AWARDS Information Guide

MARCH 1ST | **STATE AWARD SUBMISSION DEADLINE**

More Info:

awards@utahpta.org

utahpta.org/awards



PLEASE USE THIS PACKET AS A REFERENCE TOOL FOR THE NEW AWARDS PROCESS

Utah PTA

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.



Utah PTA
everychild. onevoice.

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**

Utah PTA
everychild. onevoice.

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 50 units or more 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.

Local → **Council** → **Region**

Each school can submit one award per cateogry to council

Council approves and advances all qualifying awards to region

Region advances qualifying awards to state, with judging if necessary



Awards should be completed online by the end of January



Awards should be evaluated and advanced to region by mid February



Awards need to be judged and advanced to state by March 1

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.

AWARD WRITING 101



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.

Follow the guidelines

The award guidelines have changed. Make sure everyone on the awards team knows the new requirements.

Writing the award - Impact Statement

The impact statement is the main key to a successful award submission. A well written impact statement should speak directly about the person or project being nominated.

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**

Writing the award - Letter of Recommendation

The letter of recommendation can be written by any adult with first hand knowledge of the award nominee or project's 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.

Writing the award - Supplemental Materials

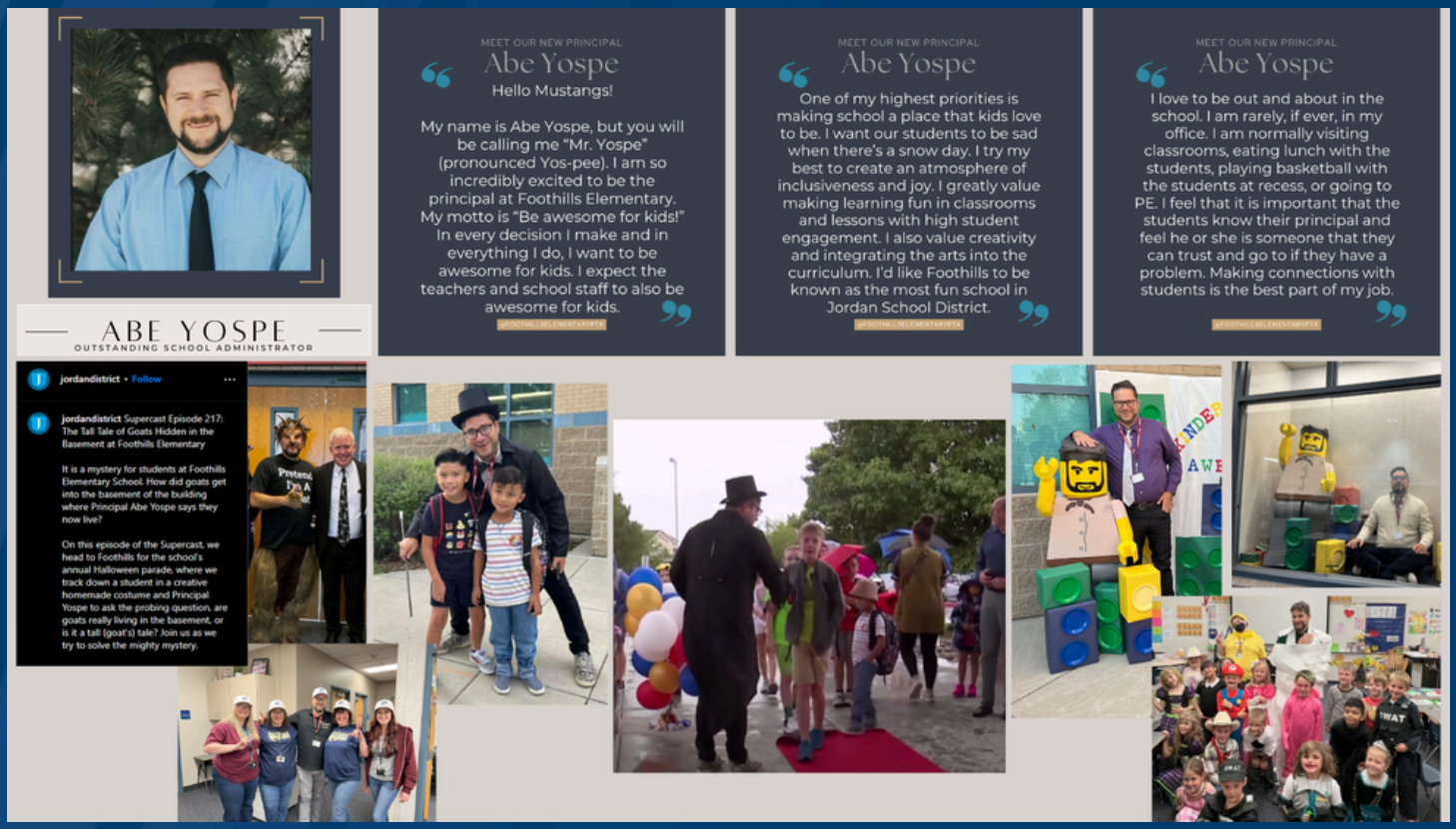
Make sure the materials are high quality and be creative to utilize your space. Be mindful that your supplementary materials are meant to help illustrate visually the theme of the award. Plan ahead to ensure all materials are digitized. Include links to videos.

Set a Goal!

Set a goal to write at least one award for your school to earn the Gold Star Award!



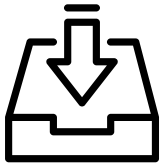
Utah PTA SUPPLEMENTAL PAGE EXAMPLE





JUDGING AND RECOGNITION

What happens to awards after March 1st?



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 Support Chairs will be notified of award winners in their regions by the end of March.

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



At the local, council and region levels, PTA/PTSA leaders can determine how to recognize award winners.

Utah PTA recognizes State award winners during the Utah PTA Convention in May or another time as determined.

Thank you!

Your friends at Utah PTA wish to thank you for the extraordinary effort you have put into writing a PTA award to acknowledge the contributions of the great people throughout your PTA and school communities. We wish you success and joy in your PTA journey.



Utah PTA®
everychild. onevoice.