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**2018-2019  
WEST VIRGINIA PTA**



**AWARDS PACKET**

**COVER SHEET**

**CELEBRATE OUR CHILDREN AWARD**

**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**

**MEMBERSHIP AWARDS**

**HONORARY LIFE MEMBERSHIP AWARDS**

**DEADLINE:  
MARCH 1, 2019**

FOR MORE INFORMATION, CONTACT:  
WEST VIRGINIA PTA  
[WWW.WESTVIRGINIAPTA.ORG/AWARDS](http://WWW.WESTVIRGINIAPTA.ORG/AWARDS)  
[MEMBERSHIP@WESTVIRGINIAPTA.ORG](mailto:MEMBERSHIP@WESTVIRGINIAPTA.ORG)  
304-420-9576



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# 2018-2019 WEST VIRGINIA PTA AWARDS



## COVER SHEET

Please complete this form in its entirety (based on award) to submit a nomination for the 2018-2019 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 01, 2019 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: \_\_\_\_\_

**Award nominations must be submitted online by March 01, 2019 at 11:59pm. If you have not received confirmation of receipt of submission by March 01, 2019 at 11:59pm, please contact Awards Chair, Danyail Maynard @ 304.747.8093 or 304.562.8596.**

**Online:**  
www.westvirginiapta.org/awards

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



# 2018-2019 WEST VIRGINIA PTA AWARDS



## CELEBRATE OUR CHILDREN AWARD

**Purpose of award:** To honor a local unit or county council that showcases children and family engagement.

- Criteria for award:**
- The nominee should submit a Photo Montage video of the unit's family engagement activities, which showcase children, for the 2018 -2019 school year.
  - Photo Montage videos are a series of images (pictures, writings, newspaper articles, etc.), arranged together to create a video presentation! Each video should be between 3-5 minutes, a maximum of six (6) bullet points, a maximum of six (6) words per bullet points and contain no font smaller than 30 points.
  - Nominee must be a local unit or county council PTA in good standing.

- Guidelines for award:**
- Only one nomination per local unit or county council;
  - Each video submission must showcase activities that have built a relationship with the PTA, children, the staff, and the community/school.
  - Nomination form must be sent with the video as detailed in sections B and C.
  - All videos submitted must be uploaded to YouTube and must meet YouTube requirements for submission. The title of the video should be the name of your local unit or county council PTA. When submitting to West Virginia PTA, include the direct link in either the online submission or the mail-in nomination form. If the direct link does not work or does not open properly, then the submission will be disqualified. All video submissions cannot exceed five (5) minutes in length.

**Award:** Winning submission will be played during the West Virginia PTA Annual Convention Awards Banquet!

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2018-2019  
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 01, 2019. Items marked with \* are required to be a council in good standing.

**Guidelines for award:**

- Nomination form must be attached to the supporting information as detailed in Section B; and
- 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, 2018? \*
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 2018 West Virginia PTA Convention? List delegate(s).
5. Did the county council have at least one representative (other than the president) attend a 2018 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 3/1/2019? 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 3/1/2019?
11. Attach a copy of the annual audit for fiscal year ending between 1/1/2018-12/31/2018.\*

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

**Award nominations must be submitted online by March 01, 2019 by 11:59pm. If you have not received confirmation of receipt of submission by March 01, 2019 at 11:59pm, please contact Awards Chair, Danyail Maynard @ 304.747.8093 or 304.562.8596.**

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# 2018-2019 WEST VIRGINIA PTA AWARDS



## 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 01, 2019. 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, 2018? \*
  2. Did the local unit submit a dues report to the West Virginia PTA by at least 10/1/2018 and 3/1/2019? \*
  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 2018-2019 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 2018 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 3/1/2019?
  9. Did the local unit purchase at least one West Virginia PTA Honorary Life Membership by 3/1/2019? List recipient(s).
  10. Did the local unit hold a PTA Founder's Day program or activity? Provide documentation.  
Did the local unit donate at least \$10.00 to the Founder's Day fun, postmarked by 3/1/2019?
  11. Attach a copy of the annual audit for fiscal year ending between 1/1/2018-12/31/2018. \*

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

**Award nominations must be submitted online by March 01, 2019 by 11:59pm. If you have not received confirmation of receipt of submission by March 01, 2019 at 11:59pm, please contact Awards Chair, Danyail Maynard @ 304.747.8093 or 304.562.8596**

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2018-2019  
WEST VIRGINIA PTA AWARDS



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 01, 2019 by 11:59pm. If you have not received confirmation of receipt of submission by March 01, 2019 at 11:59pm, please contact Awards Chair, Danyail Maynard @ 304.747.8093 or 304.562.8596.**

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2018-2019  
WEST VIRGINIA PTA AWARDS



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 01, 2019 by 11:59pm. If you have not received confirmation of receipt of submission by March 01, 2019 at 11:59pm, please contact Awards Chair, Danyail Maynard @ 304.747.8093 or 304.562.8596.**

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2018-2019  
WEST VIRGINIA PTA AWARDS



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 01, 2019 by 11:59pm. If you have not received confirmation of receipt of submission by March 01, 2019 at 11:59pm, please contact Awards Chair, Danyail Maynard @ 304.747.8093 or 304.562.8596.**

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2018-2019  
WEST VIRGINIA PTA AWARDS



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 01, 2019 by 11:59pm. If you have not received confirmation of receipt of submission by March 01, 2019 at 11:59pm, please contact Awards Chair, Danyail Maynard @ 304.747.8093 or 304.562.8596.**

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2018-2019  
WEST VIRGINIA PTA AWARDS  
  
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.

**Award nominations must be submitted online by March 01, 2019 by 11:59pm. If you have not received confirmation of receipt of submission by March 01, 2019 at 11:59pm, please contact Awards Chair, Danyail Maynard @ 304.747.8093 or 304.562.8596.**

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2018-2019  
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.

**Award nominations must be submitted online by March 01, 2019 by 11:59pm. If you have not received confirmation of receipt of submission by March 01, 2019 at 11:59pm, please contact Awards Chair, Danyail Maynard @ 304.747.8093 or 304.562.8596.**

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2018-2019  
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 2018-2019 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.

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2018-2019  
WEST VIRGINIA PTA AWARDS  
  
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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# WV PTA Membership Awards Application 2018-2019

All award applications (including membership) must be sent electronically by March 1, 2019 at 11:59pm either through the West Virginia PTA website link or by scanning and emailing to [awards@westvirginiapta.org](mailto:awards@westvirginiapta.org).

PTA Name \_\_\_\_\_

County \_\_\_\_\_

Membership in 2017-2018 \_\_\_\_\_ Membership in 2018-2019 \_\_\_\_\_

School enrollment as of 11/15/2018 \_\_\_\_\_

Check (X) if you qualify for an Oak Leaf Award      \_\_\_\_\_ Plaque      \_\_\_\_\_ Bar

Circle YES or NO:

YES NO PTA had membership increase of 50 or more members and qualify for a FREE Convention Registration!

YES NO PTA Membership is equal to or greater than 50% of school enrollment as of 11/15/2018

YES NO PTA Membership decreased due to declining student enrollment

YES NO PTA Membership had one adult per student and 30% of student enrollment (PTSA only)

YES NO PTA Membership is equal to or greater than 100% of school enrollment as of 11/15/2018.

YES NO PTA Membership had a 10% increase over last year

YES NO PTA Membership had 100% of teachers and faculty

YES NO PTA Membership is 30% of fathers/males



***Honorary Life Membership Order Form***

Date \_\_\_\_\_ County \_\_\_\_\_

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

The cost of a West Virginia Honorary Life Membership is \$45.00 each. This includes the cost of the pin, a certificate, and costs of production and mailing. The remaining \$15.00 is appropriated to the West Virginia PTA Scholarship Fund.

Please complete one form for each membership being presented. Additional copies may be made. Please print clearly to ensure certificate is printed correctly.

Name of Recipient \_\_\_\_\_

Address \_\_\_\_\_

Why are you honoring this person? *(Brief description)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mail the Honorary Life Membership to: \_\_\_\_\_

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

Phone Number \_\_\_\_\_

Date to be presented: \_\_\_\_\_ **(Allow 6 weeks for delivery)**

Please send your check for \$45.00 and the completed form to:  
West Virginia PTA  
ATTN: Life Membership  
PO Box 3557  
Parkersburg, WV 26103

For information call the West Virginia PTA office at 304-420-9576 or email  
info@westvirginiapta.org