

UTAH PTA OUTSTANDING SCHOOL ADMINISTRATOR AWARD
2018-2019 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
- 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 for each supplementary page up to 3 pages (no more than 3 supplementary 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: Friday, March 1st
(Awards will not be accepted late to State)