

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@wastatepta.org

Submission deadline: May 31, 2027

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.
- All SOA information must be uploaded into the WSPTA Membership Database for verification purposes.
- 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, 2027**)
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.