



MISSOURI RETIRED TEACHERS ASSOCIATION  
AND PUBLIC SCHOOL PERSONNEL  
3030 DUPONT CIRCLE  
JEFFERSON CITY, MO 65109  
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WWW.MRTA.ORG

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## MISSOURI RETIRED TEACHERS ASSOCIATION AND PUBLIC SCHOOL PERSONNEL UNIT OF EXCELLENCE PROGRAM

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The MRTA Unit of Excellence program is a voluntary program based on the honor system that is designed to help guide and direct local unit leaders, as well as recognizing MRTA units that are the best in the state. Through the years, local unit leaders have found the guidelines to be a valuable tool in the management of their unit. To receive this award, a local unit must answer, "yes" to 25 of 28 questions, and answer "yes" to number one in the MRTA Unit Membership Criteria.

We encourage all units to become an MRTA Unit of Excellence each and every year. Please feel free to contact your Regional Vice President for assistance and to answer any questions you may have.

**Unit of Excellence questionnaires must be post-marked to the MRTA State Office no later than January 31 for the year just completed.** The reporting period shall be on a calendar year basis. Units receiving the Unit of Excellence Award will be recognized at the MRTA Fall Annual Meeting and in the MRTA Newsletter, and the MRTA Website.

This application was submitted by: \_\_\_\_\_

(Name)

\_\_\_\_\_  
(Unit name)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Phone #)

Does your unit want to receive (please check one):  Trophy OR  Certificate

INSERT NAME & REGION OF LOCAL UNIT MAKING APPLICATION

OF THE

**MISSOURI RETIRED TEACHERS ASSOCIATION AND PUBLIC SCHOOL PERSONNEL**

**CRITERIA FOR UNIT OF EXCELLENCE AWARD**

ALL QUESTIONS MUST BE ANSWERED

<b><u>MRTA UNIT MEMBERSHIP CRITERIA</u></b>	<b>YES</b>	<b>NO</b>
***1. Did the unit provide new retiree lists for all the school districts in your unit's area to the MRTA State Office by July 1?		
2. Did the unit host recruitment activities for new retirees such as formally inviting, recognizing, and welcoming new members at unit meetings?		
3. Did the unit sponsor at least one annual active or retired teacher appreciation activity?		
4. Has the unit sent at least one form of communication to prospective members?		
5. Are at least 80% of your unit's members current paid members of the MRTA State Association? An MRTA membership list will be mailed to the Unit President upon request for comparison to your unit's membership list.		
6. Was an organized local membership drive conducted that included a membership goal for the year?		
7. Did the unit membership show an increase over the previous year as of December 31?		
8. Did the unit membership committee utilize the membership computer printout which was provided by the MRTA State Office?		
<b><u>MRTA UNIT MEETING CRITERIA</u></b>	<b>YES</b>	<b>NO</b>
1. Did the unit have at least 8 gatherings, field trips, executive board or regional meetings, etc. last year?		
2. Does the unit have Committee Chairpersons for the Legislative, Membership, Community Service, Information & Protective Services, and Retirement Education committees?		
3. Did unit directories, either electronic or hard copy, contain meeting dates, time, program, and the MRTA Mission and Vision statements? <b>Was it distributed to unit members, Regional Vice Presidents, and the MRTA State Office?</b>		
4. Do your unit meeting minutes reflect that your committee chairs prepared and presented a report for each meeting?		
5. Were members contacted prior to each meeting?		
6. Were pertinent communications from the MRTA State Office presented to membership and/or acted upon at each meeting?		

INSERT NAME & REGION OF LOCAL UNIT MAKING APPLICATION

<b><u>MRTA UNIT ADMINISTRATIVE CRITERIA</u></b>	<b>YES</b>	<b>NO</b>
1. Did the unit have email address distribution lists to contact local membership?		
2. Does the MRTA State Office have a current copy of the unit Bylaws on file?		
3. Are the unit officers and committee chairs all current paid members of MRTA?		
4. Did the unit submit an updated <i>Local Unit Officers Report</i> to the MRTA State Office by January 15?		
<b><u>PROGRAM CRITERIA</u></b>	<b>YES</b>	<b>NO</b>
1. Did the unit president attend the MRTA Unit President Summit?		
2. Did unit members attend the State MRTA Annual Meeting?		
3. Did unit members attend the State Delegate's Assembly?		
4. Did unit members attend the annual regional meeting?		
5. Did unit members attend the MRTA Legislative Day event or visit their respective elected officials at the State Capitol?		
6. Did unit members participate in a Unit Community Service Project and report all volunteer hours (state and local) to the Regional Community Service Chairperson?		
7. Did a Superintendent of Schools or an elected official such as a state representative, state senator, or school board member attend a unit meeting?		
8. Did the MRTA President, or the Executive Director, or your Regional Vice President attend a unit meeting?		
9. Did the unit participate in the MRTA Distinguished Retiree of the Year Program?		
10. Did the unit publish a local newsletter, send out e-news, or develop a website, Facebook page or group?		
<b>TOTAL NUMBER OF "Yes/No" ANSWERS</b> <b>ALL QUESTIONS MUST BE ANSWERED</b>		

**\*\*\* This criteria is required to be checked "yes" to receive the Unit of Excellence Award.**