

# Washington State PTA Awards of Excellence



## Timeline and Information

Link: [WSPTA Awards Of Excellence](#)

### TIMELINE

Dates	Information
Sept.-Oct.	Download award applications and review with your board of directors.
Sept.-Oct.	Appoint an awards chair.
October	Review awards applications and assign tasks to board/committee chairs. Include deadlines.
October	Create a file where all board members can upload information needed to apply for the awards
All year	Capture social media posts, minutes, reports, etc., as they happen.
All year	Send reminders to committee chairs and board members when items are due.
Prior to March	Review award application to make sure you have everything you need.
Prior to submitting	Make sure you have everything ready prior to starting the submission process.

### TIPS & INFORMATION

#### Reminders:

- Everyone should be helping with awards
- If you don't have an item for submission, its okay. Focus on other areas where you can earn points.
- Ask questions when you have them, don't wait until the day you are submitting your award.
- Only upload/submit what is being asked for.
- Make sure all files/tabs are properly labeled.
- Have EVERYTHING ready before you start the submission process.
- Make note of when screenshots or narratives are being asked for.
- Make sure items submitted are **active**. Example: a picture of a sign on a fence or on a bulletin board is better than a PDF of the sign.
- Awards criteria are based on PTA best practices and align with what your PTA should be doing.

### STANDARDS OF AFFILIATION and instructions for submitting

#### Must meet the following standards:

Be in compliance with the requirements of the WSPTA Standards of Affiliation (SOA).

**Please note:** If your PTA is not in compliance with the SOA requirements your entry will be disqualified and not judged.

#### Instructions for submitting examples:

Examples uploaded must have **dates** whenever possible.

All examples must be **highlighted** to ensure judges are looking at the correct items.

Label headings of all examples with specifics (for example September 2024 board of directors' minutes)

If submitting an example that is included in an email, newsletter, minutes, budget, screenshot, etc., it must be **highlighted** for the judges.

Partial credit may be awarded if deemed appropriate by the judging committee.

Decisions of the WSPTA Program Committee and WSPTA Program Director are final.

*If you have questions, please contact the WSPTA Award of Excellence committee prior to submitting. [goecommitte@wastatepta.org](mailto:goecommitte@wastatepta.org)*