

| <u>Month</u>           | <u>Action</u>  | <u>Points</u>                  |
|------------------------|--|--------------------------------|
| ○ May 24               | *Attend Livonia PTSA Council Officer's Training  | 100 per attendee               |
| ○ July 19              | *Attend Livonia PTSA Council Annual Audit Party  | 100 per attendee               |
| ○ <b>Before Oct 1</b>  | <b>Board Members must be a paid member and uploaded into Memberhub</b>                 | 100                            |
| ○ <b>Before Oct 1</b>  | <b>Submit signed copy of Bylaws Acknowledgement form</b>                               | 500                            |
| ○ <b>Before Oct 1</b>  | <b>Submit signed copy of Financial Best Practices form</b>                             | 500                            |
| ○ Before Oct 1         | Submit Advocacy Chair contact info (Enter in MemberHub)                                | 100                            |
| ○ Before Oct 1         | Submit Diversity, Equity, and Inclusion Chair contact info (Enter in MemberHub)        | 100                            |
| ○ Before Oct 1         | Submit Reflections Chair contact info (Enter in MemberHub)                             | 100                            |
| ○ <b>Before Oct 28</b> | <b>Submit Flat Fee Membership Dues to Council</b>                                      | 500                            |
| ○ <b>Before Nov 1</b>  | <b>Submit copy of Policies and Procedures Guide (or Standing Rules) to LPTSAC</b>      | 500                            |
| ○ <b>Before Nov 15</b> | <b>Submit copy of completed 990 (upload to MemberHub, copy to LPTSAC)</b>              | 100                            |
| ○ <b>Before Dec 1</b>  | <b>*Submit \$40 Unit Dues to MI PTA (copy to LPTSAC)</b>                               | 500                            |
| ○ <b>Before Dec 1</b>  | <b>Submit copy of updated Bylaws (upload to MemberHub, copy to LPTSAC)</b>             | 100                            |
| ○ <b>Before Dec 1</b>  | <b>Submit copy of completed Audit (upload to MemberHub, copy to LPTSAC)</b>            | 100                            |
| ○ <b>Before Dec 1</b>  | <b>Submit copy of current school year Budget (upload to MemberHub, copy to LPTSAC)</b> | 100                            |
| ○ <b>Before Dec 1</b>  | <b>Submit proof of Insurance (upload to MemberHub, copy to LPTSAC)</b>                 | 100                            |
| ○ Before Dec 1         | Submit Reflections entries to Council Reflections Chairperson                          | 25 per every 5 entries         |
| ○ Dec/Jan              | Submit Chili Cook Off entries  | 100 per attendee               |
| ○ February             | Attend Livonia PTSA Council's Founders Day Celebration                                 | 100 per attendee               |
| ○ March 20             | *Attend MI PTA Advocacy Day  | 100 per attendee               |
| ○ April 19-21          | *Attend MI PTA Convention  | 100 per attendee               |
| ○ Sept thru June       | Offer a Parent Oriented program to your members (send notice to LPTSAC)                | 500 per program                |
| ○ Sept thru June       | Submit a newsletter article for the Council Courier (Cc PEP)                           | 100 per article                |
| ○ Sept thru June       | Invite your Council Liaison to your Unit Meeting (Cc PEP)                              | 100 per invite                 |
| ○ Sept thru June       | Achieve Membership that reaches last year's total                                      | 250                            |
| ○ Sept thru June       | Achieve Membership that exceeds last year's total                                      | 100 per every 25 add'l members |
| ○ Sept thru June       | Attend Livonia PTSA Council's meetings/workshops                                       | 100 per attendee               |
| ○ Sept thru June       | Submit YMAD entries  | 200                            |

(\* ) Indicates new dates! Points will be tallied from May 1 through April 30. Each member may represent multiple units. The highest earning units at the end of the year will be awarded a prize from the Livonia PTSA Council. For all PEP correspondence, email [PEP@livoniaptsacouncil.org](mailto:PEP@livoniaptsacouncil.org)

## What is PEP?

The **PTA/PTSA Excellence Program** — better known as **PEP** — provides PTA/PTSA units with a way to streamline unit requirements and provide a points system for units who complete the required tasks.

PEP helps your unit stay in good standing and encourages unit growth and participation.

In order to receive credit for PEP, your submissions must be emailed to the PEP email **ON TIME**.

PEP standings are updated monthly on the Livonia PTSA Council website. Check often to see where you stand!

Awards will be presented at the end of the year to the highest achieving units!