

Deadline for Submission: Updated to March 13, 2025

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@wastatpta.org

The Local PTA and Council Awards of Excellence Program recognizes local PTAs, community PTAs, and councils whose level of effort in specific areas help them make a difference in their community. To participate in the Local PTA and Council Awards of Excellence Program, the PTA or council must meet the following standards:

- Be in compliance with the requirements of the WSPTA Standards of Affiliation (SOA).
- The PTA must be up to date on membership dues payments to WSPTA.
- The PTA must have at least 25 paid members (or an approved waiver) by October 31.
- The PTA or council must have a president identified in the WSPTA membership database.
- Make sure all tax ID numbers and bank account numbers are blacked out on all examples submitted.
- **Please note:** If your PTA is not in compliance with the SOA requirements your entry will be disqualified and not judged.

Prior to beginning the process, submitters are encouraged to review the additional details available on the Awards of Excellence webpage (<https://www.wastatepta.org/events-programs/awards/excellence/>). The award time frame is from March 15, 2024 – March 13, 2025, unless otherwise noted. Do not include old examples. **Submission deadline for all categories: March 13, 2025**

Instructions for submitting examples:

- Examples uploaded must have **dates** whenever possible.
- All examples must be **highlighted** to ensure judges are looking at the correct item.
- Label top of ALL examples with specifics (for example September 2023 board of directors' minutes)
- If submitting an example that is included in an email, newsletter, minutes, budget, screen shot etc., it must be **highlighted** for the judges.
- **Links will not be accepted for any submissions.**
- Partial credit may be awarded if deemed appropriate by the judging committee.
- Decisions of the standards of excellence committee and WSPTA program direct are final.

The Standards of Excellence Award is a tool to encourage the use of the best practices of PTA management. Participating in the Standards of Excellence could be used as a reporting tool to your members. You will need to have the following items available to upload in the following categories: organization, communication, membership, meetings, advocacy, volunteer recognition, financials, training, events/programs/fundraisers.

Prepare to Submit – Form Questions

Total points available = 26

1. **Upload a copy of your PTA’s budget with the following items highlighted:**
 - a. Training line item (include WSPTA convention, region conference etc.) **2pt**
 - b. Insurance line item **2pt**
 - c. Volunteer recognition/awards line item **2pt**
 - d. Membership dues paid to WSPTA **2pt**
2. **Upload a copy of your PTA’s minutes that show the following items were completed at your general membership meetings highlighted:**
 - a. Election of nominating committee **2pt**
 - b. Election of officers **2pt**
 - c. Approval of budget **2pt**
 - d. Approval of standing rules **2pt**
 - e. Approval of goals **2pt**
3. **Upload a copy of your PTA’s minutes showing a report to the members/board of directors was made for the following items highlighted:**
 - a. WSPTA Standards of Affiliation Agreement was completed **2pt**
 - b. Corporate annual report filed **2pt**
 - c. Charitable organization registration renewed **2pt**
 - d. 990 completed **2pt**

ORGANIZATION

Total points available = 10

4. **Upload** a copy of your current approved standing rules. **2pt**
5. PTAs are encouraged to build and approve policies that will help govern their own PTA. Upload examples of the following policies. (**Examples can be found on the WSPTA resource page.**) **These policies are separate from your standing rules.**
 - a. Upload a copy of your PTA’s money handling policies. **2pt**
 - b. Upload a copy of your PTA’s social medial policies. **2pt**
 - c. Upload a copy of your PTA’s membership subsidy (payments & scholarships) policies. **2pt**
 - d. Upload any other examples of PTA policies for your PTA. **2pt**

COMMUNICATION

Total points available = 16

6. **Upload three** examples of surveying your members, parents, staff. **Examples should**

include different methods and different target groups.6pt

7. **Upload** five different types/examples of communication your PTA uses. ***Credit will not be given for multiple examples of the same method of communication or from the same month. Examples must include “PTA” in the communication example.10pt***

MEMBERSHIP

Total points available = 10

8. **Upload** goal for membership growth. **2pt**
9. **Upload** an example that your PTA provides online membership enrollment option for your members .**(Screen shot of website will be accepted.) 2pt**
10. **Upload** three examples of different membership campaigns your PTA used this year. ***Examples must be different – credit will not be given to the same basic example with a different date. 6pt***

MEETINGS

Total points available = 6

11. **Upload** the following meeting information. ***Mark examples with notification method and month publicized (for example, Email– September 20234).***
 - a. **Upload** example of how your PTA general membership meeting dates were communicated to your members ***(screen shot of website will not be accepted). 2pt***
 - b. **Upload** an example of how your PTA board meetings were communicated to your members ***(screen shot of website page will not be accepted).2pt***
 - c. **Upload** documentation that your PTA leaders regularly attended council meetings. ***(Meeting minutes or note from council representative will be accepted.) 2pt.***

ADVOCACY

Total points available = 6

12. Advocacy is in everything your PTA does. From fundraising to putting books in the library to keeping your members informed. How is your PTA child-focused and advocates? ***Examples can include ways your PTA informs your members about or takes action to address the needs of children in your local community, district, region, state, or nation. Credit will not be given for multiple examples of the same method of advocacy.***
 - a. **Upload** three examples of how your PTA advocates for the needs of your students, teachers, and community. **(Narratives are encouraged).6pt**

VOLUNTEER RECOGNITION

Total points available = 13

13. Our PTA regularly offers the following awards (Golden Acorn, Honorary Life Membership, Outstanding Advocate, Outstanding Educator, and Outstanding Student Advocate awards, specialized local PTA awards may receive points.)
 - a. **Upload** examples of individual award recognition for your volunteers. ***(Examples may include, social media posts, , award recognition listing each award given.) 1 point given for each award up to 7 points.***

- b. **Upload three** examples of volunteers being recognized by name. (**Examples can include emails, handwritten notes, and social media posts. Examples should be dated**). 6pt

FINANCIALS

Total points awarded = 10

- 14. PTAs financial reviews
 - a. **Upload a copy of your 2024 end of year financial review. 2pt**
 - b. **Upload a copy of your 2024/25 mid-year financial review. 2pt**
- 15. Monthly financial reports were provided to the board of directors and/or membership.
 - a. **Upload** proof that board of directors received monthly financial reports. (**Examples could include meeting minutes, or emails**) 2pt.
- 16. **Upload** your PTAs year-end (2024) financial/treasurers report. (**This is different than a financial review**) 2pt.
- 17. **Upload** copy of current year insurance certificate 2pt

TRAINING

Total points available = 8

- 18. Having trained and informed officers is part of being a successful PTA.
 - a. **Upload** the WSPTA *Training tracking spreadsheet* (found on the WSPTA website) to indicate your board of directors attended training, what they attended, and when. **1 point for every board member up to 6 points**
- 19. **Upload** an example of how your PTA conducts transition training for your board of directors. (**Narratives will be accepted**). 2pt

EVENTS/PROGRAMS/FUNDRAISERS

Total points available = 10

- 20. What does your PTA do? What are you proud of? **Show and tell** us about your amazing PTA events, programs, and fundraisers.
 - a. Upload **five** examples of things your PTA does to support your school, families, and community. (**Examples should include narrative to explain.**) 10pt.

APPEARANCE:

Total points available: = 4

Overall, all examples uploaded are tagged, highlighted and or include narrative to explain. 4pt

Don't stop here! Keep going, apply for Platinum level!

Total points for this section = 119

Gold- silver-bronze Points and Levels:

Standard of Excellence Council maximum points available = 119

Gold level (90%) = 107

Silver Level (80%) = 95

Bronze Level (70%) = 83

Platinum maximum points available = Applicants must reach gold level to advance to the Platinum section.

PLATINUM LEVEL

Total points available = 12

21. Annual goals have been established by our PTA.
 - a. **Upload** copy of goals. **2pt**
 - b. **Highlight** minutes submitted in first section with proof that goals were approved by members. **2pt**
 - c. **Upload** goal evaluation process. *(Narrative is welcome to explain.)* **2pt.**
22. **Upload** three different program/event/committee examples and list which goal it addresses. *If examples address the same goal, points will not be given for both. (Narratives are welcome to explain.)* **6pt.**

COMMUNICATION

Total points available = 20

Sharing information from all corners of PTA is vital for our members. How does your PTA share the information from region/WSPTA/National PTA with your local PTA leaders and encourage them to communicate? At least one example from

23. *Upload at least one example from each of the following must be provided: your or any region (e.g., region director updates, region advocacy/programs/membership/family and community engagement updates, etc.), WSPTA, and National PTA. Regions are different than councils – your region is the first digit of your PTA#.*
 - a. Upload example of PTA **Region** information shared **2pt**
 - b. Upload example of PTA **WSPTA** information shared **2pt**
 - c. Upload example of PTA **National** PTA information shared **2pt**
 - d. Upload example of **another PTAs** information being shared **2pt**
24. Upload two examples of your PTA working with another PTA or similar organization. *(Narratives are welcome to explain.)* **4pt.**
25. Sharing information; **upload** the following examples of how your PTA communicates with your members about the following PTA events. *(Examples may announce/encourage attendance or*

after the event to report back.)

- a. Upload examples showing information about **WSPTA Convention. 2pt**
- b. Upload examples showing information about **WSPTA Autumn Leader Launch. 2pt**
- c. Upload examples showing information about **WSPTA Legislative Assembly. 2pt**
- d. Upload examples showing information about **National PTA Convention. 2pt**

MEMBERSHIP

Total points available = 6

26. Maintaining and growing membership is always a top priority for PTAs.
- a. **Upload example** of sharing PTA membership benefits to your members. *(Either National PTA or WSPTA.) 2pt*
 - b. **Upload 100%** staff application. *(Either Gold or Platinum) 2pt*
 - c. **Upload proof** of membership increase from last year. **2pt.**

FAMILY ENGAGEMENT AND DIVERSITY, INCLUSION AND OUTREACH

Total points available = 8

27. How does your PTA reach out to, and addresses the needs of your diverse population, by hosting events, programs, projects that increase family and community engagement?
- Examples: welcoming families into the school community, removing barriers, increasing diversity, improving parenting, supporting student services, communicating effectively with multicultural populations, LGBTQ+ community, increasing volunteering, increasing and /or diversifying membership, or collaborating with families, staff, and/or community.*
- a. **Upload** an article, flyer, or other resource that was promoted/provided in another language. *(Website translate button will not be accepted.) 2pt.*
 - b. **Upload three** examples of a program, event, committee, or outreach to support your communities' multicultural and LGBTQ+ populations. *(Narratives are encouraged to explain.) 6pt.*

LEADERSHIP DEVELOPMENT AND GROWTH

Total points available = 16

28. Upload as many examples that your PTA has for different members that hold active leadership roles outside your local PTA. *(Multiple examples for the same person will not be accepted.) An active member of your PTA is defined as a committee member, committee chair, board of directors, executive committee, etc. For example, the WSPTA President who joins your PTA is not considered an active member. 1 point awarded for every person up to 6 points.*
29. Please provide examples of the following: *(Credit will not be given for multiple examples of the same training.)*
- a. **Upload** examples of your PTA's board retreat/training. **2 pt**
 - b. **Upload** examples of your PTA's committee chair training. **2pt**

30. Leadership development and volunteer recruiting is vital to all PTAs. How does your PTA recruit, invite and encourage PTA members to get involved and take on leadership and committee roles?
- Upload three** examples of volunteer recruiting. **6pt**

EVENTS/PROGRAMS/FUNDRAISERS

Total points available = 10

31. Reflections is a National PTA arts recognition program.

Upload an example that your PTA participated in the Reflections program this year. **2pt**

- Upload** an example of promoting the Reflections program to your students. **2pt**
- Upload** an example of student artist recognition. **2pt**
- Upload** an example(s) of your PTA using or participating in a **National PTA** program or resource. **2pt**
- Upload** an example(s) of your PTA using or participating in a **WSPTA** program or resource. **2pt**

Congratulations for applying for platinum!

Final Platinum Level Points –72points total). Scoring 85% of points in platinum section (63 or higher plus 107+ from first section) will achieve the platinum level.