



Award Committee Chair To-Do List

Local PTAs in Everett School District, Spring 2022

March:

- Kick-off the Award search with an announcement at your virtual PTA Meeting, followed by email and social media reminders with link to an “Award Nomination Form” or just have them email nominations directly to your Awards Chairperson(s).
- Local PTAs may accept nominations for the following awards: Golden Acorn, Outstanding Educator, Outstanding Advocate, Outstanding Student Advocate, Honorary Life Membership
- Lots of reminders needed to make sure you get plenty of nominations
- Set Due Date for Award nominations – suggested mid-March to mid-April (earlier is ok, too)
- Set meeting date with Award Committee members to review submissions (usually right after submissions due)

April:

- Award Committee chooses recipients from submissions at pre-determined meeting dates
- Order pins and certificates (allow plenty of time to arrive before presentation)
- Decide which committee member will present awards to recipients, arrange contact of Golden Acorn family members to hold date for surprise presentation
- Enlist help of Principal or fellow teachers in surprising teachers for Outstanding Educator Award

April/May:

- At agreed-upon presentation date, make presentations to all your Award Recipients - have photographer ready
- Purchase flowers and balloons on day of presentation
- Announce Award Recipients on Social Media and PTA email (obtain permission to post photos).
- Send “Thank You” to members who submitted nominations
- **IMPORTANT:** Notify Everett PTSA Council of your award recipients, so they can be invited to our Council Awards Celebration that takes place in May

May:

- **SAVE THE DATE!** Thursday evening, May 19, 2022. Council Awards Celebration at Everett Civic Auditorium

Suggestions:

- When asking for nominations, please encourage nominators to write one or two sentences about what makes their nominee special. In a year of remote learning, it would particularly be good to hear how Outstanding Educators are going above and beyond.
- Be creative with presentation. Surprise them at home or at a PTA meeting with a presentation. Another idea would be to ask for a Zoom meeting under the guise of a “meeting” with the purpose of surprise presentation. It is helpful to enlist family members or friends with this surprise for Golden Acorns and Honorary Life Memberships, and enlist principals or other teachers to help with Outstanding Educator surprises.
- Make sure to get video and photos. But always ask for permission before posting. Offer a more posed re-do if award recipient is not happy with the *surprise* photos.
- In addition to balloons and certificates, some PTAs help celebrate with yard signs acknowledging the awards.
- Have fun and be creative! Our Council cannot wait to see and celebrate all of our Award Recipients!

If you have any questions or need some help, please reach out to our team: everettptsacouncil@gmail.com