

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

Submission deadline: May 31, 2026

WSPTA Standards of Affiliation –Recognition Award

Effective, well-managed PTAs and councils are essential to fulfilling the PTA's purpose and mission. The Standards of Affiliation agreement is a **list of legal requirements** from the state of Washington, and the IRS, insurance requirements, local government licensing requirements, and Washington State PTA and National PTA requirements. It serves as a crucial health-check to ensure that local PTAs and councils align with Washington State PTA's ethics, policies, and principles; maintain good business practices; and comply with all applicable federal and state laws.

The process is designed to be self-monitoring by each local PTA or council and its board of directors. However, the WSPTA would like to recognize those PTAs and councils that demonstrate due diligence.

Participation eligibility criteria

- Officer names/contact information: At a minimum, the PTA requires a president or a primary point of contact.
- Had at least 25 members (or an approved waiver) in the prior fiscal year. Enroll and pay for at least 25 members for the current fiscal year no later than October 31.
- Membership dues for the previous fiscal year have been paid in full. Payment for the current fiscal year's membership is up to date.
- Legal Filings: All required legal filings with the Washington Secretary of State and the IRS are current.

How to get recognized for your PTA being in observance:

1. Download the SOA form from the WSPTA website: <https://www.wastatepta.org/pta-leaders/governance/>
2. Review the form with your board of directors
3. Set a timeline for completing the SOA (**deadline for award is May 31, 2026**)
4. Reach out to the WSPTA Awards Committee with any questions prior to submitting. SOAAward@wastatpta.org
5. Submit the WSPTA Standards of Affiliation form completed for a recognition award prior to the due date, through the online portal at <https://www.wastatepta.org/events-programs/awards/excellence/>

All PTAs and councils that are found to be in observance of the WSPTA Standards of Affiliation will receive an electronic award badge they can use in all their publications.