

PTA Awards Appointee

To run a successful Awards Program, it is recommended that each local PTA and each Council and Region PTA have an Awards Appointee. This position should be appointed by the PTA President, Council President, or Region Director.

Awards Appointee duties at the local level:

- Attend Utah PTA Leadership Convention training.
- Review all awards available.
- Set up a committee to choose nominations.
- Interview candidates.
- Choose winners.
- Write the awards applications for submission.
- Honor winners at local level awards ceremony. This can also include some creative awards that you could give from your local PTA only.
- Submit your winners to the Council level by the Council due date.

Awards Appointee duties at the Council level:

- Attend Utah PTA Leadership Convention training.
- Encourage all local PTAs to have an awards appointee.
- Train local awards appointees and encourage active participation.
- Remind local PTAs regularly of Council Awards due date.
- Encourage every school to participate.
- Set up a committee to review all awards submitted to Council.
- Review awards.
- Choose winners.
- Honor winners at Council awards ceremony or Council meeting. This can also include some creative awards that you could give on the Council level.
- Submit winners to Region by the Region due date.

Awards Appointee duties at the Region level:

- Attend Utah PTA Leadership Convention training.
- Train all Council awards appointees and encourage active participation.
- Set up a Committee to review all award submissions to Region.
- Choose Region winners.
- Honor all Region winners.
- Submit winners to Utah PTA by the due date.