

UTAH PTA OUTSTANDING SUPPORT STAFF AWARD

2017 - 2018 Award

GOAL OF THE AWARD

This award recognizes any **school support staff** (Custodians, Secretaries, Lunchroom Staff, Bus Drivers, Aides, etc.) currently working in schools in grades preschool to 12th Grade. State Winners will be selected based on their relationship with students, parents, PTA and the community.

Nominee Information

Nominee: _____

Support Staff Position: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (best contact number): _____ Email Address: _____

Award Writer Contact Information

Name: _____

Phone (best contact number): _____ Email Address: _____

Local School Submitting Nomination

School Name: _____

School Address: _____

School Phone Number: _____

Principal Name: _____

Principal Email Address: _____

PTA President: _____

Phone (best contact number): _____ Email Address: _____

If Nominee wins at State who would you like contacted first? _____

Requirements / Technical Requirements Checklist

- PTA must be 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
- Principal Letter (Only 1 page)
- All items submitted must be single sided

Selection Criteria - Please attach the following:

- Letter from the Principal (separate page)
- Up to 2 pages single sided pages that include highlights of the following items:
 - Relationship with Students
 - Relationship with Parents
 - Relationship with PTA and Community
 - Relationship with Faculty
- Supplementary Material is required: Up to 3 supplementary pages can be attached. These materials may include photographs, articles, letters, program materials or other items

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)