



Tips & Tricks for the Leadership Service Award

Applying for the WSPTA Leadership Service Award is easier when you stay organized and track your progress throughout the year.

- **Start early:** Begin logging activities when the application opens.
- **Keep a log:** Use Google Sheets, Excel, or a binder.
- **Save proof:** Hold onto agendas, flyers, sign-in sheets, or emails.
- **Track by year:** Record each role or training separately for full credit.
- **Include PTA info:** Note the name/number and level (state, region, council, local).
- **Update quarterly:** Refresh your tracker every few months.
- **Maximize credits:** List extra committees as “member” roles if you chair more than three.
- **Add out-of-state work:** Leadership and training from other states count.
- **Encourage peers:** Share progress to build motivation.
- **Log recorded trainings:** Webinars, *Thrive* sessions, and pre-recorded classes all qualify.
- **Multi-school roles:** Claim up to three chair positions per PTA if you serve at multiple schools.
- **Hold future events:** If the form forces a “Yes/No” answer for an event that hasn’t happened yet (like Leadership Conference), mark “No” to save your progress. You can log back in and change it to “Yes” after you attend.
- **Double check deadlines:** Applications must be submitted by March 12 at 5:00 p.m.; don’t wait until the last day.