

# **STATE PTA AWARDS**

## **AVAILABLE AWARDS**

- Spirit of PTA Award
- Outstanding Volunteer Award
- Outstanding Educator Award
- Outstanding School Administrator Award
- Support Staff Award - NEW
- Advocacy Award
- Development Award
- Involvement Award
- Spirit of Inclusivity Award

## **FORMS**

- Locals must fill out everything on the forms
- Supplementary Material was made required, but it is up to each school how much they attach up to the allowed amount
- Should be self-explanatory

## **DUE DATES**

- Removed Local due date – work with president and board for their own due date
- Will train that the schools should work together to select one nominee for the different categories so they don't have to judge at the local level
- Council Due Date: Please be flexible. Most councils don't have to do any judging to pass onto Regions. It is difficult to finish awards by January 15<sup>th</sup> after the Christmas Break.
- Region Due Date: Please be flexible. Allow time for judging and submitting to state, but might not need as early as February 1<sup>st</sup> with due date to State March 1<sup>st</sup>.
- Please communicate the due dates to your local areas asap.
- State Due Date: By the end of the day on Wednesday, March 1<sup>st</sup>. We are going to proceed with judging starting on Thursday, March 2<sup>nd</sup> so we won't be able to accept late awards.
- State will set the expectation of announcing State Winners no later than Wednesday, March 15<sup>th</sup>

## **STATE JUDGING**

- Scan in all awards on Thursday, March 2<sup>nd</sup>
- Specifics to be determined, but either do at State Offices or will email out score sheets and awards for each category to each Region to judge with a date deadline to submit scores back to Cheri Hardman
- Tally up scores and top scores win

## **HOW MANY CAN BE SUBMITTED**

- Local to Council: 1 per award
- Council to Region: Region 9 allows 3 per award (will leave this up to each Region to decide)
- Region to State: 1 per award + 1 additional per award per Associate Director

## **TRAINING**

- Post award forms on the Utah PTA Page
- Post tips on the Awards page on the Utah PTA Page
- Do a Power Point video with tips and post on the Utah PTA Page so that people can watch whenever they would like
- Through Email send out:
  - Award Forms
  - General Information
  - My contact information to answer questions
  - Award Training Sheet
  - January send out a reminder to submit awards

### **SUBMITTAL FROM REGIONS TO STATE**

- 1 Copy per award that is submitted
- If there are pictures or documents that are in color, please make copies in color
- Please paperclip each award (please do not staple)
- If it is easier for you to submit to state by email you can scan each award and send it by email.
  - ❖ PLEASE make sure things are scanned in straight and maintain quality
  - ❖ Each award must be scanned in separate and emailed in as a separate file (can attach several files to the one email, but each award separate)
  - ❖ Must be emailed to State no later than midnight on Wednesday, March 1<sup>st</sup>
- If mailing, please mail no later than Wednesday, February 22<sup>nd</sup> to ensure we receive them on time

### **RECOGNITION / AWARDS PRESENTED**

- Encourage locals to recognize those they selected to write awards for
- Councils can recognize the Council Winners that are moving onto Region (year-end luncheon, award evening, etc.)
- Regions: Recognize Region Winners at a School Board Meeting – it's great for the School Board to hear of all of the great things happening in the schools in their areas (can present a plaque, loaf of bread, get something donated, etc.) Ask district if you can read something – can send a sample of what Region 9 does
- State Winners:
  - 1 Free Convention Registration
  - Plaque / Special Award (working on this, but will have something specific)
  - Regions that have State Winners will have a \$50 budget per winner to hold a special evening to invite the winner's family and recognize them or it can be used towards a gift card to present to the winner. Flexibility on what each Region applies that towards for their winner(s)
  - Printed in the Convention Program as State Winners
  - Convention Class to share their winning programs
  - Mountain America: Presents gift cards to Teacher and Administrator winners
  - Working on additional items

### **COMMUNICATION**

- Contact me through email, text or calls
- Send out emails
- Post information on the Website
- Could I have a Utah PTA Facebook page for Awards?

### **PROPOSE CONVENTION CLASSES**

- Awards: What awards available and how to write awards
- 2016-2017 State Winners present their programs: What are our schools doing?

### **HOW MANY WINNERS PER CATEGORY AT STATE?**

- Spirit of PTA Award: 2
- Outstanding Volunteer Award: 4
- Outstanding Educator Award: 6
- Outstanding School Administrator Award: 4
- Support Staff Award – NEW: 4
- Advocacy Award: 3
- Development Award: 3
- Involvement Award: 3
- Spirit of Inclusivity Award: 2

## JUDGING

- Councils and Regions can judge how they would like, but State will be sending to all Regions suggested scoring sheets.
- These are the scoring sheets that will be used at State so it is suggested to use them at Council and Region so that there is uniformity across the state in what is submitted to state
- Suggested Judging process for other Regions:
  - Set a date and time that awards will be judged (schedule 2 hours for judging)
  - Provide Lunch for the volunteers
  - Ask Council Presidents to bring all of their award applications 15 minutes prior to the scheduled judging time
  - Have folders that are clearly labeled for each award – each Council President will put their awards in the specific folders
  - Ask each Council to invite 6 – 8 people from their Council Boundaries to come and help judge the awards (It can be anyone – board, local presidents, people who write awards, people who are retired, principals, etc.)
  - Have 6 – 8 tables with enough chairs that represent however many councils you have in your Region.
  - At the specific table you will have:
    - Folder with all award applications
    - Bowl of some chocolate to help 😊
    - Pens / Pencils – one per person
    - Judging forms – you will need enough for each person to have enough for each award (10 award applications x 10 people judging = 100 forms)
    - Tally Sheet
  - Print a sheet of labels that have the Council Name and then each Award Title
  - As people arrive ask them which council they are from and give them a sticker – that is their assigned award they are judging.
  - With assigning one from each council to a table it balances out the judging – some will know certain applicants and others won't for each of the awards. I do ask that no one talk to each other – no influence – want the award to stand alone.
  - Once they are at the table they can take a judging form and start reading the award applications. They need to remember to put the name of the applicant on the top.
  - Each judge will have a column on the score sheet where they will fill in their scores for each of the award applications they judge.
  - At the end you will gather all of the score sheets, award applications and the tally sheets
  - Total up the scores and the top score wins Region
- Will share all of my documents with Region Directors if they would like to do their judging this way