

MY PTA/PTSA AWARD

Application Helpful Hints

- **Be sure you have met all the criteria for award consideration:**

- Unit/council is in good standing Dues, Insurance and Workers Comp have been submitted
- Unit/council has qualified for Chairman's Club 50 Members by November 15
- Unit/council has current Bylaws
- Provide PTA District President with a copy of the application
- Provide PTA Council President with a copy of the application
- Application is received by February 1 IN the State PTA Office**

NO application received after the due date will be considered.

- **Check that your application is complete**

- 1 Award = 3 pages of narrative
- 2-5 Awards = 5 pages of narrative
- 6 Awards = 7 pages of narrative
- Optional: 3 additional single-sided pages of supplemental information

- **Make certain that the described format is followed:**

- 12 Pt Font, 1 inch Margins, Double spaced (See *Toolkit 7.6.2*)
- No folders, sheet protectors, colored paper or three-dimensional attachments
- Do NOT use unauthorized copyrighted materials
- Include the original and one copy

- **Write the Application as if YOU were a judge:**

- Clearly identify category headings Avoid having the readers guess which question or category you are writing for
- Each category should be addressed separately Respond to all 5 questions on the application
- Do not describe a fund raising event
- You may use one event or activity for all the categories
- If you mark a category on the application, then follow through and write about it
- Be focused and concise
- Proofread at least twice! Grammar, punctuation and style are not judged; however, clarity and strong descriptions do help!



MY PTA/PTSA AWARD PROGRAM

The California State PTA's "My PTA/PTSA" Award program recognizes the achievements of units and councils in multiple areas of involvement and shares the ideas with other PTAs/PTSAs throughout the state.

With a single, simple one-page application, units and councils have the opportunity to submit in one - or all - of the categories as well as requesting consideration for Outstanding Unit or Outstanding Council. **Award winning units and councils receive two paid registrations to our annual PTA Convention (in Long Beach, May 1-4, 2008), the opportunity to present an overview of their program at a convention conference and additional recognitions. In addition, award winning units and councils will be recognized on stage at convention!**

My PTA/PTSA Award categories are:

- Membership Creativity
- Your Outreach
- Parent Involvement
- Teachers, Staff and Administrator Involvement
- Student Involvement
- Allied Agencies/Community Partner Involvement
- Advocacy

To learn more about the award program and to receive an application, please refer to the California State PTA *Toolkit*, Section 7.6.2 or log onto the California State PTA website www.capta.org

Application must be received in the California State PTA office no later than February 1, 2008.

