

2025-2026 PTA/PTSA Excellence Program (P.E.P.)

Due Date	Action	Points
May 21st	Attend LPTSA Officer's Training	100/attendee
July 16th	Attend LPTSA Audit Party	100/attendee
Before Oct 1	Board Members must be a paid member and uploaded into Givebacks	100
Before Oct 1	Submit signed copy of Bylaws Acknowledement form	500
Before Oct 1	Submit signed copy of Financial Best Practices form	500
Before Oct 1	Submit Advocacy Chair contact info	100
Before Oct 1	Submit Diversity, Equity, and Inclusion Chair contact info into Glvebacks	100
Before Oct 1	Submit Reflections Chair contact info into Givebacks	100
Before Oct 28	Submit Flat Fee Rate Membership Dues to Council	500
Before Nov 1	Submit copy of Policies & Procedures to Givebacks Files	500
Before Nov 15	Submit copy of completed 990 to Givebacks	100
Before Dec 1	Submit copy of updated Bylaws to Givebacks	100
Before Dec 1	Submit copy of Audit from previous school year to Givebacks	100
Before Dec 1	Submit copy of current year Budget to Givebacks	100
Before Dec 1	Submit Proof of Insurance to Givebacks	100
By Dec 1	Submit COMPLETED LPTSAC SOA checklist to PEP Chair	500
Before Dec 1	Submit Reflections entries to Council Chair	25/every 5 entries
January	Submit Chili Cook Off entries	100/attendee
February	Attend LPTSA Founders Day Celebration	100/attendee
March	Attend MI PTA Advocacy Day	100/attendee
April	Attend MI PTA Convention	100/attendee
August thru June	Offer a parent-oriented program to your members (send notice to LPTSAC)	500/program
August thru June	Submit a newsletter article for Council Courier (CC PEP)	100/article
August thru June	Invite your Council Liaison to your Unit Meeting (CC PEP)	100/invite
August thru June	Achieve Membership that reaches last year's total	250
August thru June	Achieve Membership that exceeds last year's total	100/every 25 add'l members
August thru June	Attend Livonia PTSA Council's Meetings/Workshops	100/attendee
August thru June	Submit YMAD entries	200

Points will be tallied from May 1 to April 30th. Each member may represent multiple units. The highest earning units at the end of the year will be awarded a prize. For all PEP correspondence, email PEP@livoniaptscouncil.org

What Is PEP?

The PTA/PTSA Excellence Program — better known as PEP — provides PTA/PTSA units with a way to streamline unit requirements by utilizing a points system for units who complete the required tasks.

PEP helps your unit stay in good standing and encourages unit growth and participation.

In order to receive credit for PEP, your submissions must be emailed to the PEP email ON TIME.

PEP standings are updated monthly on the Livonia PTSA website. Check often to see where your unit stands!

Awards will be presented at the end of the year to the highest achieving units!