

PTA Spotlight Awards Timeline

September: Review awards and the process to apply. Discuss your awards application ideas with your unit or council. Take a vote to authorize the application process. Allow an open discussion at your September meetings. Discuss and determine which awards you wish to apply for.

October: Appoint the writer and committee (five to six people). Make sure the committee understands the application project.

- Consider past presidents, project chairmen, wordsmiths and the site administrator.
- Provide all information/materials about the awards and application process.
- Brainstorm about events, programs and projects that qualify.
- Divide the work with each member of the committee handling a part of the application.

November: Once you have outlined what you are going to spotlight on your award application,

- Collect data, photos for supplemental materials and ideas.
- Cut out newsletter or newspaper articles about your projects and events.
- Gather fliers that you used.
- Talk with your chairmen – they may have done something special that you don't know about.

December: Meet as a committee to collaborate and work out your plan. Have each committee member report on his/her progress in collecting the data. Turn in photos and any other material for the supplemental materials pages.

January (early): With the outlines and notes from each committee member in hand, ask the wordsmith on your committee to write the first draft. Once the first draft is finished, e-mail or give it to proof-readers. Remember, corrections and changes are not to be taken personally. The goal is to achieve the best application possible.

Follow the application instructions!

Don't have your application disqualified because you did not follow directions.

January (late): Using the changes agreed upon by our committee, write the final draft. Have your committee proof-read again. Ask someone on the committee to put together the supplemental pages. When the application is complete, make enough copies to send in and keep for your files.

The final application must be *received* in the California State PTA by February 1.