

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 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 21, 2020**.

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 **May 1, 2020**.)

~ Everett PTSA Council Awards Celebration - May 21, 2020 ~

We look forward to seeing you there!