

# Arkansas Retired Teachers Association

## Local Unit Annual Report Form

Name of Unit \_\_\_\_\_  
Name of person submitting report \_\_\_\_\_  
Phone Number/Email Address \_\_\_\_\_

### Reporting Instructions

If other individuals or committee have been assigned to complete sections of this report, please assemble all sections and submit as a single report. Be sure to save a copy of the report for your unit records.

Outstanding Service Project Nomination Forms should be included with the report for consideration.

Names and contact information of new retirees/other potential members may be included with the report.

A completed report should be submitted to ARTA, 1200 Commerce Suite 103, Little Rock, AR 72202 by June 15.

### **ARTA Use Only – For Determining Unit Achievement Awards**

#### UNIT ADMINISTRATION (5 pts)

- \_\_\_\_\_ Submitted a list of officers and committee chair persons for each of the ARTA standing state committees in June/July of the current report year (*June 15 of last year*)
- \_\_\_\_\_ Submitted a yearbook in August/September of the current report year (*September 15 of last year*)
- \_\_\_\_\_ Had at least one planning meeting with officers and committee chairs
- \_\_\_\_\_ Had at least one representative at all area and state meetings

#### MEMBERSHIP (5 pts)

- \_\_\_\_\_ Took specific steps to identify/recruit new members
- \_\_\_\_\_ Submitted names and contact information of new retirees and other potential members to the ARTA office (date) \_\_\_\_\_
- \_\_\_\_\_ Had a net increase in ARTA membership from September to April of the current report year

#### PROGRAMMING (5 pts)

- \_\_\_\_\_ Had at least six regular unit meetings that were publicized in advance
- \_\_\_\_\_ Had at least one meeting outside of regular unit meetings
- \_\_\_\_\_ Yearly programming covered a wide range of topics, especially those represented by the ARTA standing state committees
- \_\_\_\_\_ Had at least one meeting or activity that included elected officials as guests
- \_\_\_\_\_ Had at least one meeting or activity that included active school personnel as guests

#### COMMUNITY SERVICE/PUBLIC RELATIONS (5pts)

- \_\_\_\_\_ Had at least one community service project in which members could participate
- \_\_\_\_\_ Publicized unit *activity* (in addition to meetings) in the local community
- \_\_\_\_\_ Shared at least one photo, story or announcement for distribution by ARTA
- \_\_\_\_\_ Reported volunteer hours to ARTA

**Arkansas Retired Teachers Association**  
**Outstanding Service Project Nomination Form (Optional)**

Name of Unit \_\_\_\_\_

Community Services Chair \_\_\_\_\_

Project Chair, if different \_\_\_\_\_

Name of Project \_\_\_\_\_

Check audience served by project    Community \_\_\_\_\_ Youth \_\_\_\_\_

Description of Audience \_\_\_\_\_

Number of people served \_\_\_\_\_

Number of members involved \_\_\_\_\_

Narrative - be sure to include information such as:

- \* How the project was identified/selected by members
- \* How the project was implemented
- \* How the project was publicized before and after
- \* Ways that members were able to participate in the project (financial or material contributions, volunteer hours, planning and implementation, publicity, etc.
- \* The impact of the project on the intended audience, what needs were met, etc.

Attachments - Photos and project materials may be submitted, but will only be returned with SASE

**Arkansas Retired Teachers Association  
Local Unit Annual Report Form**

Name of Unit \_\_\_\_\_

Unit Administration

How many planning meetings did the unit officers and committee chairs hold during the reporting period? \_\_\_\_\_

How many unit members attended each of the following meetings:

Most recent Annual State Convention (Fall) \_\_\_\_\_

Most recent Area Leadership Conference (Spring) \_\_\_\_\_

Membership

Describe specific steps your unit took to *identify* new retirees and other potential members:

Describe specific steps your unit took to *recruit* new retirees and other potential members (activities, meetings, events, methods of contact, etc.)

# Arkansas Retired Teachers Association

## Local Unit Annual Report Form

Unit Programming - Regular Unit Meetings and Programs

Date	Topic/Theme	Committees that planned or presented	How was this meeting publicized before? After?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Unit Programming - Special\* Unit Meetings and Programs

\* A meeting or program scheduled outside of regular unit programming (evening, weekend, outing, etc.) AND/OR a meeting or program intended for an audience other than unit members (community, elected officials, active school personnel, etc.) for the purpose of increasing awareness for your unit

Date	Topic/Theme	How was this meeting different than your regular unit programming?	How was this meeting publicized before? After?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Arkansas Retired Teachers Association Local Unit Annual Report Form

Community Service - Projects planned and organized OR supported by the unit

Name of Project	Description of Project	Value of Project (\$ donated, estimated value of items donated, # of volunteer hours, etc.)	How was this meeting publicized before? After?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

To nominate a youth or community service project for an award, please complete the nomination form and include it with your report.

Community Service - Hours of volunteer service reported by members

Examples of qualifying service and forms for recording monthly and cumulative volunteer hours are available at [www.artanow.com/resources](http://www.artanow.com/resources)

Volunteer hours in community	_____
Volunteer hours with youth	_____
Total volunteer hours reported	_____

Community Service - Volunteers reporting 1,000 or more hours of volunteer service

	# Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____