



## 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 28, 2025**.

### March:

- Determine your **Award Committee members?** *Past recipients, board members, staff, principal, etc.*
- Review deadline due dates for nominations and review your PTA's Awards budget
- Update **Award Nomination form** if necessary
- 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)

### April:

- 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](http://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.
- 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 April) Note: The local PTA award committee chairperson is responsible for contacting the recipients for RSVPs, completing the Recipient Registration Form, and sending in payment.

### May:

- 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 9, 2025**.)

~ Everett PTSA Council Awards Celebration - May 28, 2025 ~

*We look forward to seeing you there!*