



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 27, 2026**.

January/February:

- 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 (paper or digital)** 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 late April)

March/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 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 the 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 late April) Note: The local PTA award committee chairperson is responsible for contacting the recipients for RSVPs, completing any Recipient information to Council, 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 final list of award recipients to Everett PTSA Council Awards team by **May 1, 2026**.
- Help the Council Awards team make sure all award recipients, PTA leaders, and your Principal have RSVP'd via the QR code on the invitation by **May 15th, 2026** *(including answering any questions for award recipients so they are more included in the Celebration presentation).*
- Council to email out invoices for cost of attendance, please submit payment by **May 22, 2026**. **Payment can be delivered to Council at the awards event on 5/27 if easier than mailing your payment.**

* GOLDEN ACORN * OUTSTANDING EDUCATOR * OUTSTANDING ADVOCATE *
* OUTSTANDING STUDENT ADVOCATE * HONORARY LIFE MEMBERSHIP *



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We look forward to seeing you there!