



## The Palm Beach County Council of PTA/PTSA 2011-2012 Recognition and Awards Program

The Palm Beach County Council of PTA/PTSA knows every local unit works to plan events and programs that are meaningful to their members. The County Council's awards program is designed to recognize individuals and units who further the mission and purpose of the PTA.

Applying for the County Council Awards affords local units an opportunity to showcase their efforts and share their successful programs with other local units and the County Council.

This package contains the following items:

1. Information/Guidelines to apply for the following awards:

Advocacy

Communication

Community Connection

Environmental

Family Engagement

Health and Safety

Literacy

Outstanding Service Award



School Administration Office of the Year

Spotlight

Strong School Partnership

Superman Unit of Palm Beach County

Volunteer Award



2. Recognition & Awards Cover Sheet and submission instructions for each award category.

- Submit a completed cover sheet and requested documents in a presentation folder. (Please DO NOT use a 3 ring binder).
- Submit Communication and Spotlight award material separately.
- It is important to answer all questions, submit all requested documents and follow directions so the committee can judge responsibly.

3. Please Note: The Recognition and Award Program also includes PTA of the Year, PTSA of the Year, Rising Star, and the President's Award(s). Units **do not** apply for these awards, they are based on the cover sheet and the material submitted for other awards.

Visit our website [www.PalmBeachCountyPTA.com](http://www.PalmBeachCountyPTA.com) for more information regarding definitions of awards.

**Reminder...apply for Florida PTA and National PTA Awards!**

**APPLICATIONS MUST BE RECEIVED BY April 16, 2012**

Direct questions, to Awards Chair via email: [PalmBeachCountyPTA@yahoo.com](mailto:PalmBeachCountyPTA@yahoo.com).



**LOCAL UNIT RECOGNITION & AWARDS COVER SHEET**

PTA     PTSA    First Year (Reinstated) PTA/PTSA:  Yes  No

Presidents Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Local Unit Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

**1. Is your local unit applying for the following awards?**

Yes  No Administration Office of the Year

Yes  No Advocacy

Yes  No Communication

Yes  No Community Connection

Yes  No Environmental

Yes  No Family Engagement

Yes  No Health & Safety

Yes  No Literacy

Yes  No Outstanding Service Award

Yes  No Spotlight

Yes  No Strong School Relationship

Yes  No Superman of Palm Beach County

Yes  No Volunteer Award

**2. Did your local unit pay:**

Yes  No dues to Palm Beach County Council? When: \_\_\_\_\_

Yes  No dues monthly to the Florida PTA?

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**3. Did your local unit board have a:**

Yes  No  N/A **Student Representative (PTSA's only) Position (s) held:**  
\_\_\_\_\_

Yes  No **Faculty Representative(s) Position (s) held:**  
\_\_\_\_\_

**4. Did your local unit:**

Yes  No **attend the President's Meeting (August 2011)?**

Yes  No **attend County Council General Meetings?**

**If yes, List dates:** \_\_\_\_\_

Yes  No **attend the County Council Leadership Training?**

**If yes, List dates:** \_\_\_\_\_

Yes  No **attend the County Council Events/Programs?**

**If yes, List events:** \_\_\_\_\_

Yes  No **forward information received from County Council to members, family & friends?**

Yes  No **make a financial contribution of a least \$50.00 to the County Council?**

Yes  No **have a member on a County Council committee?**

**If yes, which committee:** \_\_\_\_\_

Yes  No **participate in getting a new PTA/PTSA started at a school in Palm Beach County?**

**If yes, provide name:** \_\_\_\_\_

Yes  No **attend Florida PTA Leadership Conference /Convention (07/2011)**

Yes  No **participate in the Reflections Program (12/2011)?**

Yes  No **attend Florida PTA's Regions Week (Spring 2012)**

Yes  No **celebrate Founders Day (February 17, 2012)**

Yes  No **plan on attending National PTA Convention? (06/2012)**

Yes  No **plan on attending Florida PTA Leadership Convention? (7/2012)**

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The following provides specific information on applying for the following award categories:

- Advocacy
- Community Connection
- Environmental
- Family Engagement
- Health & Safety
- Literacy
- School Administration Office of the Year
- Strong School Partnership

1. Write a one page description of your **non-fundraising program / projects** for each award category listed above.

2. Important guidelines to follow when preparing your program/project write ups:

- **DO NOT** use the name of the school, PTA President or Principal in your one page description of your program(s)/project(s).
- Limit program description to **ONE** typed page **per** award category
- The number of programs/projects described in each award category is not limited, as long as the category does not exceed one page.
- Programs/projects **may** be included in more than one category.
- Program (s) description could include:
  - Who was involved in the program/project - parents, teachers, students, community, other schools, other PTA/PTSA units, etc
  - Cost of the program/project
  - If the program/project met your units goals
  - How the program/project benefitted parents, students, school, community, etc
- Submit one Award Category per sheet
  - Original Award write up goes in the Presentation folder with the cover sheet and requested documents
  - **Submit 2 additional copies of ONLY the award write ups outside the presentation folder**

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The following provides specific information on applying for the following award categories:

- Communication
- Outstanding Service Award
- Spotlight
- Superman of Palm Beach County
- Volunteer

*(You may include a brief written description to accompany submissions, but it is **not required**. Only **one set** of material is required to be submitted for this award.)*

**Communication** - This is about showing how you disseminate meaningful information to assist parents in developing the skills they need to raise and protect their children. To promote the welfare of children and youth in home, school community and place of worship consistent with the mission and purpose of PTA (local, state, and national). It is not about how events/programs are advertised but rather, the event/information itself.

- Submissions could include, but are not limited to: newsletters (submit **ONE** copy of 3 different editions), Letters Home, Press Releases, Screen Shots from Ed-line, Facebook, Twitter, website, etc.

**Outstanding Service Award** – This is an award for an individual PTA leader who demonstrates the PTA Values. Nomination may be submitted for consideration by completing an Outstanding Service Award Nomination Form and attaching a one page written narrative describing the nominee’s achievements and how they exemplify the PTA Values.

- Submit the Outstanding Service Award Nomination Form (included in this package) and a written narrative in support of the nominee. The narrative is limited to one page, using a type font no smaller than 12. Narrative should provide a description of the nominee’s achievements and how they exemplify the PTA Values listed on the Nomination Form.

**Spotlight** - This is about documenting the activities of your local unit. It should be meaningful and document your board members, showcase activities, workshops, and programs conducted by and for your membership, as well as suggestions for new and/or improved programs. Content should include comments from your principal detailing how your activities furthered the mission and purpose of PTA on your campus (Will also serve as a great legacy item to leave behind each year.).

- Submission ideas include, but not limited to: history book/scrapbook, yearbook, video/DVD, audio tape, PowerPoint presentation, visual display (posters, science board). You are only limited by your imagination!

**Superman of Palm Beach County** - Provide a list of your current male members, showing at least 25 male members. Indicate on the top of the list your PTA/PTSA name, number of male members your unit had last year (if known) and this year. You may also include programs/incentives your unit used to increase male membership, but it is *not* required.

**Volunteer Award** - Provide a list of the volunteer hours your unit has completed for this school year up to March 31. The number of volunteer hours should be (at a minimum), double the number of enrolled students in the school. Please include a copy of the volunteer hours (VIPS) form from the school.

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**Outstanding Service Award  
Nomination Form**

This is an award for an individual PTA leader who demonstrates PTA Values. Nominations may be submitted by completing this form and attaching a written narrative describing the nominee's achievements and how they exemplify the PTA Values as described on the National PTA website. They are listed here for your convenience.

**PTA Values\*:**

**Collaboration:** We work in partnership with a wide array of individuals and organizations to accomplish our agreed-upon goals.

**Commitment:** We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.

**Accountability:** We acknowledge our obligations. We deliver on our promises.

**Respect:** We value our colleagues and ourselves. We expect the same high quality of effort and thought from ourselves as we do from others.

**Inclusivity:** We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.

**Integrity:** We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.

(\*as listed on the National PTA website 7/21/2011 <http://www.pta.org/1162.asp>)

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Name of Nominee: \_\_\_\_\_

PTA Unit (s): \_\_\_\_\_

Nomination submitted by: \_\_\_\_\_

Relationship to Nominee: \_\_\_\_\_

Does the Nominee know they were submitted for this award?  Yes  No

In addition to the above information please submit a written narrative in support of your nominee. The narrative is limited to one typed page and should provide a description of the nominee's achievements and how they exemplify the PTA Values as listed above.

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**Please consider purchasing a Life Membership, Brick or Presidents Award from the Florida PTA to recognize the hard work and leadership of your nominee as well as other PTA/PTSA leaders.**

**\*\* NOTE: EACH UNIT MAY ONLY SUBMIT 2 NOMINEES FOR THIS AWARD. \*\***  
If more nominees are received, judging will proceed based on the date the County Council receives this nomination form and the accompanying one-page narrative support.

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