



Award Committee Chair To-Do List

Virtual Edition - 2021

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 Chair
- Lots of reminders needed to make sure you get plenty of nominations
- Set Due Date for Award nominations – suggested mid-April to mid-May (earlier ok, too)
- Set meeting date with Award Committee members to review submissions (usually right after submissions due)

May

- Award Committee chooses recipients from submissions at pre-determined meeting dates
- Order pins, 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

May - June:

- At agreed upon presentation date – make presentations to all your Award Recipients - have photographer on hand
- Purchase flowers and balloons on day of presentation
- Announce Award Recipients on Social Media and PTA email (obtain permission to post photos). Make sure to tag or send to Council, too.
- Send Thank-You to the members who submitted nominations
- Due to Covid there is no District Wide Awards Banquet this year

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 with a masked and socially distant 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 enlist principals or other teachers to help with Outstanding Educator surprises.
- Make sure to get video and photos. Always ask for permission before posting. Offer a more posed re-do if they aren’t happy with surprise photos.
- In addition to balloons and certificates, yard signs were a suggestion for celebration.
- Another suggestion, was creating a Facebook Frame for your PTA’s Award Recipients.
- Have fun and be creative! Can’t wait to see and celebrate all of our Award Recipients!

If you have any questions or need some help, please reach out to Council Award Chairs: Heather Morrow (hl.morrow@yahoo.com) or Kristy Mothersbaugh (kristymothersbaugh@yahoo.com)