

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 members 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.

Names of members deceased in the past year 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 (1 pt)
- _____ Submitted a yearbook in Aug/Sept of program year (program calendar 1 pt, membership roster 1 pt)
- _____ Had at least one planning meeting with officers and committee chairs (1 pt)
- _____ Had at least one representative at all area and state meetings (1 pt)

MEMBERSHIP (5 pts)

- _____ Took specific steps to identify/recruit new members (3 pts)
- _____ Submitted names and contact information of new retirees and other potential members to the ARTA office (2 pts) _____

PROGRAMMING (5 pts)

- _____ Had at least six regular unit meetings that were publicized in advance (1 pt) _____
- _____ Had at least one meeting outside of regular unit meetings (1 pt)
- _____ Yearly programming covered a wide range of topics, especially those represented by the ARTA standing state committees (1 pt)
- _____ Had at least one meeting or activity that included elected officials as guests (1 pt)
- _____ Had at least one meeting or activity that included active school personnel as guests (1 pt)

COMMUNITY SERVICE/PUBLIC RELATIONS (5pts)

- _____ Had at least one community service project in which members could participate (1 pts)
- _____ Generated PR (media, social media, etc.) for a unit activity, achievement or project (2 pts)
- _____ Shared at least one photo, story or announcement for distribution by ARTA (1 pt)
- _____ Reported volunteer hours to ARTA (1 pt)

_____ / 20 points

10-13 Good | 14-17 Excellent | 18-20 Superior

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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 _____

Project can be replicated by other organizations

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

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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:

Last Annual State Convention (Spring) _____

Last Area Leadership Conference (Fall) _____

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.)

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Unit Programming - Regular Unit Meetings and Programs

Date	Topic/Theme	Committees that planned or presented	Publicity/PR for this meeting
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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 at large, elected officials, active school personnel, etc.) for the purpose of increasing awareness of your unit.

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

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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 project publicized before? After?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

To nominate a specific 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

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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____