NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ **ZIP:** _____

CELL PHONE: _____

EMAIL: _____

PTA UNIT NAME: _____

PTA COUNCIL: _____

DATE COMPLETED: _____

MEMBER'S SIGNATURE: _____

Use our online form to help track and save your Gold Key Leadership Award progress, or to submit a copy of this form once all requirements are complete.

tinyurl.com/OHPTA-GoldKey-Step-1

QUESTIONS?

Contact Ohio PTA Vice President of Leadership | Awards@OhioPTA.org

Ohio PTA®
everychild.onevoice.®

40 Northwoods Blvd. Suite A | Columbus, OH 43235-4718

Revised: January, 2025 | 73125

Gold Key Leadership Award
First Step

The Ohio PTA Gold Key Leadership Award Program was created to develop and strengthen PTA leadership. The Gold Key Leadership Awards provide basic training, advanced training, and continued development of PTA leaders. It is easy to complete the requirements to earn the Gold Key Leadership Awards!

The First Step of the Gold Key Leadership Award recognizes the leadership accomplishments of Ohio PTA members. The Second Step of the Gold Key Leadership Award continues development for those PTA members who choose to further their skills and become PTA leaders. The Third Step of the Gold Key Leadership Award develops the skills of PTA leaders to further promote the Mission and Purpose of PTA.

Each step of the Gold Key Leadership Award has five required trainings/activities to complete. Additional trainings/activities are also required for each step, with the First Step requiring completion of 7 out of 11 options. Many of the programs, workshops, and conference requirements are provided both at the state and local levels, and virtual course options are available for some requirements as well.

The Gold Key Leadership Award steps may each take up to three years to complete. After completion of the First Step of the Gold Key Leadership Award, submit your form to Ohio PTA using the link or QR code on the back of this form. Then you can begin the Second Step of the Gold Key Leadership Award.

The mission of the PTA can only be realized through the involvement and commitment of our PTA leaders!

REQUIRED TRAININGS & ACTIVITIES

Complete all 5 required trainings/activities.

Bylaws and Standing Rules

**Presenter's Signature or Code: _____ Date: _____

Treasurer Training | Best Practices

**Presenter's Signature or Code: _____ Date: _____

Parliamentary Procedure

**Presenter's Signature or Code: _____ Date: _____

Nominating Committee

**Presenter's Signature or Code: _____ Date: _____

Advocacy | _____

Name of Selected Advocacy Workshop

**Presenter's Signature or Code: _____ Date: _____

NOTES:

***There are many different Ohio PTA workshops that fulfill category training requirements.**

- ADVOCACY training includes but is not limited to workshops at the state or local level promoting advocacy skills and efforts to help children or families.
- MEMBERSHIP training examples include but are not limited to workshops including: Increasing Membership, Givebacks General Information #1, Givebacks #2, etc.
- TREASURER & FINANCIAL training examples include but are not limited to workshops including: File 990, Preventing Theft, and Financial Review, etc.
- PROGRAMS training examples include but are not limited to workshops including: Reflections, School of Excellence, Grants & Awards etc.
- LEADERSHIP training includes but is not limited to workshops for any specific officer position or leadership skills.

****When attending any Ohio PTA in-person events, a presenter's signature is required as proof of completion of any requirement(s). When attending any Ohio PTA Virtual trainings, a unique code will be given to you as proof of completion of any requirement(s).**

ADDITIONAL TRAININGS & ACTIVITIES

Complete at least 7 of the following additional trainings/activities.

Membership Training* _____ Name of Membership Workshop	**Presenter's Signature or Code: _____	Date: _____
Treasurer Training* _____ Name of Treasurer Workshop	**Presenter's Signature or Code: _____	Date: _____
Programs Training* _____ Name of Programs Workshop	**Presenter's Signature or Code: _____	Date: _____
Leadership Training* _____ Name of Leadership Workshop	**Presenter's Signature or Code: _____	Date: _____
Presidents Workshop	**Presenter's Signature or Code: _____	Date: _____
Attend a Local School Board Meeting	School District where you attended the meeting: _____	Date: _____
Serve as an Elected PTA Officer	PTA Officer Title: _____	Date: _____
Serve on a PTA Committee for your Unit or Council	Committee Name: _____	Date: _____
Attend an Ohio PTA Conference **(Summer Leadership or Region)**	Conference Attended: _____	Date: _____
Volunteer at an Ohio PTA Convention/Conference	**Ohio PTA Board Member's Signature: _____	Date: _____
2 | National PTA Thrive! Learning Courses *thrive.pta.org/redeem/* *Use this code to register: pta-con-2022*	Thrive! Course Title #1: _____	Date: _____
	Thrive! Course Title #2: _____	Date: _____