

## ~ Everett PTSA Council ~ Individual Awards and Banquet Timeline & Tips ~

PTA is a volunteer organization. Each year, PTAs have the opportunity to recognize and thank their volunteers through individual awards. The culmination of these awards is the **Everett PTSA Council Awards Recognition Banquet**. Below is a suggested timeline that will assist your PTA in organizing the nomination process, presentation and celebration of your **Golden Acorns, Outstanding Educators, Outstanding Advocates, Outstanding Student Advocates and Honorary Life Recipients**. Please keep in mind deadlines for nominations, ordering awards, presentations and especially RSVP for the banquet. The Everett PTSA Council looks forward to celebrating your volunteers at the annual Recognition Banquet on May 16, 2018.

### JANUARY

- Compare your PTA calendar with this timeline to stay on schedule (especially when recognizing the recipients)
- Update Award Nomination form if necessary (examples are on the Council website)
- Determine deadline due date for nominations
- Who will be your Award Committee members?
  - \* *Past recipients, board members, staff, principal, etc.*

### FEBRUARY

- Distribute award nomination forms
  - \* *flyer, website, Facebook, email, eBlast, PeachJar, school office, staff, etc.*
- Everett PTSA Council will mail paper congratulations/invitations to each PTA. These invitations should be distributed to each recipient.
- Everett PTSA Council will email a Recipient Registration Form to be completed by each PTA president or award committee chair person

### MARCH

- Award Committee members review nominations received and select recipients
  - \* *This can be done by meeting, email, etc. Scan nomination forms and email to the committee members for review and comment.*
- Order pin, certificate and optional certificate holder for each recipient (plan for up to 2 weeks)
  - \* *Visit [www.wastatepta.org](http://www.wastatepta.org) and access the store by clicking on "Promote your PTA", then select "Awards"*
- Scholarships are available to assist with pins, certificates and banquet costs if needed. Please reach out to your Council Recognition chair for assistance.

### APRIL

- Recognize recipients at the local level and allow for enough time for recipients to RSVP
  - \* *Award your recipients at a membership meeting, staff meeting, event, etc.*
  - \* *Ideas for recognition (optional): invite family members to participate, flowers for recipient, etc.*
  - \* *Share the news of your recipients on social media, FB, eBlast, newsletter, etc. If you can, include a photo of the recipients.*
- Distribute invitations to each recipient to attend the banquet (these will be sent to your PTA president in February)
- The award committee chair person is responsible for contacting the recipients for RSVPs, completing the Recipient Registration Form, and sending in payment
- If your PTA has an award plaque—be sure to update with the names of the newest recipients
- Submit the completed Recipient Registration Form with all recipients listed (even if they are unable to attend the banquet), guest information, recipients questions/answers and banquet payment by **April 30, 2018**.

### MAY

- **Everett PTSA Council Awards Recognition Banquet—May 16th (more details to come...)**