



WSPTA Local PTA and Council Awards of Excellence

OUTSTANDING PTA OF THE YEAR

Application Instructions and Judging Form 2017-18

Award Outline

The Outstanding PTA of the Year Award identifies and honors those local PTAs, community PTAs, and councils that, when compared to all others in their unique environment and within their own special circumstances, are the most representative examples of PTAs that exemplify the purposes and mission of PTA.

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!

Application Instructions

Use this application only. Do not alter

- This application form is for local PTAs, community PTAs, and councils – please choose the appropriate division. There are two divisions: (1) Elementary and (2) Secondary/community PTA /council. Community PTAs (a PTA that is organized around a common theme versus a school, such as special needs, dual language, home schooling, etc.) and councils are eligible to participate in this prestigious award!
- Assuming there are candidates in each category that meet all requirements, there may be one elementary and one secondary/community/council winner chosen. Should more than one PTA per division be determined as highly qualified for this award, you may be contacted with a time and date for a conference call interview by the committee.
- Award time frame is from March 1, 2017 – February 28, 2018 unless otherwise noted.
- 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 before the awards deadline.
- To be eligible for this award, PTAs must receive:
 - Gold level or higher in this year's Standards Of Excellence Award
 - At least 80% of the maximum possible combined points for the Outstanding PTA of the Year application
- PTAs must be in good standing with WSPTA in order to participate in the WSPTA Local PTA and Council Awards of Excellence.
- All requested information must be included in order to be considered (completed application, narrative responses, letters of recommendation). Incomplete submissions will not be judged.
- Only include the information and number of examples requested. Do not include additional examples.
- The Outstanding Local PTA of the Year will be chosen by a panel of judges. The WSPTA Program Director acts as chair.
- Decision of the Outstanding PTA of the Year Committee and WSPTA Program Director are final.
- Awards will be presented at the 2018 WSPTA Convention.
- A plaque will be presented to the award recipients and their name will be added to the Outstanding PTA of the Year plaque at the Washington State PTA Office.

E-Mail Application To: support@wastatepta.org

Award Questions, Contact: **WSPTA Program Director**
✉ ptaprokdir@wastatepta.org
☎ 253-214-7410

Postmark Deadline: March 1, 2018

Please keep a copy for your records.

Outstanding PTA of the Year Application 2017-18

PTA/PTSA/Council Name:	PTA/PTSA/Council #:
Contact Name:	Daytime Phone:
Contact E-mail:	
Full Mailing Address:	
Division: <i>Elementary (includes K-8 schools)</i> <input type="checkbox"/>	<i>Middle/Junior/High/Community PTA/Council</i> <input type="checkbox"/>
Total student enrollment:	Number of PTA members:
Number of PTA Board of Directors (including Executive Committee):	
The geographic area of the PTA is (information is available from your school principal or district or online on the OSPI website):	
<input type="checkbox"/> Urban (250,000 – 1,000,000 people, in a city center)	<input type="checkbox"/> Suburban (100,000 to 250,000 people, near a city center)
<input type="checkbox"/> Town (3,000 to 100,000 people, away from a city center)	<input type="checkbox"/> Rural (3,000 or less people, away from a city center)
Does your school receive Title I funds? Yes <input type="checkbox"/> No <input type="checkbox"/>	% of students eligible for free/reduced lunch: <input type="text"/> %

Outstanding PTA of the Year Application Requirements:

- PTAs must be in good standing with WSPTA to be considered for Outstanding PTA of the Year.
- To be eligible for Outstanding PTA of the Year, PTAs must receive:
 - Gold level or higher in this year’s Standards of Excellence Award
 - At least 80% of the maximum possible combined points for the Outstanding PTA of the Year application
- **ATTACH:** Completed application page.
- **ATTACH:** Two (2) letters of recommendation from any combination of the following: School principal, school board director, school district administrator, WSPTA Region Director, or council president. **These letters will be scored and included in your score, so choose your recommendations wisely.**
- The WSPTA Program Director will contact your region director and/or council president for a reference, which will be included in your overall score. This is not supplied by the applicant.
- **ATTACH:** Each of the following four narrative questions must be answered and must each fit on one page (minimum of ½” margins all sides - no smaller than 10-point font – no more than four (4) total pages). Each question requires two supporting examples.
 1. **Advocacy Narrative:** Describe how your advocacy efforts work to support WSPTA’s and NPTA’s purposes for the care and protection, education, and welfare of children and youth, at home, school and in your community. Attach two (2) different advocacy examples (please label Advocacy Example #1 and Advocacy Example #2).
 2. **Membership Narrative:** Describe your overall membership program and how your campaign is year-round, engaging and welcomes everyone. What innovative and creative methods and strategies are you using? What is your membership goal for the year? What are your current membership numbers and do you have an increase from last year? Attach two (2) different membership campaign examples (please label them Membership Example #1 and Membership Example #2).
 3. **Family Engagement & Community Involvement Narrative:** Describe your interactions with your members, non-members, staff, and the community-at-large, including non-English speaking or diverse cultural populations, families of children with special needs, and others within your school community. Describe how your PTA is a relevant resource for students and families and how it attempts to raise the standards of home life in your school and community. Attach two (2) different family engagement and community involvement examples (please label them Engagement/Involvement Example #1 and Engagement/Involvement Example #2).
 4. **Outstanding Program, Activity or Event / What are you most proud of?** - Describe your programs, projects and activities you are most proud of and how those programs contributed to increasing the involvement or participation by families, staff, and your community. How do they benefit the students of your school community? How do these programs/activities/events support your goals and mission? Attach two (2) different program/activity/event examples (please label them Program Example #1 and Program Example #2).

Outstanding PTA of the Year - Judging Form and Rubric 2017-18

(For use by judges only)

AWARD OUTLINE: The Outstanding PTA of the Year Award identifies and honors those PTAs that, when compared to all others in their unique environment and within their own special circumstances, are the most representative examples of PTAs that exemplify the purposes and mission of PTA.

PTA/PTSA/Council Name and #: _____

Division (Please mark only one):

_____ Elementary (includes K-8 schools) _____ Secondary (middle/junior/high/community PTA/council)

AWARD REQUIREMENTS (MUST be YES to all to be considered):

In good standing per WSPTA office (Yes or No): _____

Standards of Excellence – Gold Level achieved (Yes or No): _____

All four required narratives were included (Yes or No): _____

Two examples were included for each narrative (Yes or No): _____

Two letters of recommendation from appropriate leaders were included (Yes or No): _____

Minimum of 80% of possible Outstanding PTA of the Year points:
(Must have 80 or more points from the TOTAL SCORE line below) _____

TOTAL SCORING (Maximum 100 points):

_____ TOTAL NARRATIVE SCORE (Maximum 56 points)

_____ TOTAL EXAMPLE SCORE (Maximum 12 points)

_____ TOTAL LETTER OF RECOMMENDATION SCORE (Maximum 16 points)

_____ TOTAL REGION DIRECTOR/COUNCIL PRESIDENT SCORE (Maximum 16 points)

_____ **TOTAL SCORE (Maximum 100 points – must be 80+ to be considered)**

Outstanding PTA of the Year - Judging Form and Rubric 2017-18

(For use by judges only)

NARRATIVE SCORING (this is only for the written narrative - examples will be scored later):

- 1 – 3 POINTS:** Narrative does not address the entire prompt and/or does not include evidence or details to support assertion.
- 4 - 6 POINTS:** Narrative addresses entire prompt and is somewhat organized, but could be stronger in support of the prompt. Response draws some connections to outcomes.
- 7 – 10 POINTS:** Narrative addresses entire prompt, is well organized, and includes mediocre reflections and connections to outcomes.
- 11 – 14 POINTS:** Narrative addresses entire prompt and includes multiple detailed and compelling reflections and connections to outcomes.

_____ Advocacy Narrative Score (Maximum 14 points)
_____ Membership Narrative Score (Maximum 14 points)
_____ Family & Community Engagement Narrative Score (Maximum 14 points)
_____ Programs Narrative Score (Maximum 14 points)
_____ **TOTAL Narrative Score (Maximum 56 points)**

EXAMPLE SCORING:

- 1 POINT:** Two examples were included, but both were weak and did not tie well to the narrative prompt.
- 2 POINTS:** Two examples were included, but one was weak and one was strong weak.
- 3 POINTS:** Two examples were included, and both were strong and tied well to the narrative prompt.

_____ Advocacy Example Score (Maximum 3 points)
_____ Membership Example Score (Maximum 3 points)
_____ Family & Community Engagement Example Score (Maximum 3 points)
_____ Programs Example Score (Maximum 3 points)
_____ **TOTAL Example Score (Maximum 12 points)**

LETTER OF RECOMMENDATION SCORING:

- 1 – 2 POINTS:** Letter was too brief to accurately evaluate and has little to no specifics and/or supporting details/examples to why this PTA should be considered “outstanding”.
- 3 - 4 POINTS:** Letter provides some information about the PTA/PTSA/council, but is lacking specifics and/or supporting details/examples as to why this PTA should be considered “outstanding”.
- 5– 6 POINTS:** Letter provides strong information about the PTA/PTSA/council with good specifics and/or supporting details/examples as to why this PTA should be considered “outstanding”.
- 7 – 8 POINTS:** Letter provides very strong information about the PTA/PTSA/council with compelling supporting details/examples as to why this PTA should be considered “outstanding”. Reading this letter of recommendation makes you believe they are outstanding and worth replicating!

_____ Letter of Recommendation #1 (Maximum 8 points)
_____ Letter of Recommendation #2 (Maximum 8 points)
_____ **TOTAL Letter of Recommendation Score (Maximum 16 points)**

REGION DIRECTOR/COUNCIL PRESIDENT INTERVIEW SCORING:

Outstanding PTA of the Year chair will choose four of the following questions to ask regarding all candidates:

POSSIBLE QUESTIONS FOR ALL LOCAL & COMMUNITY PTA APPLICANTS (must be same four questions for all PTAs):

1. What does this PTA do that you would love to see duplicated at other PTAs in your region or around the state?
2. In your opinion, seeing the variety of PTAs in your region or district, what makes this PTA "outstanding"?
3. How has this PTA helped the students in their school or their district?
4. What are the biggest challenges facing this PTA, and how have they attempted to overcome them?
5. How does this PTA embrace training and educational opportunities? Describe their participation in training and the culture about training and education at this PTA.
6. What council, region, and state leadership positions do the leaders in this PTA serve?

POSSIBLE QUESTIONS FOR ALL COUNCIL APPLICANTS (must be same four questions for all councils):

1. How has this council helped your region/service delivery team?
2. What does this council do that you would love to see duplicated at other councils in your region or around the state?
3. What region and state leadership positions do the leaders in this council serve?
4. What trainings has this council offered their local PTA leaders and/or families this year?
5. Has this council been mentoring another council or working closely with one or more of their local PTAs this year?
6. In your opinion as region director seeing the variety of councils in your region, what makes this council "outstanding"?

- 1 POINT:** Answer was too brief to accurately evaluate and had little to no specifics and/or supporting details/examples to why this PTA should be considered "outstanding".
- 2 POINTS:** Answer provided some information about the PTA/PTSA/council, but were lacking specifics and/or supporting details/examples as to why this PTA should be considered "outstanding".
- 3 POINTS:** Answer provided strong information about the PTA/PTSA/council with good specifics and/or supporting details/examples as to why this PTA should be considered "outstanding".
- 4 POINTS:** Answer provided very strong information about the PTA/PTSA/council with compelling supporting details/examples as to why this PTA should be considered "outstanding". This answer makes you believe they are outstanding and worth replicating!

_____ Interview Question #1 (Maximum 4 points)
_____ Interview Question #1 (Maximum 4 points)
_____ Interview Question #1 (Maximum 4 points)
_____ Interview Question #1 (Maximum 4 points)
_____ **TOTAL Region Director/Council President Interview Score (Maximum 16 points)**