



The Palm Beach County Council of PTA/PTSA 2017-2018 Recognition and Awards Program

The Palm Beach County Council of PTA/PTSA knows every local unit works to plan events and programs that are meaningful to their members. The County Council's awards program is designed to recognize individuals and units who further the mission and purpose of the PTA.

Applying for the County Council Awards affords local units an opportunity to showcase their efforts and share their successful programs with other local units and the County Council.

This package contains the following items:

1. Information/Guidelines to apply for the following awards:

Advocacy	Outstanding Service Award
Communication	School Administration Office of the Year
Community Connection	Spotlight
Environmental	Strong School Partnership
Family Engagement	Superman Unit of Palm Beach County
Health and Safety	Volunteer Award
Literacy	

2. Recognition & Awards Cover Sheet and submission instructions for each award category.

- Submit a completed cover sheet and requested documents in a presentation folder. (Please DO NOT use a 3 ring binder).
- Submit Communication and Spotlight award material separately.
- It is important to answer all questions, submit all requested documents and follow directions so the committee can judge responsibly.

3. Please Note: The Recognition and Award Program also includes PTA of the Year, PTSA of the Year, Rising Star, and the President's Award(s). Units **do not** apply for these awards. They are based on the cover sheet and the material submitted for other awards.

Visit our website www.PalmBeachCountyPTA.com for more information regarding definitions of awards.

Reminder... apply for **Florida PTA** and **National PTA** Awards!

APPLICATIONS MUST BE RECEIVED BY April 13, 2018

Direct questions to Awards Chair via email: PalmBeachCountyPTA@yahoo.com.



LOCAL UNIT RECOGNITION & AWARDS COVER SHEET



☐ PTA ☐ PTSA First Year (Reinstated) PTA/PTSA: ☐ Yes ☐ No

Presidents Name _____ Telephone Number _____

Contact Name _____ Telephone Number _____

Local Unit Name: _____

Email Address: _____

Website Address: _____

1. Is your local unit applying for the following awards?

☐ Yes ☐ No Administration Office of the Year

☐ Yes ☐ No Advocacy

☐ Yes ☐ No Communication

☐ Yes ☐ No Community Connection

☐ Yes ☐ No Environmental

☐ Yes ☐ No Family Engagement

☐ Yes ☐ No Health & Safety

☐ Yes ☐ No Literacy

☐ Yes ☐ No Outstanding Service Award

☐ Yes ☐ No Spotlight

☐ Yes ☐ No Strong School Relationship

☐ Yes ☐ No Superman of Palm Beach County

☐ Yes ☐ No Volunteer Award

2. Did your local unit pay:

☐ Yes ☐ No Dues to Palm Beach County Council? When: _____

☐ Yes ☐ No Dues monthly to the Florida PTA?

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3. Did your local unit board have a:

☐ Yes ☐ No ☐ N/A Student Representative (PTSA's only) Position (s) held:

☐ Yes ☐ No Faculty Representative(s) Position (s) held:

4. Did your local unit:

☐ Yes ☐ No attend the President's Meeting (August 2017)?

☐ Yes ☐ No attend County Council General Meetings?

If yes, List dates: _____

☐ Yes ☐ No attend the County Council Leadership Training?

If yes, List dates: _____

☐ Yes ☐ No attend the County Council Events/Programs?

If yes, List events: _____

☐ Yes ☐ No forward information received from County Council to members, family & friends?

☐ Yes ☐ No make a financial contribution of a least \$50.00 to the County Council?

☐ Yes ☐ No have a member on a County Council committee?

If yes, which committee: _____

☐ Yes ☐ No participate in getting a new PTA/PTSA started at a school in Palm Beach County?

If yes, provide name: _____

☐ Yes ☐ No attend Florida PTA Leadership Conference /Convention (07/2017)

☐ Yes ☐ No participate in the Reflections Program (12/2017)?

☐ Yes ☐ No attend Florida PTA's Regions Week (Spring 2018)

☐ Yes ☐ No celebrate Founders Day (February 17, 2018)

☐ Yes ☐ No plan on attending National PTA Convention? (06/2018)

☐ Yes ☐ No plan on attending Florida PTA Leadership Convention? (7/2018)

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5. Did your local unit have representatives attend?

☐ Yes ☐ No **Palm Beach County School Board meetings/workshops?**

If yes, list dates: _____

☐ Yes ☐ No **Palm Beach County School Board Committee meetings?**

If yes, list dates: _____

☐ Yes ☐ No **Other Community Organization meetings?**

If yes, list dates and name of organization (s): _____

6. Include a signed, one-page letter/assessment from your Principal regarding the non-fundraising contributions of your local unit to the school. ☐ Included

7. ☐ Yes ☐ No Is there additional information you would like to include for the judges to consider when reviewing your unit's award submission? [For Example: You could include a description of other programs/events your unit hosted that are not covered by the award categories, list awards you received or applied for with other associations (including Florida or National PTA, School District or business/community organizations), tell about a special celebration or challenge your unit helped with during the year, etc.].

[illegible]

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The following provides specific information on applying for the following award categories:

- Advocacy
- Community Connection
- Environmental
- Family Engagement
- Health & Safety
- Literacy
- School Administration Office of the Year
- Strong School Partnership

1. Write a **one-page** description of your **non-fundraising program / projects** for each award category listed above.

2. Important guidelines to follow when preparing your program/project write ups:

- **DO NOT** use the name of the school, PTA President or Principal in your one-page description of your program(s)/project(s).
- Limit program description to **ONE** typed page **per** award category
- The number of programs/projects described in each award category is not limited, as long as the category does not exceed one page.
- Programs/projects **may** be included in more than one category.
- Program (s) description could include:
 - Who was involved in the program/project - parents, teachers, students, community, other schools, other PTA/PTSA units, etc.
 - Cost of the program/project
 - If the program/project met your unit's goals
 - How the program/project benefitted parents, students, school, community, etc.
- Submit one Award Category per sheet
 - Original Award write up goes in the Presentation folder with the cover sheet and requested documents
 - **Submit 2 additional copies of ONLY the award write ups outside the presentation folder**

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The following provides specific information on applying for the following award categories:

- Communication
- Outstanding Service Award
- Spotlight
- Superman of Palm Beach County
- Volunteer

*(You may include a brief written description to accompany submissions, but it is **not required**. Only **one set** of material is required to be submitted for this award.)*

Communication - This is about showing how you disseminate meaningful information to assist parents in developing the skills they need to raise and protect their children. To promote the welfare of children and youth in home, school community and place of worship consistent with the mission and purpose of PTA (local, state, and national). It is not about how events/programs are advertised but rather, the event/information itself.

- Submissions could include, but are not limited to: newsletters (submit **ONE** copy of 3 different editions), Letters Home, Press Releases, Screen Shots from Edline, Facebook, Twitter, website, etc.

Outstanding Service Award – This is an award for an individual PTA leader who demonstrates the PTA Values. Nomination may be submitted for consideration by completing an Outstanding Service Award Nomination Form and attaching a one-page written narrative describing the nominee's achievements and how they exemplify the PTA Values.

- Submit the Outstanding Service Award Nomination Form (included in this package) and a written narrative in support of the nominee. The narrative is limited to one page, using a type font no smaller than 12. Narrative should provide a description of the nominee's achievements and how they exemplify the PTA Values listed on the Nomination Form.

Spotlight - This is about documenting the activities of your local unit. It should be meaningful and document your board members, showcase activities, workshops, and programs conducted by and for your membership, as well as suggestions for new and/or improved programs. Content should include comments from your principal detailing how your activities furthered the mission and purpose of PTA on your campus (Will also serve as a great legacy item to leave behind each year.).

- Submission ideas include, but not limited to: history book/scrapbook, yearbook, video/DVD, audio tape, PowerPoint presentation, visual display (posters, science board). You are only limited by your imagination!

Superman of Palm Beach County - Provide a list of your current male members, showing at least 25 male members. Indicate on the top of the list your PTA/PTSA name, number of male members your unit had last year (if known) and this year. You may also include programs/incentives your unit used to increase male membership, but it is *not* required.

Volunteer Award - Provide a list of the volunteer hours your unit has completed for this school year up to March 31. The number of volunteer hours should be (at a minimum), double the number of enrolled students in the school. Please include a copy of the volunteer hours (VIPS) form from the school.

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Outstanding Service Award Nomination Form

This is an award for an individual PTA leader who demonstrates PTA Values. Nominations may be submitted by completing this form and attaching a written narrative describing the nominee's achievements and how they exemplify the PTA Values as described on the National PTA website. They are listed here for your convenience.

PTA Values*:

Collaboration: We work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

Commitment: We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.

Diversity: We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

Respect: We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.

Accountability: All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

(*as listed on the National PTA website 11/20/2016

<http://www.pta.org/about/content.cfm?ItemNumber=944&navItemNumber=552>)

Name of Nominee: _____

PTA Unit (s): _____

Nomination submitted by: _____

Relationship to Nominee: _____

Does the Nominee know they were submitted for this award? ☐ Yes ☐ No

In addition to the above information please submit a written narrative in support of your nominee. The narrative is limited to one typed page and should provide a description of the nominee's achievements and how they exemplify the PTA Values as listed above.

Please consider purchasing a Life Membership, Brick or Presidents Award from the Florida PTA to recognize the hard work and leadership of your nominee as well as other PTA/PTSA leaders.

**** NOTE: EACH UNIT MAY ONLY SUBMIT 2 NOMINEES FOR THIS AWARD. ****
If more nominees are received, judging will proceed based on the date the County Council receives this nomination form and the accompanying one-page narrative support.

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