



**Set yourself up to succeed**

- When you set your goals, do so with an eye on the MY PTA/PTSA Award requirements.
- Make sure that your unit/council has fulfilled the “unit in good standing” section.
- Follow the application rules!

**Create a committee (5 to 6 members)**

- Choose from past presidents, longtime board members, current presidents & board members.
- Decide on which award categories you are applying for.

**Heads up, Historian**

- As the historian to bring a digital camera to all events.
- Encourage other officers to keep a disposable camera with them.
- Collect lots of photos!

**Make a collection**

- Grab a large manila envelope and label it MY PTA/PTSA Award.
- Keep it close at hand so that you can insert photos, flyers, newspaper clippings, etc. into your collection envelope.
- Use these items for your supplementary pages.
- Arrange the items in a pleasing way (scrap bookers!), then make color copies of the original.

**Recruit your wordsmiths**

- Find a competent writer or two. Ask these writers to work together, one writing the section and the other proof reading, making changes.
- Remember: this is a process, you won't send in your first draft!

**Get a second opinion**

- As your council PTA president to read it and note any suggestions.
- Ask a grant writer to read your final draft and make appropriate changes.
- Remember....don't take it personally; the goal is for the best application possible.

*Special thanks to Patty Christiansen, Harbor Council PTA, 4<sup>th</sup> District*