



WSPTA Local PTA and Council Awards of Excellence

FAMILY AND COMMUNITY ENGAGEMENT (FACE) AWARD OF EXCELLENCE

Application Instructions and Judging Form 2017-18

Award Outline

The purpose of this award is to promote family and community engagement at local PTAs, community PTAs, and councils by recognizing programs, projects, and activities/events that increase family and community engagement and involvement. It is similar to the PTAs Taking Significant Action Award, but the focus is on family and community engagement. Recognized programs, projects, and activities/events will positively impact students, families, and staff and may be duplicated and implemented by PTAs and councils around the state.

The purpose of the Local PTA and Council Awards of Excellence program is to celebrate the work PTAs and councils do to make a difference for their communities. Awards and programs also help build awareness of the WSPTA mission and focus. When local PTAs and councils are recognized for the work they are doing, it builds pride in the community and helps people connect with PTA!

Award Instructions & Information

Use this application only. Do not alter.

- Please include only the Family and Community Engagement (FACE) Award of Excellence application with your submission (two pages). Subsequent judging form pages are to be used as a guide in creating your submission and do not need to be included.
- This application form is for local PTAs, community PTAs, and councils.
- Applications are to be submitted electronically by emailing the application and any attachments to support@wastatepta.org. If online submission is not possible, please contact the WSPTA Program Director for instructions before the awards deadline.
- PTAs must be in good standing with WSPTA in order to participate in the WSPTA Local PTA and Council Awards of Excellence.
- **CRITERIA:** Your program, project or activity/event must be a PTA program, project, or activity/event. The program, project, or activity/event should demonstrate a family and community engagement practice for recruitment, training or recognition of family and community involvement practices. This could include, but not be limited to a program, project, or activity/event that addresses: welcoming families into the school community; removing barriers; increasing diversity; improving parenting; supporting student success; communicating effectively with diverse populations; increasing volunteering; promoting advocacy; increasing and/or diversifying membership; offering training at school or at home; influencing school decision making; or collaborating with families, staff, and/or the community.
- **ATTACH:** Copy of the submitted program/project/activity/event budget if applicable (please make a note if there are \$0 associated expenses or income).
- Award recipients may be asked to provide a display and a one-page handout describing the program for the WSPTA convention.
- Award time frame is from March 1, 2017 – February 28, 2018 unless otherwise noted.
- Include items in ORDER requested and ONLY the number of items requested. Use SECTIONS as indicated on the judging form.
- Partial credit may be awarded if deemed appropriate by the judging committee.
- Decisions of the Family & Community Engagement Award of Excellence Committee and WSPTA Program Director are final.
- Awards will be presented at the 2018 WSPTA Convention.

We are a (check one): Council PTA/PTSA

PTA/PTSA/Council Name: **PTA/Council #:**

Contact Name:

Contact E-mail:

Daytime Phone:

Program, Project or Activity/Event Title:

We are submitting a:	<input type="checkbox"/> Program	<input type="checkbox"/> Project	<input type="checkbox"/> Activity/Event
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PTA Information (for PTA applications only):

Total student enrollment:		% Free & Reduced Lunch:	
Grade levels included (list all preschool – 12th that apply):			

Council Information (for council applications only):

Total number of PTAs in the council:		Number of PTAs participating:	
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Please attach a separate page(s) answering each of the following (longer answers do not equal better answers):

- DESCRIPTION** - Describe the program, project or activity/event (be clear and concise). Please include the number served by the program, project or activity/event. If this was an event, how many people attended/participated? Please include a brief plan and calendar for the program, project or activity/event.
- FOCUS – CHECK ALL THAT APPLY** for the program, project or activity/event:

Removing barriers	Welcoming families into the school community
Supporting student success	Collaborating with families/staff/community
Improving parenting	Increasing/diversifying membership
Promoting advocacy	Influencing school decision making
Increasing diversity	Offering training at school or at home
Increasing volunteering	Communicating effectively with diverse populations
Other (please describe)	

Describe why the focus areas were selected for the program, project or activity/event.

- GOALS** – Describe the goals of the program, project, or activity/event and how it fits with your PTA or council goals. Describe the need that was addressed by the program, project, or activity/event and how it was determined.
- DURATION** – What is the duration of this program, project, or activity/event?
- ENGAGEMENT** - Describe how your PTA/council involved families and the community in planning and implementation. Is this program, project, or activity/event an opportunity to increase family and community engagement by those not already “at the table” for this PTA or council?
- MATERIALS** - Include examples of your promotional materials for the program, project, or activity/event. What would another PTA or council need to know in order to replicate this program, project or activity/event?
- RESOURCES** - What was the budget for this program, project or activity/event and did you receive any grants? What resources (financial, volunteer requirements, etc.) are required for this program, project, or activity/event? Include a copy of the submitted program/project/activity/event budget if applicable (please make a note if there are \$0 associated expenses or income).
- OUTCOMES** – What were the outcomes or impact (both positive and negative) of this program, project, or activity/event? Will your PTA/council do this program, project, or activity/event again?
- EVALUATION** - Describe how you evaluated the program, project, or activity/event and what specific recommendations were made.
- SUMMARY** - What makes this program, project, or activity/event one that another PTA/council might choose to try?

Email Application To: support@wastatepta.org
Award Questions, Contact: WSPTA Program Director
✉ ptaprogrid@wastatepta.org
☎ 253-214-7410

Postmark Deadline: March 1, 2018

Please keep a copy for your records.

Family and Community Engagement (FACE) Award of Excellence- Judging Form 2017-18

PTA/COUNCIL NAME:		PTA/COUNCIL #:	
Check one:	Council	PTA/PTSA	
Submitting a:	Program	Project	Activity/Event

Using the information on the application and any attached documents, please evaluate each program, project, or activity/event.

SECTION 1 (Procedural)

1.	DESCRIPTION - A clear and concise description of the program, project, or activity/event was given; number served; brief plan and calendar for the program, project or activity/event. (maximum points 5)	
2.	FOCUS - The focus of the program, project, or activity/event was clearly described. (maximum points 5)	
3.	GOALS – The goals of the program, project, or activity/event were described, including how it fits with the PTA or council goals. They described the need that was addressed by the program, project or activity and how it was determined. (maximum points 5)	
4.	DURATION – Duration of this program, project, or activity/event was described. (maximum points 5)	
5.	ENGAGEMENT – They describe how the PTA/council involved members, parents, students, staff, and community and if this program, project, or activity/event was an opportunity to increase family and community engagement by those not already “at the table” for this PTA or council. (maximum points 5)	
6.	MATERIALS – They include examples of your promotional materials for the program, project, or activity/event. They included what another PTA or council would need to know in order to replicate this program, project or activity/event. (maximum points 5)	
7.	RESOURCES - The budget for this program, project, or activity/event was included, including any grants received. They included information about required resources (financial, volunteer requirements, etc.) (maximum points 5)	
8.	OUTCOMES – They described the outcomes (both positive and negative) of this program, project, or activity/event and if their PTA or council would do this program, project, or activity again. (maximum points 5)	
9.	EVALUATION – They describe the program, project, or activity/event evaluation. (maximum points 5)	
10.	SUMMARY – They included a summary including why this program, project, or activity/event is something that another PTA or council might choose to try. (maximum points 5)	

SECTION 1 TOTAL POINTS	Maximum Points Possible: 50	Total Points:
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SECTION 2 (Subjective)

1.	This program, project, or activity/event directly relates to increasing/promoting family and community engagement. (maximum points 5)	
2.	This program, project, or activity/event showed originality/creativity or goes beyond the traditional PTA program, project or activity. (maximum points 5)	
3.	This program, project, or activity/event serves a significant number of students/families/PTAs/underserved population/etc. (maximum points 5)	
4.	This program, project, or activity/event showed significant involvement by members, parents, students, staff, or the community. (maximum points 5)	
5.	This program, project, or activity/event is an opportunity to increase family and community engagement by those not already “at the table” for this PTA or council. (maximum points 5)	
6.	This program, project, or activity/event is <u>sustainable</u> and worth repeating annually or was a <u>high-impact</u> one-time program, project or activity/event. (maximum points 5)	
7.	The backup materials provided were a good representation of the program, project, or activity/event. They were of good quality and quantity and would help another PTA or council replicate this program, project, or activity/event. (maximum points 5)	
8.	This program, project, or activity/event had/will have positive outcomes and/or significant value for the students or membership served by the PTA or council. (maximum points 5)	
9.	This program, project, or activity/event is easily reproducible for other PTAs or councils. (maximum points 5)	
10.	The application for this program, project, or activity/event was well organized and well thought out. (maximum points 5)	

SECTION 2 TOTAL POINTS	Maximum Points Possible: 50	Total Points:
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Total Points Earned

Section 1: (Maximum points allowed = 50) _____

Section 2: (Maximum points allowed = 50) _____

Total Points: (Maximum points allowed = 100) _____

Gold Level (90%) = 90+ Silver Level (80%) 80-89 Bronze Level (70%) 70-79