

## Checklist for Submitting a PTA Convention Resolution

All resolutions must be **RECEIVED (not postmarked)** in the New York State PTA office by **April 15th** of the year of convention in which the resolutions will be voted upon.

*NO FACSIMILES (FAX) WILL BE ACCEPTED, ONLY HARD-COPY MAILED SUBMISSIONS.*

- Print/Download Checklist to fill out
- Cover sheet filled out correctly
- Proper signatures
- Table of contents included
- All pages, with exception of the required submission cover page, numbered consecutively
- Reference sheet included that substantiates each "Whereas" statement by referencing the page or pages that provides documentation in the submitted background material
- Included on each page the author, title, publisher, and date for each source. Online sources should include the URL
- Correct grammar and spelling throughout
- Resolution not previously adopted by NYS PTA
- Background material - **not more than 25** double sided **or 50** single sided pages.
- Font size no smaller than 10 with 1 inch margin
- Used a variety of sources (must be **three sources per "Whereas"** that are factual and verifiable.
- When articles were included, submitted in their entirety.
- Used references that are bracketed and numbered in the background material, indicating which "Whereas" statement they support
- Included date appropriate references (published **no more than six** years ago)
- Used clear and concise information in all "Whereas" statements
- Included narrative summary that was **no more than 150 words** (that explains the intent and scope of the resolution)

***Please note that not following the above checklist might jeopardize your resolution from moving forward!***

Mail your completed submission to:  
New York State PTA  
Attn: Resolutions Chair  
One Wembley Court  
Albany, New York 12205-3830

Send questions to: [resolutions@nyspta.org](mailto:resolutions@nyspta.org)