

**PTA UNIT/COUNCIL SPOTLIGHT AWARD – FORM**

**Applications Due – February 1**

*Please Print*

Name of PTA/PTSA \_\_\_\_\_  
**Check one:**  Elementary  Jr. High/Middle/Intermediate  High CA State PTA Unit # \_\_\_\_\_

Council (if in council) \_\_\_\_\_ District PTA \_\_\_\_\_

PTA President \_\_\_\_\_

Phone/Cell # (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

► **PTA SPOTLIGHT UNIT AND COUNCIL AWARDS** – Check ONE category per application form:

**PTA UNIT AWARDS**

- |  |   |
|--|---|
| <input type="checkbox"/> Advocacy          | <input type="checkbox"/> Membership & Outreach            |
| <input type="checkbox"/> Collaboration     | <input type="checkbox"/> Programs for Student Achievement |
| <input type="checkbox"/> Environmental     | <input type="checkbox"/> Student Involvement              |
| <input type="checkbox"/> Family Engagement |   |

**PTA COUNCIL AWARDS**

- Advocacy
- Collaboration
- Communication
- Leadership Development

► **HOW TO APPLY – Tell us about your program.**

**Complete this form and answer the questions below:**

1. What program did you organize? . . . . .20 points
2. Why was this program developed? . . . . .15 points
3. How was your program implemented? . . . . .25 points
4. How will you continue to promote and sustain your program's objectives during the year? . . . .20 points
5. What was the impact of your program on your school community? . . . . .20 points

**APPLICATION GUIDELINES**

- You may apply for 1 or more award categories, even for the same program. Each category must have a separate application form.
- Fundraising programs are not eligible.
- Responses to application questions should be on 8 ½" x11" paper, numbered, typed and 1,000 words or less per award category.
- You may include 3 additional, one-sided supplemental pages in each application packet. No folders, sheet protectors, colored paper or 3-D items.
- Please note that any unauthorized use of copyright materials is not permitted.

Submitted by \_\_\_\_\_  
*(Please Print)*

PTA Position \_\_\_\_\_

**Do you give California State PTA permission to post program information on its website and to share ideas with members as requested?**  Yes  No

\_\_\_\_\_  
 \*\*Council PTA President Signature

\_\_\_\_\_  
 \*\*District PTA President Signature

**\*\*Please Note:** Your signature affirms that this PTA is in good standing, qualifies for a Ready, Set...Remit! Award and has current bylaws. All materials become the property of the California State PTA and will not be returned. Winners will be notified in March.

Mail Application Packet to:  
**California State PTA, Awards Coordinator, 2327 L Street, Sacramento, CA 95816-5014**  
**Questions? – Contact: Awards Coordinator, California State PTA – awards@capta.org**

**Application Packet includes:**  Form  Responses to questions  Materials from program

# PTA Unit/Council Spotlight Award – Overview

PTA Unit/Council Spotlight Awards recognize successful programs that are planned, organized and implemented by PTAs. They also provide the opportunity to share your model program with other PTA leaders at a California State PTA Convention workshop.

## RECOGNITIONS/PRIZES FOR AWARD-WINNING PTAs:

- o Two (2) paid registrations for California State PTA Convention
- o \$100 gift certificate for the PTA Store at convention
- o Special recognition at the California State PTA Convention
- o Opportunity to showcase program at a convention workshop

## CATEGORIES – APPLY IN ANY CATEGORY BELOW:

- ▶ **Advocacy | Unit or Council** – Advocating on behalf of all children at school, community or state and national level

**Examples:** Training parents and students to be better advocates, enhancing their roles in decision-making in educational issues, legislative activities supportive of the education, health and welfare of students

- ▶ **Collaboration | Unit or Council** – Developing strong partnerships to connect individuals, enhance student learning, assist schools & families, involve community stakeholders

**Examples:** Programs involving community agencies, organizations, education foundations, local businesses that connect education programs with workplace, senior citizens groups and community service learning

- ▶ **Communication | Council Only** – Maintaining effective and open communication with members

**Examples:** Utilizing websites, newsletters, e-news or social media to inform and support leaders and members

- ▶ **Environmental | Unit Only** – Promoting conservation, environmental awareness on campus

**Examples:** Programs involving waste reduction/recycling, air quality and conservation of non-renewable resources

- ▶ **Family Engagement | Unit Only** – Promoting student success with family engagement in students' education

**Examples:** Activities enhancing family engagement, parent education or family support/resource development

- ▶ **Leadership Development | Council Only** – Boosting leadership capacity and development to ensure long-term growth and enhance a PTA's effectiveness

**Examples:** Team building, mentoring, developing emerging leaders, involvement in training by PTA or outside agencies

- ▶ **Membership and Outreach | Unit Only** – Increasing membership while raising awareness of PTA's mission and the value of membership that involves all stakeholders

**Examples:** Creative campaigns focusing on PTA's value, importance of parent involvement in student success, membership growth through effective outreach to under-represented populations, non-traditional families and diverse community groups resulting in a PTA board reflective of its community

- ▶ **Student Achievement | Unit Only** – Implementing programs to support student achievement

**Examples:** Creative programs and events focusing on Education, Arts, Health or Safety to support student success

- ▶ **Student Involvement | Unit Only** – Increasing student involvement and participation in all aspects of PTA

**Examples:** Soliciting students' input on priorities and interests, planning and implementing programs with students, collaboration of students and adults (PTA leaders, principals, administrators), students serving on PTA boards, programs run by students that promote PTA's mission.

### Awards – How to be eligible?

- Your PTA conducted the program since last year's application due date (February 1).
- Your application is signed by your council and district president to confirm that your PTA is in good standing and submitted:
  - o Per capita membership dues
  - o Insurance premium
  - o Worker's Comp Annual Payroll Report
- Your PTA qualified for a *Ready, Set ... Remit Award* – 30 members submitted by October 30.
- Your PTA has current bylaws.

### Tips – Application Form

- Look in your bylaws for your CA State PTA Unit #.

**Learn more: [toolkit.capta.org](http://toolkit.capta.org)  
[capta.org](http://capta.org)**