

Everett PTSA Council ~ Individual Awards and Celebration 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 Celebration**. 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 celebration. The Everett PTSA Council looks forward to recognizing your honored guests on May 15, 2019.

January:

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

February:

- Distribute Award Nomination forms with a specific due date**
** flyer, website, Facebook, email, eBlast, PeachJar, school office, staff, etc.*
Everett PTSA Council will mail paper congratulations/invitations to each PTA which should be distributed to each recipient once they are selected and recognized by your local PTA (in April)

March:

- (Early 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 PTA pin, certificate and certificate holder** for each recipient by visiting www.wastatepta.org and access the store by clicking on "Promote your PTA", then select "Awards" **Plan for up to 2 weeks*
Note: Scholarships are available to assist with Award Celebration costs if needed.
- (March or early April) Recognize recipients at the local level and allow for enough time for recipients to RSVP.** *This could be done at a membership meeting, staff meeting, event, all-school announcement, etc.*
- 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 receiving their award.*
- Distribute invitations** to each recipient to attend the Award Celebration (these will be sent to your PTA president in February) Note: The award committee chairperson is responsible for contacting the recipients for RSVPs, completing the Recipient Registration Form, and sending in payment.

April:

- 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 Award Celebration guest information, recipients' questions/answers and event payment by **April 26, 2019.**

~ Everett PTSA Council Awards Celebration - May 15, 2019 ~

We look forward to seeing you there!