

Deadline for Submission: Updated to 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.
- Make sure all tax ID numbers and bank account numbers are blacked out on all examples submitted.

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.

Total points available = 28

1. **Upload a copy of your PTA's budget with the following items highlighted:**
 - a. Training line item (include WSPTA convention, region conference etc.) **2pt**
 - b. Insurance line item **2pt**
 - c. Volunteer recognition/awards line item **2pt**
 - d. Membership dues paid to WSPTA **2pt**
2. **Upload a copy of your PTA's minutes that show the following items were completed at your general membership meetings 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 PTA's minutes showing a report to the members/board of directors was made for 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**

ORGANIZATION

Total points available = 10

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

COMMUNICATION

Total points available = 16

6. **Upload three** examples of surveying your members, parents, staff. **Examples should include different methods and different target groups.6pt**
7. **Upload five** different types/examples of communication your PTA 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**

MEMBERSHIP

Total points available = 10

8. **Upload goal** for membership growth. **2pt**
9. **Upload** an example that your PTA provides online membership enrollment option for your members. **2pt**
10. **Upload** three examples of different membership campaigns your PTA used this year. **Examples must be different – credit will not be given to the same basic example with a different date.**
6pt

MEETINGS

Total points available = 6

11. **Upload** the following meeting information. **Mark examples with notification method and month publicized (for example, Website– September 2022).**
 - a. **Upload** example of how your PTA general membership meeting dates were communicated to your members (**screen shot of website will not be accepted**). **2pt**
 - b. **Upload** an example of how your PTA board meetings were communicated to your members (**screen shot of website page will not be accepted**). **2pt**
 - c. **Upload** documentation that your PTA leaders regularly attended council meetings. (**Meeting minutes or note from council representative will be accepted.**) **2pt**

ADVOCACY

Total points available = 6

12. Advocacy is in everything your PTA does. From fundraising to putting books in the library to keeping your members informed. How is your PTA child-focused and advocates? **Examples can include ways your PTA informs your members 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 PTA advocates for the needs of your students, teachers, and community. **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 item, award recognition listing each award given.**) **1 point given for each award up to 7 points.**
 - b. **Upload three** examples of volunteers being recognized by name. (**Examples should be dated**). **6pt**

FINANCIALS

Total points awarded = 10

14. **Upload** copy of your PTAs financial review(s) **(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 board of directors received monthly financial reports. **(Examples could include meeting minutes, or emails) 2pt**
16. **Upload** your PTAs year-end (2023) financial/treasurers report. **(This is different than a financial review) 2pt**
17. **Upload** copy of current year insurance certificate **2pt**

TRAINING

Total points available = 8

18. Having trained and informed officers is part of being a successful PTA.
 - a. **Upload** the WSPTA **Training tracking spreadsheet** (found on the WSPTA website) to indicate your board of directors attended training, what they attended, and when. **1 point for every board member up to 6 points**
19. **Upload** an example of how your PTA conducts transition training for your board of directors. **(Narratives will be accepted). 2pt**

EVENTS/PROGRAMS/FUNDRAISERS

Total points available = 10

20. What does your PTA do? What are you proud of? Show us your amazing PTA 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 = 117

Gold- silver-bronze Points and Levels:

Standard of Excellence Council maximum points available = 117

Gold level (90%) = 105

Silver Level (80%) = 94

Bronze Level (70%) = 82

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

PLATINUM LEVEL

Total points available = 12

21. Annual goals have been established by our PTA
 - 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**

22. **Upload** three different program/event/committee examples and list which goal it addresses. *If examples address the same goal, points 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 PTA share the information from region/WSPTA/National PTA with your local PTA leaders and encourage them to communicate? At least one example from

23. *Upload 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. Regions are different than councils – your region is the first digit of your PTA#.*
 - a. Upload example of PTA **Region** information shared **2pt**
 - b. Upload example of PTA **WSPTA** information shared **2pt**
 - c. Upload example of PTA **National** PTA information shared **2pt**
 - d. Upload example of **another PTAs** information being shared **2pt**

24. Upload two examples of your PTA working with another PTA or similar organization. *(Narratives are welcome to explain.)* **4pt**

25. Sharing information; **upload** the following examples of how your PTA communicates with your members 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 = 6

26. Maintaining and growing membership is always a top priority for PTAs.
 - a. **Upload example** of sharing PTA membership benefits to your members. *(Either*

National PTA or WSPTA.) 2pt

- b. **Upload 100%** staff application. *(Either Gold or Platinum)* 2pt
- c. **Upload proof** of membership increase from last year. *(Current paid members July 1st, 2023-March 13, 2024 and previous year 2022-23 paid memberships July 1, 2022 – June 30th 2023.)* 2pt

FAMILY AND COMMUNITY ENGAGEMENT

Total points available = 8

27. How does your PTA 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, or outreach to support your communities' diverse populations. *(Narratives are encouraged to explain.)* 6pt

LEADERSHIP DEVELOPMENT AND GROWTH

Total points available = 18

28. Upload as many examples that your PTA has for different members that hold active leadership roles outside your local PTA. *(Multiple examples for the same person will not be accepted.) An active member of your PTA is defined as a committee member, committee chair, board of directors, executive committee, etc. For example, the WSPTA President who joins your PTA is not considered an active member. 1 point awarded for every person up to 6 points.*

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

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

30. Leadership development and volunteer recruiting is vital to all PTAs. How does your PTA recruit, invite and encourage PTA members to get involved and take on leadership and committee roles?

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

EVENTS/PROGRAMS/FUNDRAISERS

Total points available 10

31. Reflections is a National PTA arts recognition program.

- a. **Upload** an example that your PTA participated in the Reflections program this year. **2pt**
- b. **Upload** an example of promoting the Reflections program to your students. **2pt**
- c. **Upload** an example of student artist recognition. **2pt**
- d. **Upload** an example(s) of your PTA using or participating in a **National PTA** program or resource. **2pt**
- e. **Upload** an example(s) of your PTA using or participating in a **WSPTA** program or resource. **2pt**

Congratulations for applying for platinum!

Final Platinum Level Points –74 points total). Scoring 85% of points in platinum section (63 or higher plus 105+ from first section) will achieve the platinum level.