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2017-2018
WEST VIRGINIA PTA



AWARDS PACKET

COUNTY COUNCIL AWARD
LOCAL UNIT AWARD
OUTSTANDING TEACHER OF THE YEAR AWARD
OUTSTANDING PRINCIPAL OF THE YEAR AWARD
OUTSTANDING SERVICE PERSONNEL OF THE YEAR AWARD
OUTSTANDING BUSINESS PARTNER OF THE YEAR AWARD
STAR VOLUNTEER AWARD
LOCAL UNIT GREAT PROGRAM IDEA AWARD
LOCAL UNIT GREAT MEMBERSHIP CAMPAIGN IDEA AWARD
STUDENT'S GOOD JOB AWARD
SCRAPBOOK AWARD
UNIT STANDARDS ACHIEVEMENT AWARD
NOMINATION FORM

DEADLINE:
MARCH 15, 2018

FOR MORE INFORMATION, CONTACT:
WEST VIRGINIA PTA
WWW.WESTVIRGINIAPTA.ORG/AWARDS
MEMBERSHIP@WESTVIRGINIAPTA.ORG
304-420-9576



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2017-2018 WEST VIRGINIA PTA AWARDS



NOMINATION FORM

Please complete this form in its entirety (based on award) to submit a nomination for the 2017-2018 West Virginia PTA Awards. Please complete the required sections for the submission. All submissions must complete sections I and VI; section II and III are based on specific award categories. *If submitting electronically, follow instructions en lieu of this form.* Submissions must be submitted electronically by March 15, 2018 at 11:59pm. The local unit/county council submitting *and* award recipient will be notified of selection.

I. Select Award *(submit only one award category per nomination form):*

- | | | |
|--|--|--|
| <input type="checkbox"/> County Council Award | <input type="checkbox"/> Outstanding Service Personnel Award | <input type="checkbox"/> Scrapbook Award |
| <input type="checkbox"/> Local Unit Award | <input type="checkbox"/> Outstanding Business Partner Award | <input type="checkbox"/> Student's Good Job Award |
| <input type="checkbox"/> Outstanding Teacher of the Year Award | <input type="checkbox"/> Star Volunteer Award | <input type="checkbox"/> Local Unit Great Program Idea Award |
| <input type="checkbox"/> Outstanding Principal of the Year Award | <input type="checkbox"/> Unit Standards Achievement Award | <input type="checkbox"/> Local Unit Great Membership Campaign Idea Award |

II. County Council and Local Unit Award Section

Unit Name: _____

Unit President: _____

Type of Award Needed (Select one): Plaque Bar

III. Individual Award Information Section

Name of Nominee: _____

Region: _____

County: _____

Local Unit/Council Nominating: _____

Grade Level: Kindergarten through 5th 6th through 12th

Principal/Superintendent: _____

IV. Contact Information (use for all nominations)

Contact Person: _____ Phone: _____

Email Address: _____

Local Unit/Council Address: _____

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Online:
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West Virginia PTA
Attention: Awards
P.O. Box 3557
Parkersburg, WV 26103-3557



2017-2018
WEST VIRGINIA PTA AWARDS

COUNTY COUNCIL AWARD

- Purpose of award:** To honor a county council. Awards will be presented at the Gold, Silver and Bronze levels.
- Criteria for award:** The county council must be a council in good standing as of March 15, 2018. Items marked with * are required to be a council in good standing.
- Guidelines for award:**
- a. Nomination form must be attached to the supporting information as detailed in Section B; and
 - b. Provide answers and/or materials of the following sections in numerical order:
 1. Did the county council submit a list of new officers to the West Virginia PTA office by August 1, 2017? *
 2. Did the county council have the council bylaws updated and sent for approval by the West Virginia PTA Bylaws Chair within the last three years?*
 3. Did the county council make contact with local PTA units throughout the year? Attach a description of how this was accomplished.
 4. Did the county council have at least one delegate attend the 2017 West Virginia PTA Convention? List delegate(s).
 5. Did the county council have at least one representative (other than the president) attend a 2017 West Virginia PTA Regional Training? List name(s), date and location of training.
 6. Did the county council publish a newsletter to local PTAs during the year? Attach a copy.
 7. Did the county council work cooperatively with the county Board of Education? Please attach a letter from the county superintendent.
 8. Did the county council provide one or more county wide program(s)? Please list all programs and an explanation, including PTA's Reflections and/or Founders Day.
 9. Did the county council purchase at least one West Virginia PTA Honorary Life Membership by 3/1/2018? List recipient(s).
 10. Did the county council donate at least \$10.00 to Founder's Day and \$25.00 to the West Virginia PTA Scholarship fund postmarked by 3/1/2018?
 11. Attach a copy of the annual audit for fiscal year ending between 1/1/2017-12/31/2017.*

BONUS: Provide a newsletter or newspaper article explaining how you promoted PTA.

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LOCAL UNIT AWARD

- Purpose of award:** To honor a local unit. Awards will be presented at the Gold, Silver and Bronze levels.
- Criteria for award:** The local unit must be a unit in good standing as of March 15, 2018. Items marked with * are required to be a local unit in good standing.
- Guidelines for award:**
- a. Nomination form must be attached to the supporting information as detailed in Section B; and
 - b. Provide answers and/or materials of the following sections in numerical order:
 1. Did the local unit submit a list of new officers to the West Virginia PTA office by August 1, 2017? *
 2. Did the local unit submit a dues report to the West Virginia PTA by at least 10/1/2017 and 3/1/2018?*
 3. Have the local unit bylaws been updated and sent for approval by the West Virginia PTA Bylaws Chair within the last three years?*
 4. Did the local unit participate in the 2017-2018 West Virginia PTA Reflections Program?
 5. Did the local unit have at least one delegate attend the 2017 West Virginia PTA Convention? List delegate(s).
 6. Did the local unit have at least one representative attend a 2017 West Virginia PTA Regional Training? List name(s), date and location of training.
 7. Did the local unit have an increase in membership this year?
 8. Did the local unit donate at least \$25.00 to the West Virginia PTA Scholarship Fund, postmarked by 3/1/2018?
 9. Did the local unit purchase at least one West Virginia PTA Honorary Life Membership by 3/1/2018? List recipient(s).
 10. Did the local unit hold a PTA Founder's Day program or activity? Provide documentation.
 11. Did the local unit donate at least \$10.00 to the Founder's Day fun, postmarked by 3/1/2018?
 12. Attach a copy of the annual audit for fiscal year ending between 1/1/2017-12/31/2017.*

BONUS: Provide a newsletter or newspaper article explaining how you promoted PTA.

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2017-2018
WEST VIRGINIA PTA AWARDS



LOCAL UNIT GREAT PROGRAM IDEA AWARD

- Purpose of award:** To honor a great PTA program.
- Criteria for award:**
- a. The nominee should provide details of one of their successful PTA programs;
 - b. Nominee must be a local unit in good standing.
- Guidelines for award:**
- a. Only one nomination per local unit;
 - b. Provide a detailed explanation of the following questions on no more than two typed pages, size 12 font, double spaced:
 - 1. What is the purpose of the program?
 - 2. How does the program operate?
 - 3. When does the program take place?
 - 4. What is the audience of the program?
 - 5. How does the program advance the mission of PTA?
 - c. Nomination form must be attached to the supporting information as detailed in Section B.
 - d. A local unit is only eligible to receive the Local Unit Great Program Idea once.
- Award:** Recognition at annual awards banquet.

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WEST VIRGINIA PTA AWARDS

LOCAL UNIT GREAT MEMBERSHIP
CAMPAIGN IDEA AWARD

- Purpose of award:** To honor a great PTA membership campaign.
- Criteria for award:**
- a. The nominee should provide details of their 2017-2018 membership campaign; and
 - b. Nominee must be a local unit in good standing.
- Guidelines for award:**
- a. Only one nomination per local unit;
 - b. Provide a detailed explanation of the following questions on no more than two typed pages, size 12 font, double spaced:
 1. How many members joined during this membership campaign?
 2. How does the membership campaign operate?
 3. When does the membership campaign take place?
 4. What is the audience of the membership campaign?
 - c. Nomination form must be attached to the supporting information as detailed in Section B.
 - d. A local unit is only eligible to receive the Local Unit Great Membership Campaign Idea once.
- Award:** Recognition at annual awards banquet.

Award nominations must be submitted online by March 15, 2018 at 11:59pm. If you have not received confirmation of receipt of submission by March 15, 2018 at 11:59pm, please contact Awards Chair, Missy Jones @ 304.678.8791.

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2017-2018
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OUTSTANDING BUSINESS PARTNER OF THE
YEAR AWARD

- Purpose of award:** To honor an outstanding business partner
- Criteria for award:**
- a. The nominee must be a business partner with a local PTA unit; and
 - b. The nominee must have partnered with, and contributed to the PTA (not the school) throughout the school year, not only financially, but also with volunteers, materials, programs, etc.; and
- Guidelines for award:**
- a. Only one nomination per local unit;
 - b. Provide a detailed explanation of how the business partner has worked with the PTA on no more than two typed pages, size 12 font, double spaced. Note: If the business partner contributed to the PTA only with a financial contribution, please explain;
 - c. Nomination form must be attached to the supporting information as detailed in Section B; and
 - d. A business partner is only eligible to receive the Outstanding Business Partner Award once.
- Award:** Recognition at annual awards banquet.

Award nominations must be submitted online by March 15, 2018 at 11:59pm. If you have not received confirmation of receipt of submission by March 15, 2018 at 11:59pm, please contact Awards Chair, Missy Jones @ 304.678.8791

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OUTSTANDING PRINCIPAL OF THE YEAR
AWARD

- Purpose of award:** To honor an outstanding principal
- Criteria for award:**
- a. The nominee should have made significant strides in the education of children and support the importance of parent and family engagement in a child's education;
 - b. Nominees can be a principal or assistant principal; and
 - c. Nominee must be a PTA member of the local unit that submits the nomination.
- Guidelines for award:**
- a. Only one nomination per local unit;
 - b. Provide a detailed explanation of the following questions on no more than two typed pages, size 12 font, double spaced:
 1. How does the nominee interact and encourage children in their education?
 2. How does the nominee advocate for better education (i.e. special programs)?
 3. How does the nominee relate to parents and encourage parent engagement in the education process?
 4. How does the nominee promote PTA/PTSA and its involvement?; and
 - c. Nomination form must be attached to the supporting information as detailed in Section B.
 - d. A principal is only eligible to receive the Outstanding Principal of the Year Award once.
- Award:** Recognition at annual awards banquet.

Award nominations must be submitted online by March 15, 2018 at 11:59pm. If you have not received confirmation of receipt of submission by March 15, 2018 at 11:59pm, please contact Awards Chair, Missy Jones @ 304.678.8791.

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OUTSTANDING SERVICE PERSONNEL OF THE
YEAR AWARD

- Purpose of award:** To honor an outstanding service personnel employee
- Criteria for award:**
- a. The nominee should have made significant strides in the education of children and support the importance of parent and family engagement in a child's education;
 - b. Nominees can include cooks, aides, custodians, secretaries, bus drivers, etc.; and
 - c. Nominee must be a PTA member of the local unit that submits the nomination.
- Guidelines for award:**
- a. Only one nomination per local unit;
 - b. Provide a detailed explanation of the following questions on no more than two typed pages, size 12 font, double spaced:
 1. How does the nominee interact and encourage children in their education?
 2. How does the nominee advocate for better education (i.e. special programs)?
 3. How does the nominee relate to parents and encourage parent engagement?
 4. How does the nominee promote PTA/PTSA and its involvement?; and
 - c. Nomination form must be attached to the supporting information as detailed in Section B.
 - d. A service personnel employee is only eligible to receive the Outstanding Service Personnel of the Year Award once.
- Award:** Recognition at annual awards banquet.

Award nominations must be submitted online by March 15, 2018 at 11:59pm. If you have not received confirmation of receipt of submission by March 15, 2018 at 11:59pm, please contact Awards Chair, Missy Jones @ 304.678-8791.

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OUTSTANDING TEACHER OF THE YEAR
AWARD

- Purpose of award:** To honor an outstanding teacher
- Criteria for award:**
- a. The nominee should have made significant strides in the education of children and support the importance of parent and family engagement in a child's education;
 - b. Nominees can include teachers, librarians, speech therapists, occupational therapists, physical therapists, etc.
 - c. Nominee must be a PTA member of the local unit that submits the nomination.
- Guidelines for award:**
- a. Only one nomination per local unit;
 - b. Provide a detailed explanation of the following questions on no more than two typed pages, size 12 font, double spaced:
 1. How does the nominee interact and encourage children in their education?
 2. How does the nominee advocate for better education (i.e. special programs)?
 3. How does the nominee relate to parents and encourage parent engagement in the education process?
 4. How does the nominee promote PTA/PTSA and its involvement?; and
 - c. Nomination form must be attached to the supporting information as detailed in Section B.
 - d. A teacher is only eligible to receive the Outstanding Teacher of the Year Award once.
- Award:** Recognition at annual awards banquet and plaque.

Award nominations must be submitted online by March 15, 2018 at 11:59pm. If you have not received confirmation of receipt of submission by March 15, 2018 at 11:59pm, please contact Awards Chair, Missy Jones @ 304.678.8791.

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SCRAPBOOK AWARD

- Purpose of award:** To honor a local unit or county council's scrapbook and historical documentation efforts
- Criteria for award:**
- a. The nominee should submit a scrapbook at the registration desk prior to General Meeting 1 at the 2018 Annual West Virginia PTA Convention.
 - b. The scrapbook should be bound, include pictures, writings, newspaper articles, etc.
 - c. Nominee must be a local unit or county council PTA in good standing.
- Guidelines for award:**
- a. Only one nomination per local unit;
 - b. Provide a scrapbook of the local unit or county council to be voted on during the 2018 West Virginia PTA Convention
 - c. Nomination form must be attached to the supporting information as detailed in Section B.
 - d. A local unit or county council is only eligible to receive the Scrapbook Award once.
 - e. All submissions will be displayed during the West Virginia PTA Annual Convention and will be returned after the Awards Banquet.
- Award:** Recognition at annual awards banquet.

Note: The 2018 Scrapbook Award must be submitted to the registration desk at the 2018 West Virginia PTA Convention in Morgantown. Convention delegates will vote on the scrapbooks, and the nominee with the most votes will be declared the winner.



2017-2018
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STAR VOLUNTEER AWARD


- Purpose of award:** To honor a deserving PTA volunteer
- Criteria for award:**
- a. Nominee's participation in PTA activities;
 - b. Nominee's commitment to PTA;
 - c. Nominee's current level of involvement in PTA;
 - d. Nominee's number of years of involvement in PTA; and
 - e. Nominee must be a member of the local unit that submits nomination.
- Guidelines for award:**
- a. Only one nomination per local unit;
 - b. Explain why the nominee should be recognized on no more than two typed pages, size 12 font, double spaced;
 - c. Nomination form must be attached to the supporting information as detailed in Section B; and
 - d. Two Star Volunteer Awards may be given per region, one for grades Kindergarten through 5, and grades 6 through 12.
 - e. A volunteer is only eligible to receive the Star Volunteer Award once.
- Award:** Recognition at annual awards banquet.

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STUDENT GOOD JOB AWARD

- Purpose of award:** To honor an outstanding student for their dedication to PTA
- Criteria for award:**
- a. The nominee should have made significant strides in the education of children and support the importance of parent and family engagement in a child's education;
 - b. Nominees can include students in any grade level; and
 - c. Nominee must be a student at a PTA school in good standing.
- Guidelines for award:**
- a. Only one nomination per local unit;
 - b. Provide a detailed explanation of the following questions on no more than two typed pages, size 12 font, double spaced:
 1. Describe the nominee's activities and how they support PTA.
 - c. Nomination form must be attached to the supporting information as detailed in Section B.
 - d. A student is only eligible to receive the Student Good Job Award once.
- Award:** Recognition at annual awards banquet.

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UNIT STANDARDS ACHIEVEMENT AWARD

- Purpose of award:** To honor a local unit.
- Criteria for award:** Units checking **at least 15 items, including ALL STARRED (*) items**, will receive recognition, provided at least one item has been accomplished under EACH SECTION.
- Guidelines for award:**
- Nomination form must be attached to the supporting information as detailed in Section B; and
 - Check items accomplished.

BYLAWS (*LOCAL UNIT BYLAWS)

- ___ * A. Bylaws approved by WV PTA within three (3) years.
- ___ B. Bylaws are available to membership.

LEADERSHIP AND REPRESENTATION AT WV PTA/COUNCIL PTA MEETINGS (if applicable)

- ___ * A. EIN number (tax ID number of local unit), National PTA ID# and names, contact information of incoming officers submitted online or mailed to State Office by **August 1, 2017**.
- ___ * B. Delegate(s) sent to **2017 WV PTA Annual Convention**.
- ___ * C. Representative(s) attended Regional leadership training.
- ___ D. Representative(s) completed at least three (3) National PTA E-learning courses.

MEMBERSHIP AND DUES

- ___ * A. Initial payment of State and National dues sent to the State Office by October 1.
- ___ B. Supplemental payment of dues for additional members sent on or before February 1.
- ___ C. Back to School – submit 25 or more members before September 15.
- ___ D. Early Bird – submit 25 or more members between September 15 and October 1.
- ___ E. Membership Magic – reach 75% of previous year's total membership by November 15.
- ___ F. 100% Faculty – 100% of faculty and administrators belong to unit.
- ___ G. Focus on Fathers – 30% of membership comprised of fathers/male guardians.

AUDIT, RECORDS AND INSURANCE

- ___ * A. Financial records were audited for the previous fiscal year and copies of audit sent to State Office.
- ___ B. Bank statements were reviewed monthly by third party and matched with treasurer's report.
- ___ * C. Filed 990 and copy forwarded to State Office.
- ___ * D. PTA activities are covered by liability insurance.
- ___ * E. PTA funds are covered by fidelity bond insurance.

PROGRAMS AND ACTIVITIES

- ___ * A. Provided at least one state or national PTA program: i.e. Student Healthy Recipe Challenge, Reflections, Take a Family to School Week, or Health & Safety grants.
- ___ * B. Communicated with membership through newsletter, flyers, email or social media.
- ___ C. Awarded WV PTA service awards (Life Achievement, Honorary Life Membership)
- ___ D. Founders Day observed with an appropriate program, membership award, and/or gift sent to State Office.
- ___ E. Activities and projects held with focus on stakeholder groups (students, parents, faculty, and community)
- ___ F. Collaborated with one or more community groups.
- ___ G. Awarded scholarships to students – Number Awarded ___ Amount Funded _____
- ___ H. Awarded grants to teachers/staff - Number Awarded ___ Amount Funded _____

SCHEDULED MEETINGS

- ___ A. Held at least six (6) regular meetings (elementary PTA), or at least five (5) regular meetings (middle and secondary PTA/PTSA); Community PTAs held at least three (3) regular meetings.
- ___ B. Held at least one discussion group on a given topic relevant to community needs or concerns.

STATE AND NATIONAL PTA PUBLICATIONS/COMMUNICATIONS

- ___ A. Subscribed to Take Action Alert, and National PTA Communications (at least 50% of Executive Board Members subscribed).
- ___ B. Accessed and shared leadership resources provided by National PTA and West Virginia PTA.

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