

2025

Welcome to 2025 Leadership Convention

Awards Made Easy: how to quickly become an expert on writing, submitting and judging a PTA award.



for these...



This session will begin soon



Awards Made Easy: how to quickly become an expert on writing, submitting and judging a PTA award

Cortney Holmes, Awards Specialist



Choosing a Nominee

Tips & Tricks

- Choose an Awards Specialist
- Create a google doc of past winners
- Brainstorm candidates at 1st PTA meeting
- Match each candidate with each award
- What are the 9 Awards categories?

The PTA of _____

_____ School

Recognizes _____

For his/her contribution to our School Community

this _____ day of _____ 2024-25
school year

Signed _____



AWARD CATEGORIES

2025



Utah PTA AWARD CATEGORIES

Secondary Educator

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



*All nominees MUST be a member of their nominating PTA

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everychild.onevoice.

Utah PTA AWARD CATEGORIES

School Administrator

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.



Advocate

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



Development

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



Spirit of Inclusivity

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



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Gathering Supplemental Materials

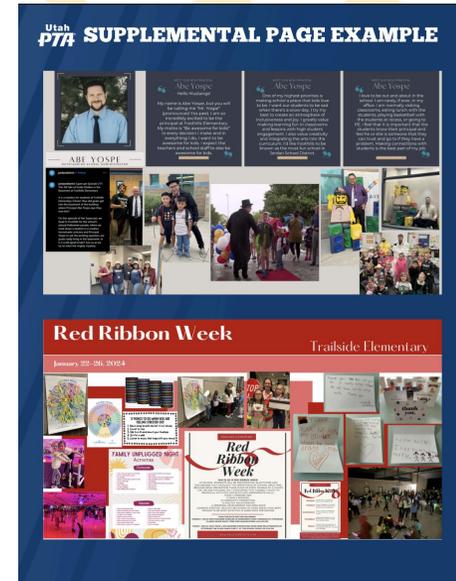
Tips & Tricks

- Collect stories, experiences, reflections from PTA volunteers who have interacted with your nominee

**SHARE
YOUR
THOUGHTS!**

What did you learn about your nominee through this process?

- Search for a professional picture of the candidate from school website or socials
- Gather additional pictures that support the award
- Search the internet for content that supports the awardee





Award Requirements

- Who can write the Award?
- How many words in Impact Statement?
- Who should be in the photo?
- Who can write the Letter of Recommendation?
- How many pages of supplemental materials will be accepted?
- What is included on pages: 1, 2 and 3?

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Utah PTA AWARD REQUIREMENTS



Awards are getting a mini makeover! Here are the new requirements for all 10 award categories.

Impact Statement

An impact statement is a 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. This statement can be up to 1,000 words.

Supplemental Materials

Individual Photo of Nominee

(page 1)

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

Supplemental Materials

Letter of Recommendation

(page 2)

A letter of recommendation will be required for all awards. This letter needs to support the impact statement. The letter of 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.

Supplemental Materials

Supporting Materials

(page 3)

Supplemental materials will be limited to three pages per award. The first page is the picture of the nominee. Page 2 is the letter of recommendation and page 3 can include whatever the writer would like to substantiate the Impact Statement. This page gives 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.

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Writing the Award

Tips & Tricks

- Remember that supplemental materials can include online links to videos.
- Bold your main points.
- Everyone loves a story, feel free to share!
- Proofread!! It could be all the difference between your award advancing or not.
- Start early, space out the awards process and have fun!

TIPS on Writing a DTA Award

using the VOLUNTEER AWARD as an example

- 1 Bold**


Write one paragraph on each detail the essay requires and **bold** the key phrases ie. **impact on students, activities, relationship with faculty/administrators, relationship with volunteers, outstanding volunteer.**
- 2 Paragraph**


For each paragraph supply at least one example of how the nominee demonstrates the key point. A personal experience from yourself or another goes a long way!
- 3 History**


Try to include past volunteer experience too. Don't feel like it needs to be limited to just the school the nominee currently works/volunteers.
- 4 Proof Read**


Be sure to have an extra pair of eyes looking over your finished essay because nothing hurts worse than a perfect essay with spelling and grammatical errors.
- 5 Supplemental Materials**


"A picture is worth a thousand words." Feel free to take pics or video of anything your nominee has done: bulletin boards, flyers, meetings, parties, projects, letters, awards, certificates, etc.
- 6 Have Fun!**


If the task is tedious, break it up into smaller chunks and get help along the way! Enjoy knowing you're making a difference in a friend's life and remember whether they advance or not, each of you will be rewarded!

2025

Utah
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Awards

Utah PTA GENERAL GUIDELINES

As a local PTA

- Meet as a Board early in the year to discuss award candidates and programs.
- 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 submission process

- 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.
- Award judging and/or review is expected at the Region level if there is an abundance of award submissions and to ensure that awards submitted to State are complete.



Submitting An Award

- How many awards in each category can a local submit to Council?
- How many awards can Council submit to Region?
- How many awards in each category can Region submit to State?



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<https://www.utahpta.org/awards/state/advocacy>

Submitting An Award



Judging An Award

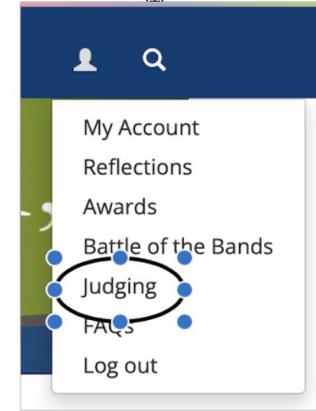


→ Who can judge an award at the: local, council, Region and State levels?

1. Go to utahpta.org

2. Log in

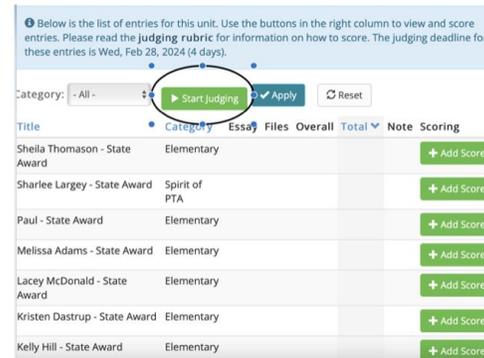
3. Click on Judging



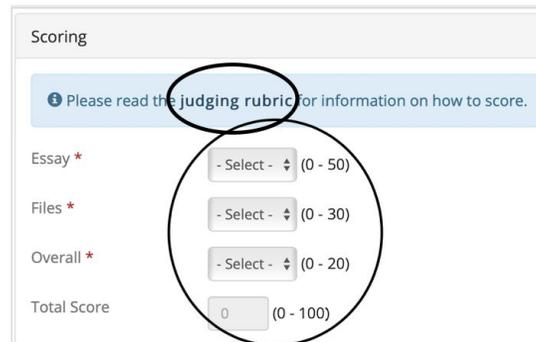
4. Click on View Entries



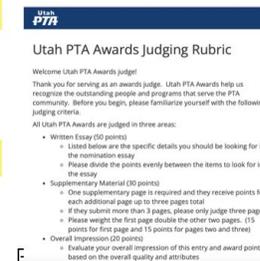
4. Click on Start Judging



5. Read the essay and note the supplemental materials then at the bottom you assign a score



* Be sure to click on judging rubric to understand judging criteria



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Utah PTA Awards



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Judging and Advancing an Award

Scoring

Please read the judging rubric for information on how to score.

Essay * (0 - 50)

Files * (0 - 30)

Overall * (0 - 20)

Total Score (0 - 100)

Note (optional)

Status

Please verify this entry follows all the rules before accepting, awarding, or advancing this entry.

Level	Unit	Status	Award	Admin
Council	Mountain View Council	Advanced	—	
Region	Region 09	Advanced	—	

→ Who advances an award at the: local, council, Region and State levels?



Recognizing Winners

Local ~ Council ~ Region

2025



2024 STATE AWARDS NIGHT
Hosted by **Region 9 PTA**

~DINNER SERVED~
PROGRAM

Welcome.....Charissa Little
Region 9 Director

Reverence & Pledge.....Kim Horinek
Region 9 Treasurer

Opening Remarks...Dr. Shane Farnsworth
ASD Superintendent

Presentation of Awards..Cortney Holmes
Region 9 Awards Specialist

Closing Remarks.....Cory Fairholm
Utah PTA President

MOUNTAIN VIEW COUNCIL

Outstanding Volunteers

ADRIA HOWSE **ANDREA CHUN**

Adria's sustained service over 17 years across multiple schools makes her an exceptional volunteer. Her willingness to step into leadership roles, her diverse contributions, and her genuine passion for supporting students and teachers set her apart. Her service goes beyond ordinary involvement—she has been a driving force in enhancing PTA programs and fostering a supportive environment for students, staff, and parents alike.

For all the time, energy and means that Adria has given, she has also found great joy in the process. Adria concludes, "the greatest blessing from my service in the PTSA is the friendships I have made with the many amazing parents who care as much as I do. Together, we make our schools and our community strong."

It is not difficult to envision the many ways Adria has strengthened each member of her school community over nearly 20 years (and counting) of dedicated service within PTA. Though she will never fully know the extent of her service, every person in every school she serves will have benefited. Adria Howse perfectly embodies the traits PTA seeks in every volunteer and demonstrates excellence everywhere she volunteers.

~Cortney Holmes

Andrea's commitment to volunteering extends beyond Mountain View High School. She has served in parent organizations across the world, beginning as parent leader in her children's school at Weilerhofschule in Freiburg, Germany, from 1999-2001. Her vast experience includes leadership roles on multiple committees and events, including Red Ribbon Week, Knowledge Bowl, school carnivals, take-home reading programs, choir tour finance manager, marching band camp, and Grad Night. Her ability to adapt to different environments and bring people together showcases her dedication to making a difference, no matter where she is.

Andrea has a unique world perspective, having grown up in Austria and developed friendships across the globe. This influences the way she approaches service—she is especially attuned to those who may feel like outsiders and works to include them in school activities. Andrea ensures that PTSA programs, from Back to School Night to Parent Academy dinners are inclusive and accessible for all students. Her passion for supporting students, especially within Student PTSA is notable. Andrea is willing to lend her talent and expertise in everything going on in the club, including Red and White Ribbon Weeks, in order to inspire and uplift the youth in her community.

~Cortney Holmes

REGION 9 PTA
ADVOCACY
AWARD
is presented to

Jessie Shepherd

For excellence in supporting Utah PTA in its mission to make every student's potential a reality by engaging and empowering families and communities to advocate for all children throughout Alpine School District Region 9.

2024-2025 SCHOOL YEAR
Cedar Valley Council
Dr. Shane Farnsworth, Superintendent Kim Topham, Region 9 Director
Stacy Stevens, Award Writer

MOUNTAIN VIEW HIGH ADMINISTRATORS AND PTSA BOARD MEMBERS ARE PLEASED TO RECOGNIZE YOU AS AN

"MVHS THE BEST"

PTSA AWARD WINNER

CONGRATULATIONS ON EXCELLENTLY BEING THE BEST OF WHAT MOUNTAIN VIEW OFFERS TO STUDENTS AND PARENTS

Please join us for an AWARDS RECEPTION at the MVHS Professional Development Meeting.
Monday, March 10th @ 8 am.



➔ What design app does Utah PTA help you to get for FREE?



20
25

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Canva

Click on logo to go to site

Uses: Social media posts, fliers, invitations, posters, newsletters, slideshows, videos - you dream it, Canva can help you create it easily!

Two options to use:

- Free basic account
- Canva for Non-Profits – a team of up to 50 members has access to Pro premium features for free
 - 420,000 templates
 - 75 million+ images
 - 3000+fonts
 - 100GB storage
 - Magic Resize
 - Background Remover
- Directions to apply for a Free Non-Profits Team Account
 - www.canva.com/canva-for-nonprofits
 - Create free PTA account first, then apply
 - Request determination letter or W9 from Utah PTA office – kids@utahpta.org
 - Join the Canva for Non-profits Facebook group
 - If you don't get a response in 3 weeks, message them through facebook and they will help you

PLEASE NOTE: A unit must be in good standing with Utah PTA to be approved by Utah PTA for a Google Non Profit account.

See if you are in Good Standing [Here](#)

<https://www.canva.com/canva-for-nonprofits/>

<https://www.utahpta.org/technology-can-help-your>



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Let's Share
Your Insights,
Questions,
Best Practices,
Tips & Tricks
etc...

SHARE
YOUR
THOUGHTS!



Connect with us on social media

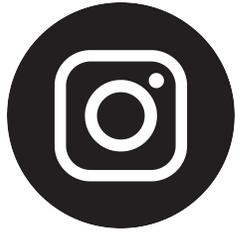


FACEBOOK

- Utah PTA
- Utah PTA Advocacy
- Utah PTA Super Secondary
- Utah PTA Excellent Elementary
- Utah PTA Treasurers
- Utah PTA Reflections
- Utah School Community Councils
- Utah PTA Teachers



Connect with us on social media



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X - @UtahPTAOneVoice



PINTEREST - Utah PTA



YOUTUBE - Utah PTA One Voice

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