

UTAH PTA RESOLUTIONS COVER SHEET

When submitting a resolution, please submit an electronic version of the text of the resolution in Microsoft Word.

This sheet must accompany each resolution that is submitted to the Utah PTA office for consideration by the Resolutions Committee. Resolutions MUST be submitted by June 15 or November 15 of each year. Complete photo copies of documentation pieces must be included for each “whereas” addressed in the resolution.

Each resolution must:

- ♦ Have a title and be written in a resolution format.
- ♦ Meet all of the requirements for submitting a resolution.
- ♦ Have been voted on by the local PTA membership or by the local board before it is submitted, thus showing Utah PTA that this represents the views of the PTA submitting the resolution. Minutes from that meeting shall be submitted with the resolution.

We have reviewed the checklist. Yes No

Title of Resolution _____

Name of Submitting PTA _____

Address of Submitting PTA _____

Council _____

Region _____

Name of Contact Person _____ Phone _____

Date Submitted _____

Signature of PTA President

Signature of PTA Secretary

After consulting the Resolutions Checklist in the Utah PTA President Handbook, please submit the following with this cover sheet:

1. A copy of the resolution.
2. A copy of all supporting documentation for the resolution.
3. A copy of the minutes of the meeting at which the resolution was submitted for approval.
4. Submit via email an electronic version of the resolution. Call the Utah PTA office for the correct email address.

SEND TO: Utah PTA, 5192 S. Greenpine Drive, Salt Lake City, UT 84123

Date received at Utah PTA office _____