



## AWARD SUBMISSION PROCESS

### Local



Each school can submit one award per category to council

### Council



Council approves and advances all qualifying awards to region

### Region



Region advances qualifying awards to state, with judging if necessary

Council and Region due dates are determined by the region director. All awards competing for state must be advanced online by March 1.

## JUDGING AND RECOGNITION

All awards submitted to state by March 1 are reviewed by the state awards specialist to make sure that they are complete. Incomplete awards are disqualified from judging.

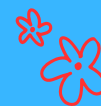
Awards are judged by members of the Utah PTA Board of Directors using a scoring rubric. The 3 highest scoring awards in every category are identified as the winners for the year.

Region directors who have award winners are notified the last week of March.

Award writers and winners are notified April 1st. Winners are posted on the PTA website.

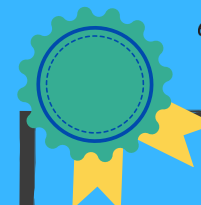
Region directors and awards specialists determine how to recognize state award winners at the local/council/region level.

Utah PTA recognizes award winners with an awards breakfast during the Utah PTA Convention in May



Utah  
**PTA**

*everychild.onevoice.*



# PTA AWARDS

2024-2025 INFORMATION  
AT A GLANCE



**MARCH 1ST**

**STATE AWARD SUBMISSION DEADLINE**

**More Info:**



Ann Howden  
awards@utahpta.org



[www.utahpta.org/awards](http://www.utahpta.org/awards)



# AWARD CATEGORIES

**School Administrator Award**

**Advocacy Award**

**Development Award**

**Engagement Award**

**Elementary Educator Award**

**Spirit of Inclusivity Award**

**Secondary Educator Award**

**Spirit of PTA Award**

**Support Staff Award**

**Volunteer Award**

All nominees MUST be a member of their nominating school's PTA

[www.utahpta.org/awards](http://www.utahpta.org/awards)  
[awards@utahpta.org](mailto:awards@utahpta.org)

# AWARD REQUIREMENTS

## Impact Statement

An impact statement is a brief statement that describes the significance of a project, informs stakeholders and provides justification for recognition. It is clear and concise, simple and specific and explains the benefit of a project or effort of an individual.

## Constituent Recommendation

A letter of recommendation will be required for all awards. This letter needs to support the impact statement. The constituent recommendation can be written by any trusted adult who has a good understanding of the PTA mission and the individual or project being nominated for an award.

## Photo of Nominee

Individual photograph of the award nominee. If more than one individual is nominated for an award, only the individuals nominated should be in the photo and they need to be identified.

The photo of the nominee(s) needs to be included as part of the supplemental materials.

## Supplemental Materials

Supplemental materials will be limited to two pages per award. These pages give the award writer the opportunity to be creative and highlight the nominee/project with photos, links to newspaper articles or websites, data supporting the impact statement, etc.

## An impact statement should include:

- A clear description of the person, project or initiative.
- A statement of action.
- An explanation of impact.
- What individuals benefitted and in what ways was that benefit measured?
- A comprehensive list of the people involved in the project, if applicable.

## Constituent recommendation letter

The letter of recommendation can be written by any adult with first hand knowledge of the award nominee or projects impact.

Preferrably, the letter is written on letterhead, is kept brief and concise, and has a signature. The letter of recommendation will need to be digitized so that it can be uploaded online.

## Supplemental materials

Each award submission allows for two pieces of supplemental materials to support the nominee.

Make sure that these materials are high quality and be creative to utilize your space. Use your supplementary materials to help illustrate visually the theme of the award.

Include the photo of the nominee in the supplemental materials.

Plan ahead to ensure that your materials are digitized.