

## SCRAPBOOK

Scrapbooks should reflect a comprehensive record of PTA from convention of one year to convention of the following year. They provide avenues for PTA to share programs, projects, and activities with fellow volunteers statewide. The scrapbook exhibition has always been one of the most favored during our State Conventions.

Scrapbooks are to be sent to the Mississippi PTA Office by UPS no later than **MARCH 24**. They will be rated and put on display for Convention. They must be picked up on the last day of Convention.

### GUIDANCE FOR PREPARING YOUR SCRAPBOOK

#### **Information that should be included:**

- Table of Contents
- Name of School or Council PTA
- Address
- Year
- Name of President
- Name of Publicity Chairman
- Name of Scrapbook Chairman or Historian
- Art Work
- List of Officers or Chairmen
- One or two brief page narrative of PTA activities as the last item in the scrapbook

#### **Physical Appearance:**

- Pages should be spaced properly (equal borders, etc.)
- Articles trimmed neatly (including datelines and names underlined)
- Labeling of pictures, etc.
- Maintain consistent structure (such as using both fronts and backs of pages, or just fronts)
- Durable cover to prevent damage to contents

#### **Historical Information:**

- Budget
- Bylaws
- State PTA events attended (verified by name tags, delegate cards, and meeting programs)
- Conventions
- Leadership and/or Legislative Workshops
- Founder's Day
- Meetings and Speakers (pictures, programs, etc.)