

*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 Award of Excellence committee prior to submitting. [aoecommittee@wastatpta.org](mailto:aoecommittee@wastatpta.org)*

### Submission deadline: March 12, 2026

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 WSPTA Standards of Affiliation (SOA).
- 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.
- **Please note:** If your PTA is not in compliance with the SOA requirements your entry will be disqualified and not judged.

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 14, 2025 – March 12, 2026, unless otherwise noted. Do not include old examples.

#### 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 2025 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.
- **Links** will not be accepted as a submission, or to reach more information.
- Partial credit may be awarded if deemed appropriate by the judging committee.
- Decisions of the program committee and WSPTA program director are final.

**The purpose of this award is to promote Diversity, Inclusion and Outreach at local PTAs, community PTAs, and councils by recognizing programs, projects, and activities/events that increase awareness of and participation that directly impact issues at the school, local community, council, and region levels.**

## Prepare to Submit – Form Questions

**Make sure to have everything ready for uploading before starting the process.**

**This award is for ONE event/program/activity.**

**You will be asked to answer/submit information for the following items:**

The term “activity” will be used to describe any selection through this form for brevity.

1. Title of the activity.
2. **Enter** the name of your PTA’s Diversity, Inclusion, and Outreach chair. (if applicable)

## Advocacy Judging Rubric

### **Section 1 – Procedural (maximum points: = 38)**

#### **1. Description –**

- Upload** a clear and **concise description/narrative** of the activity, **that includes the focus of the activity.** **2 points.**
- Upload** a narrative that includes the **origination** of the activity and number served. **2 points.**
- Upload** narrative/examples that your PTA considered multicultural calendars when planning. **2 points.**
- Upload** a detailed timeline for the activity, including the duration. **(Only listing meeting dates will not be accepted.) 2 points.**
- Upload** a narrative/photo that shows your event/program was set up to be inclusive. (quiet space, physical limitations etc.) **2 points.**

#### **2. Goals –**

- Upload** a copy of your PTAs approved **2025** goals. **2 points.**
- Upload** a narrative on how this activity fit with your PTA’s DIO goals. **2 points.**

#### **3. Engagement –**

- Upload** a narrative to described how your PTA included families and the community. **2 points**
- Upload** a narrative to describe how your PTA invited specific groups of people that your PTA was specifically trying to get to attend. **2 points**
- Upload** a narrative to explain why your PTA choose this group to specifically invite. **2 points**

#### **4. Materials –**

- Upload** at least **five examples** of communication/promotional materials used for this activity. (Examples can include social media post, volunteer recruitment, flyers, banners, t-shirt etc.) **10 points.**
- Upload** an example of communication that is in another language for this event. (this can include translators, advertisement, flyers, surveys, volunteer requests etc.) **2 points**

#### **5. Resources –**

- Upload** a copy of your PTA budget for this activity with it **highlighted.** Including any grants/donations received. **2 points.**

## 6. Outcomes and Analysis –

- a. Upload** a narrative that includes the outcomes (both positive and negative) of this activity and if your PTA or council would do this activity again. **2 points.**
- b. Upload** how your PTA evaluated the activity and what specific recommendations were made. (Examples should include a survey PTA, family and community evaluation.) **2 points.**

### **Section 2 – DEI (subjective) (maximum points: = 12)**

- 1. This activity directly relates to diversity, inclusion and outreach at the school, local community, council, region, state, or national level. **2 points.**
- 2. This activity serves a significant number of underserved or marginalized (i.e. LGBTQ+, students receiving special education services, highly mobile youth, KIT, foster care, refugee students)/ family's/PTAs/ community population/etc. **2 points.**
- 3. This activity showed significant involvement by members, parents, students, staff, or the community. **2 points.**
- 4. This activity is an opportunity to increase DIO awareness and efforts for this PTA or council. **2 points.**
- 5. This activity had/will have positive outcomes and/or significant value for the students or membership served by the PTA or council. **2 points.**
- 6. Examples uploaded are tagged, titled, highlighted and or include narratives to explain. **2 points.**

**Final DIO points and levels: 50**

**Gold level (90%) = 49-45**

**Silver level (80%) = 43-40**

**Bronze level (70%) = 39-35**