phone number, grade, division) to be sent to the District level for judging.
- **Check** with your district to determine the number of entries per grade level which you are allowed to submit for each of the categories.
- **Pack entries** as appropriate for the category **and deliver** to District on or before District's deadline.
- Be sure to make photocopies for your files of each Official Entry Form for each entry to be sent to the next level of judging.
- **Celebrate** your local unit award recipients along with each student who participated (possibly at a Safety Drawing reception or at honors day).
- **Publicize** award recipients in your school newsletter and the local newspaper.
- **Notify student(s) (and their parents)** at your local unit if they are District or State award recipients, so they can plan to attend any District Awards Banquet \_\_\_\_\_ and the Louisiana PTA Children's Luncheon \_\_\_\_\_.
- *Enjoy yourself, good luck, and have a great year!*