

**UTAH PTA OUTSTANDING SCHOOL ADMINISTRATOR AWARD**  
**2017 - 2018 Award**

**GOAL OF THE AWARD**

To recognize an outstanding **School Administrator** currently working with students on an elementary or secondary level.

**Nominee Information**

School Administrator Nominee: \_\_\_\_\_

School: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (best contact number): \_\_\_\_\_ Email Address: \_\_\_\_\_

**Award Writer Contact Information**

Name: \_\_\_\_\_

Phone (best contact number): \_\_\_\_\_ Email Address: \_\_\_\_\_

**PTA Contact Information**

PTA President: \_\_\_\_\_

Phone (best contact number): \_\_\_\_\_ Email Address: \_\_\_\_\_

**If Nominee wins at State who would you like contacted first?** \_\_\_\_\_

**Requirements / Technical Requirements Checklist**

- Nominee must volunteer within a local PTA that is in good standing
- Nominee must be a PTA Member
- Use a separate sheet to write nomination
- Length of typed award can be up to 2 single sided pages
- Cover Sheet:
  - Please staple this cover sheet to the written part (please no binders, covers, folders)
  - Can be hand written or typed – please write legible, either way won't have any impact on scoring
  - The form must have all information filled out – phone numbers, emails, names, etc.
- Supplementary Material:
  - 1 Supplementary Item is Required
  - There are points available for each supplementary item up to 3 pages
  - These materials may include photographs, articles, letters, program materials or other items
- All items submitted must be single sided

**Suggested Items to Include in the Write Up (you do not need to include all of these aspects)**

- Accessible to Students, Parents, Teachers
- Aware of and supports the active participation of parents in the school
- Able to recognize the diverse needs of students
- Able to recognize and celebrate individual student achievement and effort
- Facilitates partnerships between parents and teachers
- An active participant as a member of the PTA Executive Committee
- Listens to concerns of students, parents and teachers and finds positive resolutions
- Provides a positive environment for students, parents, faculty
- Makes learning fun
- Looks for and finds ways to continue to make progress and improve their school

**Selection Criteria – Please include the following in write up**

- Attributes of the principal – any items listed above
- Impact on Students
- Exemplifies Mission / Purpose of the PTA
- Nominees Activities

**AWARD DUE DATES**

**Council:** Councils set Due date  
(prior to Region Due Date  
end of January / beginning of February)  
**Region:** Regions set Due Date  
(around beginning / 2nd week of February)  
**State:** Thursday, March 1st  
(Awards will not be accepted late to State)