



Utah
PTA[®]

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PTA AWARDS

2023-2024
Information Guide

Use this information guide for help
with the awards process during
the 2023-2024 school year.



AWARD CATEGORIES

School Administrator Award

Award for an outstanding principal or assistant principal in your school. The administrator should be a good communicator, student-oriented, supportive of teachers and parents and care about the entire school community.

Advocacy Award

Award for local PTA/PTSA or individual, for excellence in their efforts to support and speak on behalf of children and youth.

Development Award

Award for local PTA/PTSA for program and leadership development. Can often be specific to a newly developed PTA/PTSA or the beginnings of implementing a new program.

Elementary Educator Award

Award for an outstanding educator in your elementary school who goes beyond the normal expectations of teaching to make learning fun, beneficial and challenging.

Engagement Award

Award for local PTA for efforts to involve business partners, community, families, faculty, etc. in school activities.

Spirit of Inclusivity Award

Award for local PTA/PTSA or individual who has organized an event or activity using the PTA national standards for family & school partnerships.

Secondary Educator Award

Award for an outstanding educator in your secondary school who goes beyond the normal expectations of teaching to make learning fun, beneficial and challenging.

Spirit of PTA Award

Award for an individual PTA/PTSA member volunteer who gives consistent and outstanding service through their role in PTA/PTSA. This award recognizes an individual who has given continual service over a long period of time.

Support Staff Award

Award for outstanding support staff is for a non-teaching school employee who is supportive of the learning environment, interacts positively with students, and performs their role with care and commitment. This includes secretaries, lunchroom workers, aides, custodians, bus drivers, counselors, etc.

Volunteer Award

Award for an outstanding parent or community member who volunteers within the school and supports PTA/PTSA programs.



GENERAL GUIDELINES

As a local PTA

- Meet as a board early in the year to discuss candidates and programs and what awards you feel best fit your particular school.
- Plan ahead to get letters of recommendation, pictures and supplemental materials for each award you will be writing.
- Find someone willing to write your awards. An award writer does not have to be on the PTA board. They can be a willing parent, community member, or volunteer who may not be directly involved with the every day efforts of PTA but still wants to make a difference.

Award submissions

- Each school in the state can submit one award per category to their corresponding council.
- Each council can submit as many awards to their corresponding region that are complete and meet all the requirements.
- Each region can submit one award per category to the state level. Regions with an associate director can submit two awards per category to state.
- Judging awards at the region level is expected if there is an abundance of award submissions and to ensure that awards submitted to state are complete.

Basic information to include with each award

- Nominee contact information
- School information
- PTA president information
- Award writer contact information
- Nomination essay up to 1000 words
- 1-3 pages of supplemental materials to be uploaded for each award
- A photograph of the nominee
- A letter of recommendation from an administrator (if required)



AWARD WRITING

Writing awards can feel overwhelming. the following information is intended to help the process be less daunting.

Plan ahead and act early

Meet with your PTA/PTSA to come up with a plan. Determine who you will nominate (brainstorming activities help), who will write the awards and who will help gather materials for each award. Reach out to teachers, parents and the community. Awards are generally due to your council in mid January.

Know the award requirements and gather materials

Award requirements are available on the Utah PTA website (<https://www.utahpta.org/utah-pta-awards>). Know the requirements for each award you are planning to submit and contact individuals and administrators whose help you will need with each award. The more materials and resources you have, the better your award submission will be.

Follow the guidelines

Each award has specific requirements that needs to be met for the award to be in contention at the state level. It is imperative that all information be included for each award. Failure to include an administrator letter or 2-3 supplemental materials can disqualify an award. Remember that submitting a complete award is the chance to honor an individual or group that is doing outstanding work within a school.

Writing the award - nomination essay

Write a first draft and be sure to have it reviewed and edited for content and clarity. Write the essay using a word processor then copy/paste it into the nomination form online, being sure to check that all formatting has stayed the same. The essay can be up to 1000 words and it is recommended that you meet this requirement as best as you are able. Be sure to describe in detail the nominee and/or program. Expand on the basic theme of your nomination with quotes from parents and students, dates and locations, and practical evidence used to support your nominee.

Writing the award - supplemental materials

Each award submission allows for up to three pieces of supplemental materials to support the nominee, some requiring a letter from an administrator. Make sure that these materials are high quality and be creative to utilize your space. It is best to include both written material and pictures, particularly including a photo of the award nominee. Use your supplementary materials to help illustrate visually the theme of the nomination essay. Plan ahead to ensure that your materials are digitized.

Recognize nominees and winners

Plan to recognize all those that are nominated at the school, council and/or region level.



THOUGHTS AND NOTES

PROFESSIONALISM

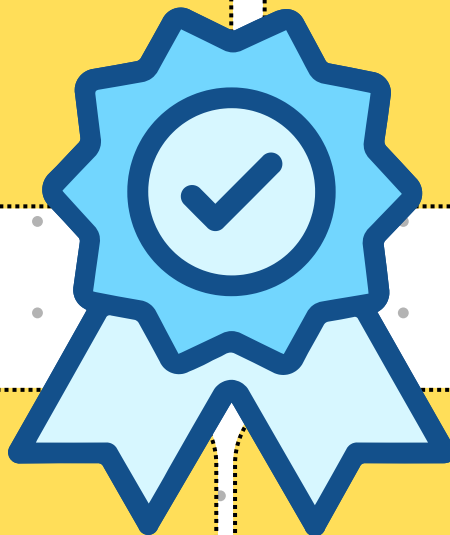
Letters of recommendation from administrators should be on letterhead and include dates and signatures.

Make sure that all written materials are edited, proofread and spellchecked.

CLEAR CONNECTION

All award nominated individuals and PTA/PTSA programs need to have a clear and direct connection to PTA.

All individuals nominated should be a member of their school PTA/PTSA.



CLARITY

Use appropriate grammar and tense. Avoid the use of sarcasm and politics. Write nomination essays with a formal tone.

JUDGING

Awards are judged by members of the Utah PTA Board. Judging is based off of a rubric and the highest scoring awards are recognized. Generally there is at least one award winner per category but awards are not necessarily evenly distributed. Winners at the state level are based on overall score and quality.

THOUGHTS AND NOTES

Things to Remember

All awards will be submitted electronically on the Utah PTA website.

Region Boards will set specific dates for award submissions to council and to region.

School to Council - End of January 2024

(recommend mid to end of January)

Council will assess awards before sending on to region.

Council to Region - Mid February 2024

(recommend mid February)

Regions will judge and send awards on to state. One award per category, unless your region has an associate director, then two per category.

Region to State - March 1, 2024

All awards submitted to state will be judged by members of the State Board of Directors. Winners will be announced to regions by the beginning of April 2023.

State winners will be recognized by their individual regions and during a breakfast and general meeting at the Utah PTA Leadership Convention in May 2024.

Ann Howden

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Contact Ann for questions, award writing help, or for an in person or zoom training for your council or region.

Visit the PTA awards website for up to date information on awards, documentation, judging rubrics and winners.

<https://www.utahpta.org/utah-pta-awards>