

Awards Appointee Time Line

May

- Have end-of-year recognition for your PTA Board, etc.
- Attend convention and any other trainings
- Form awards committee for next year (4-6 people)
- Have training for committee
- Review awards with committee and have them begin to think about nominations for next year
- Plan awards program for your school and PTA board

June-July-August

- Have a writing workshop to learn how to write awards applications
- Review award applications from previous years at the Utah PTA office
- Advertise to parents, teachers, and community council members to submit applications for awards
- Make awards applications available (see State Handbook or website, www.utahpta.org)

September

- Give reports each month at your PTA board meeting on:
 1. People chosen for different awards
 2. Outstanding volunteers spotlighted each month
 3. Recognition given each month
- Start taking nominations for your local awards recognitions

October-November

- Choose Awards Recipients and begin the application writing process
- Have a local recognition for your winners

January

- Submit your winners to Council
- Council collects awards from all schools
- Have a Council recognition for winners
- Council winners due to Region

February

- Have a Region recognition for winners

March

- State winners will be chosen and announced
- Region winners due to Utah PTA

April-May

- State Award winners recognized