

*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:

- The PTA must be in compliance with the requirements of the Standards of Affiliation (SOA) **Where Applicable**
- The PTA must be up to date on membership dues payments to WSPTA.
- The PTA must have at least 25 entered and paid members.
- The PTA or council must have a president identified in the WSPTA membership database.
- **Please note:** If your PTA is not in observance 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.
- 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 for any submissions.**
- Partial credit may be awarded if deemed appropriate by the judging committee.
- Decisions of the awards of excellence committee and WSPTA program director are final.

The **Outstanding New PTA Award** is a tool to encourage the use of the best practices of PTA management. Participating in the Awards of Excellence could be used as a reporting tool to your members.

The Following categories of items will be requested: organization, communication, membership, meetings, advocacy, volunteer recognition, financials, training, events/programs/fundraiser.

1. **First year award** – Complete section 1 only (**at least 8 months**) This information will be saved in the system.
2. **Second year award** – Complete section 2 only. Please use the existing application rather than start a new one if your PTA applied during your first year.
3. If you are a new PTA in your second year and did not apply in your first year, simply skip section 1 and fill out section 2 only.
4. **Third year** – apply for the WSPTA Standards of Excellence Award. Found on the WSPTA website on the programs page.

**Section #1 - Your PTA has completed your first year, (at least 8 months) please complete **this section only**.**

### **Section 1**

**Total points available = 20**

1. **Upload** the following items to ensure your PTA has been registered as a non-profit in the State of Washington.
  - a. Articles of Incorporation filed. **Upload** a copy of the certificate of incorporation. **2 points**
  - b. Employer Identification Number filed. **Upload** a copy of the filing. **2 points.**
  - c. **Upload** proof your PTA has opened a bank account. *(Screen shot of online banking will be accepted.)* **2 points.**
  - d. Upload proof the IRS application form 1023 or 1023ez was filed. **2 points.**
2. **Upload** the following items necessary to be part of the Washington State PTA Association.
  - a. **Upload** proof of at least 25 members entered and paid to WSPTA. **2 points.**
  - b. **Upload** proof of insurance. **2 points.**
3. **Upload** a copy of your **PTA's minutes** that show the following items were completed at your general membership meetings. Please highlight the following information. *(Multiple minutes may need to be uploaded.)*
  - a. Election of officers. **2 points.**
  - b. Approval of budget. **2 points.**
  - c. Approval of standing rules. **2 points.**
  - d. Approval of goals. **2 points.**

### **ORGANIZATION**

**Total points available = 6**

4. PTAs are encouraged to build and approve policies that will help govern their own PTA.
  - a. **Upload** a copy of your PTA's **money handling** policy your PTA has developed. *(Policy examples can be found on the resource page of the WSPTA website.)* **2 points**
5. **Upload** a list of your PTA committees you have developed. **2 points.**
6. **Upload** any job descriptions your PTA uses and/or developed. **2 points.**

### **MEMBERSHIP**

**Total points available = 4**

7. **Upload** an example that your PTA provides online membership enrollment option for your members.

*(screen shot of website will be accepted) 2 points.*

8. **Upload** an example of a membership campaign flyer used during your first year. *(Examples can include screen shots, electronic flyer, newsletter posts, etc.) 2 points.*

## **MEETINGS**

**Total points available = 4**

9. **Upload** the following meeting information.
  - a. **Upload** a copy of your PTA's board of directors meeting agenda. **2 points.**
  - b. **Upload** a copy of your PTA's general membership meeting agenda. **2 points.**

## **COMMUNICATION**

**Total points available = 4**

10. **Upload two** different types of communication your PTA uses. *(Examples can include but not limited to, social media posts, emails, reader boards, bulletin boards, flyers, website, newsletter, etc.) PTA must be visible on all examples. 2 points each – 4 points total.*

## **FINANCIAL**

**Total points available = 4**

11. **Upload one** example of your PTAs non-signer has reviewed your PTAs bank statements. *(WSPTA non signer form preferred) 2 points.*
12. **Upload two different examples (2 separate months)** of proof that board of directors received monthly financial reports. *(examples could include meeting minutes, or emails) 2 points.*

## **TRAINING**

**Total points available = 6**

13. 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 executive committee or board of directors attended training, what they attended, and when. **1 point for every board member up to 6 points.**

## **VOLUNTEERS**

**Total points available = 2**

14. **Upload one** example your PTA is reaching out and recruiting volunteers for your PTA. *(Examples can include, flyers, newsletter articles, social media posts, etc.) 2 points.*

## **EVENTS/PROGRAMS/FUNDRAISERS**

**Total points available = 4**

15. **Upload two** examples of your PTAs events, programs and/or fundraisers. *(Narratives are encouraged. Examples can include pictures, flyers etc.) 2 points each – 4 points total.*

## **BRANDING**

**Total points available = 2**

16. Branding your PTA with a PTA logo and using it on everything you do is very important in establishing your role as a PTA and helping families understand what events, programs and fundraisers are sponsored by PTA and not the school.
  - a. **Upload** your PTA logo. **2 points.**

Total points for this section = 56

Gold Level = 56-50

Silver Level = 49-44

Bronze Level = 43-39

Section #2 - Your PTA has completed its second year. **Complete section 2 only.**

## Section 2

Total points available = 30

1. **Upload** a copy of your **PTA's budget** with the following items **highlighted:**
  - a. Training line item (including WSPTA convention, region conference, etc.) **2 points.**
  - b. Insurance line item. **2 points.**
  - c. Membership dues paid to WSPTA. **2 points.**
2. **Upload** a copy of your **PTAs minutes** that show the following items were completed at your general membership meetings, **highlighted:**
  - a. Election of nominating committee **2 points.**
  - b. Election of officers **2 points.**
  - c. Approval of budget **2 points.**
  - d. Approval of standing rules **2 points.**
  - e. Approval of goals **2 points.**
3. **Upload** a copy of your **PTA's minutes** showing a report to your PTA members OR board of directors was made for the following items, **highlighted: (uploaded forms will not be accepted.)**
  - a. WSPTA Standards of Affiliation was completed. **2 points.**
  - b. Corporate annual report filed **2 points**
  - c. Charitable organization registration renewed, if applicable. **2 points.**
  - d. 990 completed. **2 points.**
4. **Upload** the following items to ensure your PTA has been registered as a non-profit in the State of Washington.
  - a. Articles of Incorporation filed. **Upload** a copy of the certificate of incorporation. **2 points**
  - b. Employer Identification Number filed. **Upload** a copy of the filing. **2 points.**
  - c. Upload proof the IRS application form 1023 or 1023ez was filed. **2 points.**

## ORGANIZATION

Total points available = 8

5. **Upload** a copy of your **2025** approved standing rules. **2 points.**
6. PTA are encouraged to build and approve **policies** that will help govern their own PTA. **Upload** examples of the following polices. **(Examples can be found on the WSPTA resource page.)**

These polices are separate from your standing rules.

  - a. **Upload** a copy of your PTA's **money handling** polices. **2 points.**
  - b. **Upload** a copy of your PTA's **social media** policies. **2 points.**
  - c. **Upload** a copy of your PTA's **membership subsidy** (payments & scholarships) polices. **2 points.**

- d. **Upload** any **other** examples of PTA policies for your PTA. **2 points.**

## COMMUNICATION

**Total points available = 10**

7. **Upload one** example of surveying your members, students, staff or families. *(examples can include screen shots, flyer, results, etc.)* **2 points.**
8. **Upload three** different types of communication your PTA uses. *(Examples can include but not limited to, social media posts, emails, reader boards, bulletin boards, flyers, website, newsletter, etc.)*  
**2 points each – total points available 6**
  - Points will not be given for multiple examples of the same method of communication.
  - Examples must include “PTA” in the communication examples.
  - All examples must be labeled and explain how they were communicated. *(For example, a picture of a sign/flyer on display will receive points, a PDF of a sign will not.)*
9. **Upload** an article, flyer or other resource that was promoted/provided in **another language.** **2 points.**

## MEMBERSHIP

**Total points available = 8**

10. **Upload** your PTAs goal for membership growth. *(Examples can include your meeting minutes, flyer, social media post, etc.)* **2 points.**
11. **Upload** an example that your PTA provides **online membership enrollment** option for your members. *(Screen shot of your website will be accepted.)* **2 points.**
12. **Upload two** different membership campaigns your PTA used this year. *(Examples must be different- credit will not be given for the same basic example with different dates.)*  
**2 points each – total points 4**

## MEETINGS

**Total points available = 4**

13. **Upload** the following meeting information. *(Mark examples with notification method and month publicized for example Email- September 2025) (Screen shot of website calendar will not be accepted)*
  - a. **Upload** an example of how your general membership meeting dates were communicated to your members. **2 points.**
  - b. **Upload** an example of how your board of director meeting dates were communicated to your members. **2 points.**

## ADVOCACY

**Total points available = 2**

14. 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 in its advocacy? *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/nation. Can also include sending a PTA representative to WSPTA Legislative Assembly/Focus Day.*
  - a. **Upload one** example of how your PTA advocates for the needs of your students, teachers, and community. *(Narratives are encouraged)* **2 points.**

## VOLUNTEER RECOGNITION

**Total points available = 8**

15. Our PTA offers the following awards (Golden Acorn, Honorary Life Membership, Outstanding Advocate, Outstanding Educator, and Outstanding Student Advocate awards, specialized local PTA awards)
  - b. **Upload examples** of individual award recognition for your volunteers. *(Examples may include social media posts, award recognition, listing each award given.)* 1 point given for each award up to 4 points.
  - c. **Upload two examples** of volunteers being recognized by name. *(Examples can include emails, social media posts, newsletter articles, handwritten notes etc.)* 2 points each – total points 4

## FINANCIALS

**Total points available = 8**

16. PTA Financial reviews
  - a. **Upload** a copy of your **2025** end of the year financial review. 2 points.
  - b. **Upload two** different examples (**2 separate months**) of proof that your board of directors received monthly financial reports. *(Examples could include meeting minutes, or emails.)* 2 points each - total points 4
17. **Upload** your PTAs **year-end (2025)** financial/treasurer report. *(This is different than a financial review.)* 2 points.

## TRAINING

**Total points available = 6**

18. Having trained 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

## EVENTS/PROGRAMS/FUNDRAISERS

**Total points available = 4**

19. What does your PTA do? What are you proud of? Show and tell us about your amazing PTA events, programs, and fundraisers.
  - a. **Upload two** examples of things your PTA does to support your school, students, and community. *(Examples should include narrative to explain, pictures, flyers etc.)* 2 points each – total points 4

**Total points for section 2 = 90**

**Gold Level = 89-91**

**Silver Level = 80-88**

**Bronze Level = 71-79**

**Congratulations on becoming a PTA in Washington State. Thank you for applying for the New PTA Award and being recognized for all the amazing work your PTA is doing.**