

Deadline for Submission: March 14, 2024

This document is meant as a resource to assist in completing an award of excellence. This is not a submission form, only submissions made through the online portal will be accepted. If you have questions, please contact the WSPTA Program Director prior to submitting.
ptaproqdir@wastatpta.org

The Local PTA and Council Awards of Excellence Program recognizes local PTAs, community PTAs, and councils whose level of effort in specific areas help them make a difference in their community. To participate in the Local PTA and Council Awards of Excellence Program, the PTA or council must meet the following standards:

- Be in compliance with the requirements of the Standards of Affiliation (SOA). If the PTA or council was chosen for periodic review, all requirements must be in order.
- The PTA must be up to date on membership dues payments to WSPTA.
- The PTA must have at least 25 paid members (or an approved waiver) by October 31.
- The PTA or council must have a president identified in the WSPTA membership database.

Prior to beginning the process, submitters are encouraged to review the additional details available on the Awards of Excellence webpage (<https://www.wastatepta.org/events-programs/awards/excellence/>). The award time frame is from March 15, 2023 – March 14, 2024, unless otherwise noted. Do not include old examples. **Submission deadline for all categories: March 14, 2024**

Instructions for submitting examples:

- Examples uploaded must have dates whenever possible.
- All examples must be highlighted to ensure judges are looking at the correct item.
- Label top of ALL examples with specifics (for example September 2023 board of directors' minutes)
- If submitting an example that is included in an email, newsletter, minutes, budget screen shot etc., it MUST be highlighted for the judges.
- Partial credit may be awarded if deemed appropriate by the judging committee.
- Decisions of the standards of excellence committee and WSPTA program direct are final.

Prepare to Submit – Form Questions

The Standards of Excellence Award is a tool to encourage the use of the best practices of PTA management. Participating in the Standards of Excellence could be used as a reporting tool to your members. You will need to have the following items available to upload in the following categories: organization, communication, membership, meetings, advocacy, volunteer recognition, financials, training, events/programs/fundraisers.

1. **Upload a copy of your councils' budget with the following items highlighted:**
 - a. Training line item (include WSPTA convention) **2pt**
 - b. Insurance line item **2pt**
 - c. Volunteer recognition/awards line item **2pt**
 - d. Membership dues income from WSPTA **2pt**
2. **Upload a copy of your councils' minutes that show the following items were completed at your general membership meeting highlighted:**
 - a. Election of nominating committee **2pt**
 - b. Election of officers **2pt**
 - c. Approval of budget **2pt**
 - d. Approval of standing rules **2pt**
 - e. Approval of goals **2pt**
3. **Upload a copy of your councils' minutes that show a report to the members/board of directors was made showing the following items highlighted:**
 - a. WSPTA Standards of Affiliation Agreement was completed **2pt**
 - b. Corporate annual report filed **2pt**
 - c. Charitable organization registration renewed **2pt**
 - d. 990 completed **2pt**
 - e. Year-end financial review (and mid-year if applicable) **2pt each**

ORGANIZATION

Total points available = 10

Standing rules are specific conditions or rules a local PTA chooses to impose upon itself within the scope of Washington State PTA Uniform Bylaws. All PTAs must have their own standing rules, and these rules must be approved yearly by their membership.

4. **Upload a copy of your current approved standing rules. 2pt**
5. **Councils are encouraged to build and approve policies that will help govern their own council.**
Upload examples of the following policies. (Examples can be found on the WSPTA resource page.)
These policies are separate from your standing rules.
 - a. Upload a copy of your councils money handling policies **2pt**
 - b. Upload a copy of your councils social medial policies **2pt**
 - c. Upload a copy of your councils membership subsidy policies **2pt**
 - d. Upload any other examples of policies for your council. **2pt**

COMMUNICATION

Total points available = 24

6. Upload three examples of surveying your local PTAs, your community, or your school district. *Examples should include different methods and different target groups. 6pt*
7. Upload five different types/examples of communication your council uses. *Credit will not be given for multiple examples of the same method of communication or from the same month. Examples must include "PTA" in the communication example. 10pt*
8. Upload three examples of WSPTA or National PTA programs shared with your local PTAs. *Multiple examples of the same program will not be accepted. 6pt*
9. Upload minutes or example that "Role of a Council" presentation, handbook, flyer or newsletter was provided to the local PTA leaders your council supports. **2pt**

MEMBERSHIP

Total points available = 10

10. Membership
 - a. Upload goal for membership growth. **2pt**
 - b. Upload three examples of membership communication to local PTAs. **6pt**
 - c. Upload example of sharing PTA membership benefits to your local PTAs. *(Either National PTA or WSPTA). 2pt*

MEETINGS

Total points available = 4

11. Upload the following meeting information. *Mark examples with notification method and month publicized (for example, Website–September 2023).*
 - a. Upload example of how your council general membership meeting dates were communicated to your local PTAs. *(Screen shot of website will not be accepted.) 2pt*
 - b. Upload an example of how your PTA board meetings were communicated to your local PTAs. *(Screen shot of website page will not be accepted.) 2pt*

ADVOCACY

Total points available = 6

12. *Advocacy is in everything your council does. From fundraising to supporting local PTA leaders. How is your council child-focused and advocates? Examples can include ways your PTA council informs your PTA leaders about or takes action to address the needs of children in your local community, district, region, state, or nation. Credit will not be given for multiple examples of the same method of advocacy.*
 - a. Upload three examples of how your council advocates for the needs of your PTA leaders, students, teachers, and community/district. **6pt**

VOLUNTEER RECOGNITION

Total points available = 13

13. Our PTA regularly offers the following awards (Golden Acorn, Honorary Life Membership, Outstanding Advocate, Outstanding Educator, and Outstanding Student Advocate awards, specialized local PTA awards may receive points.)
 - a. **Upload** examples of individual award recognition for your volunteers. *(Examples may include, social media posts, budget line items, award recognition listing each award given.) 1pt will be given for every award up to 7points.*
 - b. **Upload three** examples of volunteers being recognized by name. *Examples should be dated. 6 pt*

FINANCIALS

Total points available = 10

14. **Upload copy** of your council's financial reviews. (2023 end of year and 2024 mid-year if applicable). **4pt**
15. Monthly financial reports were provided to the board of directors and/or membership.
 - a. **Upload proof** that your board of directors received monthly financial reports. (Examples could include meeting minutes, or emails) **2pt**
16. **Upload** your PTA's year-end (2023) financial report (not the financial review). **2pt**
17. **Upload copy** of current year insurance certificate. **2pt**

TRAINING/SUPPORT

Total points available = 14

18. Having trained and informed officers is part of being a successful PTA.
 - a. **Upload proof** your PTA board of directors attended training. upload the WSPTA **Training Tracking Spreadsheet** (found on the WSPTA website) to indicate who attended training, what they attended. **1pt will be awarded for every PTA member that attended training up to 6 points.)**
19. **Upload four** examples of how your council provides training, assists, or educates your local PTAs. *(Narratives will be accepted)* **8pt.**

EVENTS/PROGRAMS/FUNDRAISERS

Total points available = 16

20. Per the *WSPTA Uniform Bylaws* all councils must hold a Reflections program.
 - a. Upload an example that your council participated in the Reflections program this year. **2pt**
 - b. Upload an example of promoting the reflections program to your local PTAs. **2pt**
 - c. Upload an example of student artist recognition. **2pt**
21. What does your council do? What are you proud of? Show us your amazing PTA council events, programs, and fundraisers.
 - a. **Upload five** examples of things your PTA does to support your school, families, and community. *(Narratives are encouraged to explain them.)* **10pt**

DON'T STOP HERE! KEEP GOING, APPLY for Platinum level!

Total points for this section = 135

Gold- silver-bronze Points and Levels:

Standard of Excellence Council maximum points available =135

Gold level (90%) = 122

Silver Level (80%) = 108

Bronze Level (70%) = 95

Platinum maximum points available = Applicants must reach gold level to advance to the Platinum section.

PLATINUM LEVEL

Total points available = 12

22. Annual goals have been established by our council.
 - a. **Upload** copy of goals. **2pt**
 - b. **Highlight** minutes submitted in first section with proof that goals were approved by members. **2pt**
 - c. **Upload** goal evaluation process. *(Narrative is welcome to explain.) 2pt*
23. Upload three different program/event/committee examples and list which goal it addresses. *If examples address the same goal, credit will not be given for both. Narratives are welcome to explain).* **6pt**

COMMUNICATION

Total points available = 20

Sharing information from all corners of PTA is vital for our members. How does your council share the information from region/WSPTA/National PTA with your local PTA leaders and encourage them to communicate?

24. **At least one example from each of the following must be provided: your or any region (e.g., region director updates, region advocacy/programs/membership/family and community engagement updates, etc.), WSPTA, and National PTA.**
 - a. Upload example of **local PTA** information shared. **2pt**
 - b. Upload example of PTA **Region** information shared. **2pt**
 - c. Upload example of PTA **WSPTA** information shared. **2pt**
 - d. Upload example of PTA **National** PTA information shared. **2pt**
 - e. Upload example of **another councils'** information being shared. **2pt**
25. **Upload two** examples of your council working with another council or similar organization. *(Narratives are encouraged to explain.) 2pt*

26. Sharing information; **upload** the following examples of how your council communicates with your local PTAs about the following PTA events. *(Examples may announce/encourage attendance or after the event to report back.)*

- a. Upload examples showing information about **WSPTA Convention**. 2pt
- b. Upload examples showing information about **WSPTA Autumn Leader Launch**. 2pt
- c. Upload examples showing information about **WSPTA Legislative Assembly**. 2pt
- d. Upload examples showing information about **National PTA Convention**. 2pt

MEMBERSHIP

Total points available = 2

27. Upload proof of membership increase from last year. **(Current paid members July 1, 2023-March 13, 2024, and 2022-2023 paid memberships July 1, 2022 – June 30, 2023.)** 2pt

TRAINING/SUPPORT

Total points available = 10

28. **Upload five examples** of things your council does to support the local PTAs of your area. *(Narratives are encouraged.) This is different than training.* 10pt

FAMILY AND COMMUNITY ENGAGEMENT

Total points available = 8

29. How does your council reach out to, and addresses the needs of your diverse population, by hosting events, programs, projects that increase family and community engagement?

Examples: welcoming families into the school community, removing barriers, increasing diversity, improving parenting, supporting student services, communicating effectively with diverse populations, increasing volunteering, increasing and /or diversifying membership, or collaborating with families, staff, and/or community:

- a. Upload an article, flyer, or other resource that was promoted/provided in another language. *(Website translate button will not be accepted.)* 2pt
- b. Upload three examples of a program/event/committee/outreach to support one of your communities' diverse populations. *(Narratives are encouraged to explain.)* 6pt

LEADERSHIP DEVELOPMENT AND GROWTH

Total points available = 18

30. **Upload** as many examples that your council has for different members that hold active leadership roles outside your council. *(Multiple examples for the same person will not be accepted.) An active member of your council is defined as a committee member, committee chair, board of directors, executive committee, etc.* 1pt will be given for each person up to 6.

31. Please provide examples of the following: *(Credit will not be given for multiple examples of the same training.)*

- c. Upload examples of your councils' board retreat. **2pt**
- d. Upload examples of your councils committee chair training. **2pt**
- e. Upload examples of your council's board of director training as it pertains to your council. How does your PTA train your volunteers? (This is different than any WSPTA or Region training.) **2pt**

32. Leadership development and volunteer recruiting is vital to all to all councils. How does your council recruit, invite and encourage local PTA leaders to take on new roles?

- f. Upload three examples of volunteer recruiting. **6pt**

EVENTS/PROGRAMS/FUNDRAISERS

Total points available = 12

33. Councils are encouraged to make use of WSPTA and National PTA programs and resources. How does your council participate in some of these programs and/or use resources provided to you? **At least one example for each association is required.**

- g. Upload an example(s) of your council using or participating in a **National PTA** program or resource. *(Reflections is a WSPTA Bylaws requirement for councils. Any reflections examples submitted will not receive points.) 2pt for each example up to 3.*
- h. Upload an example(s) of your council using or participating in a **WSPTA** program or resource. *(Reflections is a WSPTA Bylaws requirement for councils. Any reflections examples submitted will not receive points.) 2pt for each example up to 3.*

Congratulations for applying for platinum!

Final Platinum Level Points – Council (82 points total). Scoring 85% of points in platinum section (70 or higher plus 122+ from first section) will achieve the platinum level.