Submittal Form for Resolutions to the Colorado PTA Convention

Completed form must be submitted with proposed resolution no later than Nov. 30.

Title or Subject of Resolution

Date submitted

Submitting group:

_____ Local Unit     _____ Council     _____ Committee     _____ COPTA Board of Directors

Name of submitting group

Signature of president/director

Contents of submittal:

Ensure that the proposed action(s) . . .

• Align with PTA’s purposes and policies.
• Relate to the education, health, safety, or welfare of children.
• Concern a matter that is statewide in scope.
• Cover a topic not previously adopted by PTA.

Include in the packet of materials submitted . . .

• A cover letter or narrative explaining the reason for bringing the resolution forward.
• A table of contents.
• The proposed resolution in proper format, with WHEREAS and RESOLVED statements.
• At least three (3) separate items of background material for each whereas statement that are factual and verifiable.

Revised 3/16