

PTA Spotlight Award success!

Set yourself up to succeed

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

Create a committee (five to six members)

- ❑ Choose from past presidents, experienced board members, current presidents, and board members.
- ❑ Decide on which award categories to apply for.

Heads up, historian

- ❑ Ask 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 PTA Spotlight Award.
- ❑ Keep it close at hand so that you can insert photos, fliers, newspaper clippings, etc. into your collection envelope.
- ❑ Use these items for supplementary pages.
- ❑ Arrange the items in a pleasing way (calling all 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

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

Special thanks to Harbor Council PTA, 4th District PTA