

Chapter 10

Awards



Oregon PTA Honorary Life Achievement Awards

Local Unit Volunteer (LUV) Awards

Membership Awards

Leadership Awards

Program Awards

Newsletter Awards

Oregon PTA Awards

Oregon PTA takes pride in recognizing units and individuals for their work and dedication to further PTA's Mission and Values. The following awards may be given each year.

Leadership Awards
Newsletter Awards
Local Unit Volunteer (LUV) Awards
Oregon PTA Honorary Life Achievement Awards*
(*May be given at any time. Deadline is not applicable.)

Membership Awards
Program Awards

The applications for recognition are included in this chapter. All award applications must be postmarked, faxed, or emailed by March 1. Please do not submit award application on colored paper. The awards are copied for review by members of the Awards Committee and colored paper does not copy well.

Phoebe Apperson Hearst – National PTA Excellence in Education Partnership Award

Named for one of PTA's founders, this award recognizes a local PTA for its collaborative efforts with parents, educators, and community members in ongoing programs that encourage student success. Application information is available at www.pta.org. Click on "About PTA" and then on "Programs." Applications must be received at the Oregon PTA office by April 1, 2011.

National PTA's Parent Involvement Schools of Excellence Certification

This program provides schools with tools to assess and enhance their commitment to parent involvement based on PTA's National Standards for Parent/Family Involvement Programs. After completing the assessment process and submitting an application, schools that met the parent involvement standards and provide supporting documentation become certified as Parent Involvement Schools of Excellence. Others can use the assessment process to develop a blueprint for improving the parent involvement practices and policies in their schools.

For more information, email the National PTA programs staff at PICCertification@pta.org.

Leadership Awards and Recognition

Award Qualifications

Every local unit and council is a potential recipient of leadership awards. All qualifying units and councils will be recognized at our annual Oregon PTA Convention.

Certificate of Excellence

The purpose of this award is to recognize the dedication necessary for **all units and councils** to further the Mission of PTA. We also want to provide peer and community recognition of the commitment of volunteer time it takes to achieve excellence status.

- Recognition for excellence in PTA qualities
- For building pride and participation in, and an awareness of, PTA programs
- To motivate local PTA/PTSA units and councils to provide quality service for their members.

What are the award requirements?

In addition to meeting all of the “Unit in Good Standing Award” requirements, there are additional activities involving applying leadership skills and furthering the development of the unit or council.

How much detail is needed to complete the application form?

While some items require no more than a copy of documents, others require a list or summary of an activity. Please be brief. Each page you attach may include responses for more than one question. We are not looking for volumes of text, just assurance that the activity took place.

There is no particular format required for your responses, just that they be organized and are placed in the same order as the items requested. Please include all the documentation in a folder to keep all the pages together and protected. Be sure to indicate next to each response which questions it applies to (i.e., 1-C). Make sure the name of your local unit is at the top of every page. Include a page count at the bottom of each page (Page 1 of 6).

Who should complete the application?

Any member of the **local PTA/PTSA unit or council** may complete the application. However, the local unit or council president must sign it. We recognize the application procedure may be time-consuming and suggest it be delegated to someone other than the president. If the information required for the application is gathered throughout the year, it will make the process much easier.

How do we benefit from this award program?

The obvious answer to the question is that by actually doing all of the activities, your local unit or council will truly be providing a service to your PTA community as you advocate for children. Another point is that we all like to be recognized for outstanding contributions within our organization.

How will our local unit/council be recognized?

- Certificate of Excellence award.
- Letter to superintendent and principal.
- Press release listing school and officers.
- Recognition in *onevoice*
- Special recognition at the state convention

Where do we go for help?

If you need assistance in completing any of the requirements, there are many people on the Board of Directors of Oregon PTA who want to help you. Contact your Region Director first. (Contact information is in the front of this Officers’ Manual.) Your Region Director will be able to assist you either directly or by making contact with other board members. Additional questions? Call or email the Vice President for Leadership or the Oregon PTA office at (503) 234-3928 or or_office@pta.org.

Good luck in completing the application! We look forward to recognizing **many local units and councils** at Convention in April, 2011.

Submission Procedure

The application is located in the Awards section of this Officers’ Manual and must be postmarked or delivered to the Oregon PTA office no later than March 1st. All questions apply to a period of one year, ending March 1st of the current year. Each requirement is followed by a description of the information needed to achieve that requirement.

If you have any questions about the application or the information requested, please contact the Oregon PTA Vice President for Leadership.

Mail, fax, or email completed application to:
Oregon PTA — Leadership Committee
4506 SE Belmont St., Suite 108-B
Portland, OR 97215-1658

Unit/Council in Good Standing Award

No application necessary. Oregon PTA tracks the submission of the documents and requirements necessary for the “**Unit or Council in Good Standing Award**”. **All documents and requirement are required by November 30th.**

All local units and councils are required to fulfill certain obligations to maintain their status with PTA. And yet, even though we have agreed to these requirements, through our bylaws, it takes an additional commitment to make sure we complete the documents and take the steps necessary to achieve the “Unit in Good Standing Award” or the “Council in Good Standing Award”.

These requirements are mandatory business practices that help protect not only your local unit or council but also State PTA. Because Oregon PTA maintains the non-profit status for every local unit and council, we are all affected by the way local units and councils conduct business.

The “Unit in Good Standing Award” requirements provide Oregon PTA with verification of the following:

- Election of officers – organizations are required to elect officers. (Post online at www.oregonpta.org)
- Standing rules adopted – each local unit or council has specific guidelines they follow in their day-to-day operations.
- Approving a budget – our non-profit status requires that funds be disbursed to fulfill the PTA Vision, Mission, and Values.
- Membership lists – we are a membership-based organization and as such require an open membership enrollment. (Post online at www.oregonpta.org)
- Year-end financial report – provides proof that funds were disbursed according to the adopted budget and that all financial records have been audited.
- IRS 990 – Refer to *Money Matters* for details.
- CT12 – required annually for all units and councils that have registered with the State of Oregon Department of Justice as a nonprofit corporation.
- Liability and bonding insurance – local units or councils and their respective officers are at financial risk without insurance.
- Training – participating in training provides local unit and council leaders with the tools necessary to guide their membership through the year. Three officers must attend one training session each year to fulfill the training requirement. See Chapter Two for a list of acceptable training.

Five Star Recognition

No application necessary. Oregon PTA tracks the submission of the required documents and issues certificates for “Five Star Recognition”. **All documents and requirement are required by November 30th.**

This award recognizes the submission, as required of all local units and councils in Oregon, of the following to the state PTA office:

- Officers’ List
- Standing Rules
- Insurance Premium
- Budget
- Year-end Financial Report

This recognition validates the effort involved in making sure these items are completed. Before local units qualify for this award, they must have submitted membership fees to the state PTA office.

Leadership Challenge Award

Application required. This award recognizes local units and councils for sending leaders to specific training that relates to their job responsibilities. Many local unit and council leaders already meet the requirements for this award. This is not a difficult challenge as several authorized trainings are provided during the course of the year.

The “Leadership Challenge” award is based on the following:

- Four officers each attend two workshops during the year.
- One of the workshops must be specific to their job and the other may be any authorized leadership workshop

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Certificate of Excellence Application

All applications must be received in the Oregon PTA office by March 1st.

Local Unit _____ Region # _____

Address _____ National PTA ID # _____

City _____ Zip _____ EIN # _____

President _____ Date Submitted: _____

Completed by _____ Phone (____) _____

1. Unit in Good Standing Award Requirements:

- Officers list sent to state PTA office by November 30th. (attach copy of form sent to office)
- Standing Rules sent to state PTA office by November 30th[†]. (attach copy of minutes from meeting where approved)
- Liability and bond insurance payment paid by November 30th (attach copy of check)
- Budget presented and approved by November 30th and a copy sent to the state PTA office. (attach copy of budget and minutes where approved)
- Year-end Financial Statement prepared and a copy sent to the state PTA office by November 30th (attach copy) Included in the report: figures for each category (line item) of income and a total, each category (line item) of expense and a total, and amount to be carried over for next year. List all receipts not belonging to unit and disbursements not belonging to unit (state and National PTA dues and Founders Day Gift) separately. A sample form is on page 15 of the Finance section in National PTA's *Treasurer's Quick Reference Guide*.
- Audit of previous fiscal year completed by November 30th and a copy sent to the state PTA office. (attach copy) Must include all references included in the sample audit form found in the National PTA's *Treasurer's Quick Reference Guide*.
- Initial payment of membership fees sent to state office by September 30th (attach copy of check and membership lists)
- Minimum of three (3) elected local unit officers or their designees attended one (1) basic leadership training annually offered at the state convention, Leadership Camp, by a council, or NPTA online training. List the name of each officer or designee, session attended, and training location.

2. Leadership Requirements:

- Developed goals for current year to benefit children and youth in school community (attach description of goals and describe process used to establish)
- Registered a legislative chair with the state PTA office by October 15th. Provide name, if officers list was submitted previously without it.
- Planned and executed at least one activity to benefit children and youth in the community (attach description of activity and its evaluation)
- Planned and executed at least one activity to educate the adults in your community on a child-related issue (attach description and evaluation)
- Communicated regularly to membership through a newsletter or flyer (attach copies of newsletter or flyer with communication clearly identified)
- Membership activities were on-going through out the year (attach description of activities and timeline).

3. Organizational Development Requirements

- Orientation program about PTA was presented to the general membership. (Attach description of program, where presented and outcome).
- Registered delegates to attend the upcoming Oregon PTA Convention. How many? _____ (attach copy of the confirmation form for each delegate)
 - a. **For a local unit:** If you are a member of a PTA council, describe the way in which information learned at these meetings was shared with local unit membership.
Name of council: _____

Number of council meetings held? _____ Number of meetings we attended? _____
 - b. **For a council:** Describe the way in which you invited your member units to attend meetings and how you shared some type of training information at each meeting.

Number of council meetings held? _____ Attach list of local units who are members.
- Local unit officers shared information received from leadership training workshops taken at the state convention, training camps or locally. (Describe what workshops were taken and how the information was shared)

Mail, fax, or email completed application and all documentation to:

Oregon PTA, Awards Committee
4506 SE Belmont St., Suite 108-B
Portland, OR 97215-1358
FAX: 503-2134-6024
Email: or_office@pta.org

Postmarked, faxed, or emailed no later than March 1.

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Leadership Challenge Award Application

All applications must be received in the Oregon PTA office no later than **March 1**.
 Criteria: Four officers each attend two (2) workshops during the year (for training purposes the year starts with Convention). One of the workshops must be specific to their position and one additional authorized leadership workshop.

Local Unit/Council Name _____ Region # _____

President's Name _____

Address _____

City: _____ Zip: _____



	<u>Name</u>	<u>Position</u>	<u>Name of Workshop</u>	<u>Date of Training</u>
1				
2				
3				
4				

Local Unit/Council President's Signature: _____

Mail, fax, or email completed form to:
 Oregon PTA, Leadership Awards
 4506 SE Belmont St., Suite 108-B
 Portland, OR 97215-1658
 FAX: 503-234-6024
 Email: or_office@pta.org

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Local Unit Volunteer of the Year Award

(One recipient per local PTA/PTSA unit)

The Oregon PTA Local Unit Volunteer (LUV) Award was designed to recognize the importance of volunteers and the services they provide within their local PTA/PTSA units. The recipient of this distinguished award should have demonstrated exceptional service to your local association and be a member of your PTA. In considering an individual for recognition, please consider the following attributes.

- Has the individual demonstrated an ability to communicate and work with others?
- Does the individual recognize and uphold the Vision, Mission and Values of Oregon and National PTA?
- Has the individual been responsible for providing services, projects or ideas within your local unit?
- Is the individual respected and admired by the other members?
- Has the individual been willing to offer assistance and support to other PTA committees and members?
- Is the individual willing to accept and fulfill responsibilities?

Award Presentation

The LUV recipients will be presented a special certificate, ribbon, and pin during the Oregon PTA Convention. The awards will be mailed to those not able to attend.

LUV Award Notification Form

_____ PTA is proud to inform you that
_____ has been selected by our
association to receive the LUV Award. The recipients will _____ or will not _____ be attending the State
Convention. I have attached a brief paragraph telling why this person is being honored.

Signed _____ Date _____
(Local President or Secretary)

Deadline for notification is March 1st. Mail, fax, or email to:

**Oregon PTA
4506 SE Belmont St., Suite 108-B
Portland, OR 97215-1658
FAX: 503-234-6024
Email: or_office@pta.org**

Membership Awards

Every local unit and council is a potential recipient of the membership awards outlined in this section. All qualifying units and councils will be recognized at the annual Oregon PTA Convention in April.

The following awards require no application. The Oregon PTA Membership Committee will track your unit's membership progress and prepare awards for your unit on your behalf.

Time Sensitive Awards

- **Early Bird**

Post first membership list online and remit fees to the Oregon PTA office by September 30th

- **Honor Roll**

Post membership list online and remit fees to the Oregon PTA office by the last day of every month, September through February and, increase membership totals from last year.

- **President's Challenge**

- Attain Local Unit in Good Standing requirements by November 30th
- Post membership list online and remit fees to the Oregon PTA Office by the last day of every month, September through February
- Increase membership totals from last year by at least 10%

Growth Awards – membership totals reflect actual membership fees remitted by March 1st

- **Membership Challenge**

Met the membership challenge given to your PTA on the membership form in your Local Unit Packet.

- **Greatest Membership In State**

Total number of members; state-wide comparison.

- **Greatest Percentage of Increase**

Based on the percentage of increase from last year's totals: state-wide comparison.

Council and Region Awards – as indicated above. However, competitive growth awards will be measured at the council or region levels, respectively.

- **Membership Challenge**

- **Greatest Percentage of Increase**

The following awards require an application with the “Oregon PTA Membership Awards Application Cover Sheet” as included in this section. The Oregon PTA Membership Committee will announce winners for each category at the annual Oregon PTA Convention, as applicable. **Please do not submit awards on colored paper. If your flyer or article was printed on colored paper for distribution you may include a color copy, but also include one on white paper. They must be scanned/copied for distribution to the Membership Committee and colored paper does not copy well.**

Membership Campaign Awards

- **Membership Chair**

Attach a paragraph or two that describes how your membership chair conducts his/her membership campaign in an outstanding effort; include such things as creativity and inclusiveness.

- **Outstanding Membership Flyer**

Attach a copy, as it was originally distributed; include the means of distribution, the target audience, and circulation date.

- **Membership Newsletter Article. Press Release**

Attach a copy, as it was originally distributed; include the means of distribution, the target audience, and circulation date.

- **100% of Teachers and the Principal**

All teachers, as well as the principal, at the school associated with the local unit. Attach a copy of your school's staff roster along with your unit's membership roster. Highlight all teachers and the principal on both lists.

- **100% of School Staff and the Principal**

All staff members, as well as the principal, at the school associated with the local unit. Attach a copy of your school's staff roster along with your unit's membership roster. Highlight all staff members and the principal on both lists

- **100% of School Board**

All school board members, as well as the Superintendent, of the school district associated with the local unit. Attach a copy of your school districts board members along with your unit's membership roster. Highlight all School Board Members and the Superintendent on both lists.

- **everychild**

One PTA membership for every child enrolled in the school associated with that local unit; based on enrollment as of March 1st.

Council Awards – as indicated above

- **Membership Chair**

- **Outstanding Membership Flyer**

- **Membership Newsletter Article/Press Release**

Membership Outreach Awards – available to local units and councils. Describe activities used to promote PTA membership or membership growth with the following groups. Include such information as how potential members were approached, what benefits were offered to potential members, how new members were involved, etc.

- **Business/community Members**

- **Students**

- **Grandparents/Seniors**

Life Achievement Awards – available to Local Units and Councils. An Honorary Life Achievement Award is one of the highest honors PTA can bestow upon an individual. The honored person is usually someone who has served as an advocate for children in such areas as education, health, safety, or legislation. The honoree need not be a member of a local unit, nor be well known beyond their own area of service. Life Achievement Award applications are available by contacting the Oregon PTA Office. The \$25 application fee is placed in Oregon PTA's Teacher Education Scholarship (TES) Fund.

Oregon PTA Membership Awards Application Cover Sheet

Fill out one cover sheet for each award applied for. Applications must be received in the Oregon PTA Office by March 1st. Attach appropriate documentation (lists, descriptions, etc) to this completed form.

Local Unit/Council Name: _____ Region: _____

Total Number of Members: _____ Membership Chair: _____

For which award are you applying?

- | | |
|---|------------------------------------|
| _____ Outstanding Membership Flyer | _____ Membership Chair Award |
| _____ Membership Newsletter Article | _____ Business/Community Outreach |
| _____ 100% Teachers | _____ Student Outreach |
| _____ 100% Staff | _____ Grandparents/Senior Outreach |
| _____ 100% School Board | |
| _____ everychild (School enrollment as of 3/1/11: _____) | |

PTA President: _____ Phone #: _____

Mailing Address: _____

Name of Person Applying: _____ Position: _____

Email Address: _____ Phone #: _____

Please list all documents attached, application:

1. _____
2. _____
3. _____
4. _____

Local Unit President's Signature: _____

Date: _____

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Newsletter Awards

Due by March 1

Publishing a PTA/PTSA newsletter is an excellent way to publicize PTA's involvement in your school and community. In recognition of this important PTA effort, Outstanding Newsletter Awards are presented annually at the Oregon PTA Convention.

Newsletter Award Criteria:

1. PTA must publish the newsletter, not the school or school principal.
2. The newsletter is to focus on PTA news (local, State and National). All other information will be considered secondary.
3. The newsletter must be clearly identified as a PTA publication.
4. All newsletters must be for the current school year.
5. If a PTA logo is used, it must conform to the usage requirements outlined in the "How to Use the PTA Logo and Tagline" section of the National PTA's Annual Resources for local PTAs.

Newsletter Award Rules:

1. Send three issues for evaluation by the judges. Entries must be the same as those being distributed to your readers. (You may send copies on colored paper, if that is the way you send your newsletter, however, also include copy of each issue on white paper – the newsletters will be scanned and sent electronically to the judges, colored paper does not scan well).

All entries should be sent to: Oregon PTA, Attn: Newsletter Awards
4506 SE Belmont St., Suite 108-B Email: or_office@pta.org
Portland, OR 97215-1658
FAX: 503-234-6024

Important Note: All entries must have a newsletter entry form attached.

Newsletter Award Entry Form

Name of Local PTA/PTSA/Council Unit _____ Region _____

President's Name _____ Phone _____

Address _____

Editor's Name _____ Phone _____

Principal's Name _____

School _____

Method of distribution to members/parents (mailed, sent home with child, etc.)

Oregon PTA

Project Awards

Due by March 1

Name of Local PTA/PTSA Unit _____ Region _____

Check One: ___ Elementary ___ Middle ___ Junior High ___ Senior High ___ Other

Contact Person _____ Phone # _____

These awards will be given as recognition of programs or projects that were of benefit to parents and/or children in your community. Each local unit may apply for as many as three individual program/project awards. These awards will be presented at the Oregon PTA Convention.

These awards were created to promote sharing and therefore information provided must be easily interpreted. All supporting documentation will be included in our H.E.L.P. notebooks so that others may benefit from your success. Photographs may be used to illustrate your project, but should not replace the narrative. **Be sure to make copies of this form and fill one out for each award. Please submit your supporting documentation on white paper. The applications and all supporting documents are scanned and sent electronically to the judges – colored paper does not scan well.**

Categories:

- ___ Use an existing Oregon PTA or National PTA program.
- ___ Use a program or project originating within your local unit.
- ___ Use of a drug and/or alcohol education related program.
- ___ Health and safety related program.
- ___ Implementation of a volunteer program.
- ___ Teacher appreciation or teacher recognition project.
- ___ Program/project that encourages parents, teachers, and administrators to work together.
- ___ Program/project that encourages community involvement.
- ___ Program/project that promotes leadership within your local unit.
- ___ Community service project.
- ___ Program/project that encourages use of legislative advocacy.
- ___ Program/project that encourages student success.
- ___ Implementation of a Cultural Arts program/project (including Reflections program).

Specifics:

This application must be postmarked no later than March 1st and mailed to the Oregon PTA Office. Please include responses to the following questions and requests for information.

1. Goal setting; Why did you do this program/project?
2. Planning:
 - What activities did you plan to meet this goal?
 - Include all communication records or record keeping charts.
 - Who was involved in this project?
 - What timeline did the program/project have, i.e., single event, yearlong program, etc.
 - Include support documentation that would help another unit implement this project.
 - Evaluation: Include the positive and negative.