



2017-2018 Alaska PTA Awards Packet

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(Excellence for Children & Commitment to Children Awards)

Submit Application to:
Alaska PTA
PO Box 201496
Anchorage, AK 99520-1496

IF YOU HAVE ANY QUESTIONS REGARDING THE AWARDS PLEASE CALL THE ALASKA PTA OFFICE AT (907)
279-9345

Alaska PTA

Awards & Recognitions

Who would your local unit like to celebrate with an Alaska PTA Award or Recognition?

Alaska PTA annually conducts award and recognition programs to recognize the achievements of local PTAs/PTSAs, educators, students, and community members and their commitments to education.

Following are ways Alaska PTA can contribute to and share in your celebration...

Alaska PTA Reflections

2017-2018 Reflections Program Theme: “Within Reach”

- This National PTA program was designed to enhance rather than replace a quality arts education.
- Reflections provides opportunities for students preschool through 12th grade to express themselves and to receive positive recognition for their art in six areas: dance choreography, film production, literature, musical composition, photography, and visual arts (art drawing, painting, print making, and collage).
- For more than 40 years, the program has encouraged millions of students across the nation and in American schools overseas to create works art.

More information on the Reflections program can be found at www.alaskapta.org , www.pta.org and in the Reflections Local Leader’s Guide.

Alaska PTA Study Grant

- Alaska PTA annually awards about \$1,000 in small grants to students who are members, or whose parents are members, of a unit in good standing with the Alaska PTA.
- Study Grants are for music, dance, theater and other educational programs.
- Recipients are selected by May 15th with each submitting a written report to Alaska PTA by January 31st.
- Alaska PTA shares student reports at the Annual Convention in April.

Alaska PTA Program Recognition

- Pat yourself on the back; share your PTA’s/PTSA’s favorite and most successful ideas, programs and activities.
- Send descriptions of your PTA/PTSA projects or programs to Alaska PTA.
- See the best programs shared in the Alaska PTA Program Book distributed at the annual convention and used as a resource for local units.

Alaska PTA Outstanding Student Leader Award

Celebrate one of the students involved in your PTA/PTSA activities by nominating them for this statewide award.

- Your President submits a brief description of how the student has participated in PTA/PTSA activities, including contributions of service and leadership.
- The student writes a brief essay on the following topic: *What do you consider to be the value of student participation in PTA/PTSA?*





Alaska PTA Outstanding Educator Award

- A local PTA/PTSA unit in good standing may nominate one educator currently employed as a professional educator for any grade (preschool through senior high school) who demonstrates professional excellence and commitment to the PTA Mission and Purposes.
- Each Alaska PTA Region selects an outstanding educator from the local PTA/PTSA nominees.
- From the Region finalists, one individual is chosen as recipient of the Annual Alaska PTA Outstanding Educator Award.

Alaska PTA Honor Unit

A great opportunity to celebrate your well-run local PTA/PTSA that provides relevant programs and activities to your membership and school community:

- Well trained leaders
- Programs responsive to its membership
- Focused activities on the needs of children and families
- Sound financial management practices assuming the nonprofit status of PTA/PTSA and minimizing risk

Honor Units are acknowledged at the Alaska PTA Convention in April.



Alaska PTA Healthy Unit in Good Standing Award H. U. G. S.

This is another chance to pat yourself on the back if your local unit is diligent about maintaining its healthy unit standing by:

- Adhering to the objects and basic policies of the National PTA
- Timely submitting to Alaska PTA of:
 - 2017-2018 Officers' List
 - 2016-2017 Audit
 - 2016-2017 IRS tax reporting
 - Membership Dues & Membership List
 - Liability insurance payment
 - Any Bylaws updates for approval including five year review and update
 - Alaska state Business License
 - City/Borough License (if applicable)
 - Council Fees paid (if applicable)
 - Department of Law Registration

Alaska PTA Membership Recognition

Since membership is the heart of all local units, Alaska PTA and National PTA, Alaska PTA annually recognize local units who sustain and increase their membership.

- Units do not need to submit an application for these recognitions since they are based on figures from regular membership reports.
- Membership dues sent to Alaska PTA by March 31st each year are considered.



Alaska PTA Excellence for Children and Commitment to Children Awards

These awards have special significance as enduring symbols of outstanding service, and the recipient need not be a PTA/PTSA member.

The Alaska PTA Excellence for Children Award honors an individual's contribution to the welfare of children and youth.

- The award may be conferred upon an individual by the Alaska PTA, a PTA Council, a local PTA/PTSA, or an individual (Not the recipient).

Alaska PTA Commitment to Children Award recipients must have already received an Excellence for Children Award or its predecessor, an Honorary Life Membership.

- The award may be conferred upon an individual by the Alaska PTA, a PTA Council, a local unit PTA/PTSA, but not an individual.

Both awards may be given multiple times to an individual, but not more often than once every five years.

The award cost is \$35.00. The recipient receives a certificate, pin, and letter of congratulations from the Alaska PTA President. The monies received are used to fund the Alaska PTA Study Grants. Awards may be requested throughout the year. Please allow three weeks for processing the nomination.

IMPORTANT INFORMATION

This packet and applications for Alaska PTA awards and recognitions are available on the "Forms and Documents" link of the Alaska PTA home page, www.alaskapta.org

- The deadline for submitting an Alaska PTA Program Recognition, Honor Unit Award, Outstanding Student Leader or Alaska Outstanding Educator applications is **March 15th**.
- The deadline for an Alaska PTA Study Grant is **April 30th**.



National PTA Awards and Recognitions

- Hearst Awards – National recognition and monetary awards for PTA's efforts to build family-school partnerships
- PTA Healthy Lifestyles Grants – program honoring outstanding commitment to promoting health and wellness
- PTA Life Achievement Awards – National PTA's highest honor
- Reflections Arts Enhancement Grants – matching grants for student-centered arts education
- National School of Excellence – enrollment begins in April 2017

Please visit www.pta.org for current National PTA awards or recognitions information and application.

Other Awards and Recognitions

Your school district, community organizations, governmental entities and statewide organizations may offer additional ways to acknowledge and celebrate commitments to education. Please let Alaska PTA know of any awards or recognitions your PTA/PTSA receives from other organizations or entities.





OUTSTANDING EDUCATOR AWARD APPLICATION

Local PTA/PTSA Unit Name: _____

President's Name: _____ Email: _____

Address: _____

School Name: _____

Nominee Name: _____ Grade Level: _____

Job Title: _____ Member of PTA/PTSA: YES NO

Daytime Phone: _____ Evening Phone: _____

This application was prepared by: _____

Selection Criteria

Questions 1-5 are to be completed by the local PTA/PTSA representative.

1. **The educator's relationship with students.** Describe how the educator interacts with students. Be specific about such things as how the educator builds on student strengths and overcomes weakness, recognizes and provides for individual differences among students, encourages respect for differences, and inspires students academically and personally. **(20 Points)**
2. **The educator's relationship with parents.** Describe how the educator has initiated or supported communication between parents and student and between parent and educators. How accessible is the educator to parents, providing evaluations of student progress and notifying parents promptly of students achievement or concerns? Are parents involved and informed about decisions? Be specific and give examples. **(20 Points)**
3. **The educator's relationship with PTA/PTSA.** Summarize the educator's involvement with the PTA/PTSA. How does she or he demonstrate commitment to the Mission and Purposes of PTA? **(25 Points)**
4. **The educator's relationship with the community.** Describe how the educator links the classroom with the community. How does the educator involve community members in the life of the school, draw on community resources, and encourage students to participate in the community? Is the educator accessible to community leaders and other community members? **(20 Points)**
5. **The educator's relationship with the profession.** Describe the nominee's professional preparation and participation in continuing education. Describe specific professional activities and accomplishments such as development of curriculum, development of assessment process, sponsorship of student activities, mentoring of new teachers and participation in professional associations. Note any relevant honors. **(15 Points)**

Remember:

- Keep a copy of the complete application packet.
- Double space typed or computer generated answers to question 1-5.
- One-inch margins on all sides with the nominee's name on each page.
- Include a signed, one-page letter of reference.
- Obtain both signatures below.
- Enclose the nominee's signed one page, double-spaced statement.
- Due March 15th of 2018.

Local PTA/PTSA President's Signature

Principal's Signature



**OUTSTANDING STUDENT LEADER AWARD APPLICATION
For Recognition of Student Participation in PTA/PTSA**

Local PTA/PTSA Unit: _____

Address: _____

Is PTA/PTSA in good standing in accordance with Alaska PTA Bylaws? _____ YES _____ NO

President Name: _____

President Phone Number: _____

President Email Address: _____

Student Name: _____

Position in PTA/PTSA: _____

Student Phone Number: _____

Student Email Address: _____

Please attach a description of how the student has participated in PTA/PTSA activities. Include contributions in service and leadership, which have been made by this student. Type your response on one 8-1/2 x 11 sheet of paper.

Please attach an essay completed by the student on the following topic: *“What do you consider to be the value of the student participation in PTA/PTSA?”* The response should be 150 words or less, typed, and included with this form.

Mail the completed application to:

**Alaska PTA
PO Box 201496
Anchorage, AK 99520-1496**

Deadline is March 15, 2018



Alaska PTA Honor Unit

PTA/PTSA Name: _____

PTA/PTSA President's Signature: _____

Contact Information: _____

Would you like your PTA/PTSA to be an "Honor Unit"?

Is your PTA/PTSA a Unit in Good Standing?

Alaska PTA Honor Units have well trained leaders, are responsive to their membership and focus activities on the needs of youth and families. In addition, Honor Units demonstrate basic financial management practices that help preserve the nonprofit status of Alaska PTA and other local units within Alaska. These practices help your PTA/PTSA maintain status as a Unit in Good Standing, as required by Alaska PTA Bylaws.

On the other side of this page, are three categories for achievement of Honor Unit status. Upon successful completion of all three categories, your PTA/PTSA will receive a certificate distinguishing it as an **Alaska PTA Honor Unit** for 2017-2018. All current year Honor Units will be acknowledged at the **Alaska PTA Annual Convention** in April 2018.

Please mail this completed forms with your PTA/PTSA President's signature by **March 15th** to:

**Alaska PTA
PO Box 201496
Anchorage, AK 99520**

To receive this certificate your PTA/PTSA has demonstrated its ability to work for youth and families in a financially responsible manner.

Alaska PTA Honor Unit Criteria for 2017-2018

1. OUR PTA/PTSA IS CHILD CENTERED AND RESPONSIVE TO OUR MEMBERS

- Clearly defined goals established based on membership input and children's needs.
- Date goals approved by the membership: _____
- programs and activities developed to address goals.
- If applicable, our PTA/PTSA participated in the National PTA Reflections Program.
- Summaries of our programs and activities submitted to Alaska PTA for inclusion in the program handbook. Date Submitted: _____
- Regular written communication provided to members concerning PTA/PTSA issues and activities.
- Parent involvement is a strong component of our PTA/PTSA.
- Volunteers are recognized.
- If applicable, our PTA/PTSA celebrated significant individual accomplishments through _____ Alaska PTA or National PTA awards and recognitions.
- Our ongoing membership campaign welcomed all.
- Membership meetings held on a regular basis. How often? _____
- Our PTA/PTSA advocated for children and families. Please share at least one activity completed by your unit: _____

2. OUR PTA/PTSA IS A UNIT IN GOOD STANDING

- Annual budget approved and adjusted as needed by the membership.
- Date approved: _____
- Our current officers list submitted to the Alaska PTA office.
- Date submitted: _____
- Bylaws reviewed and approved by the Alaska PTA every five years.
- Date current Bylaws signed by Alaska PTA: _____
- Any Bylaw revisions approved by membership also approved by and filed with Alaska PTA.
- Annual Audit for the preceding fiscal year completed, presented to the membership and submitted to the Alaska PTA office.
- Date presented to membership: _____
- A 990, 990EZ or 990N, as applicable, filed with IRS by due date or extension date.
- Date filed: _____
- A copy of the 990, 990EZ or 990N sent to the Alaska PTA office.
- Date sent to the Alaska PTA office: _____
- Insurance remittance sent to Alaska PTA. Date sent: _____
- State and National PTA dues submitted to Alaska PTA regularly with a membership list.
- Date sent: _____

3. OUR PTA LEADERS ARE KNOWLEDGEABLE AND INVOLVED

- Our PTA/PTSA participated in regional or council training, where available.
- Our officers completed Alaska PTA or National PTA web-based training. Please share at least one training completed by each officer: _____
- Orientation provided to enable new officers and committee chairs to meet job requirements.
- Information from **National** and **State PTA** shared with the executive board and membership.
- Our PTA/PTSA delegate(s) attended the **Alaska PTA Convention**.
- Our PTA/PTSA delegate(s) attended the **Alaska PTA Legislative Fly-In**.
- All executive board members given a copy of our current signed PTA/PTSA Bylaws, with their importance emphasized throughout the year.
- Procedure books developed for each officer and committee chair.
- Process established and followed to evaluate current year goals, programs and activities.
- Process established and followed to provide all records and materials for orderly board transition.

**This requirement may be waived due to extenuating circumstances. Please attach an explanation.*



PROGRAM RECOGNITION

<p><u>Program Categories</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Advocacy in Action <ul style="list-style-type: none"> Local State National <input type="checkbox"/> Community Service <ul style="list-style-type: none"> Art Math Physical Education Reading Science Environmental Cultural Technology Careers Other <input type="checkbox"/> Education Support <input type="checkbox"/> Family Support <input type="checkbox"/> Health/Safety <input type="checkbox"/> Membership <input type="checkbox"/> Newsletter/Publications <input type="checkbox"/> Parenting <input type="checkbox"/> Other Program 	<p>Alaska PTA Program Recognition provides the opportunity for PTA/PTSAs to share their favorite and most successful ideas, projects and activities. All program/activity descriptions will be distributed at our annual convention. In addition, PTA/PTSAs who apply for program recognition may be asked to share their projects with other units as time and space allow at the Alaska PTA Convention, April 13th & 14th in Anchorage.</p> <p>Use this form as a cover sheet for the project/activity description. Please limit your description to two pages. Be sure to answer the questions listed below. You may also wish to attach supplementary materials such as photos, fliers, and other information, which may be of interest.</p> <p>Please be specific enough that someone who has no previous knowledge of the program could understand well enough to begin such a program at another school. your project/activity description may be used to compile the Programs Publication for Convention.</p> <p>PTA/PTSA Name: _____</p> <p>President's Name: _____</p> <p>Phone: _____ Email: _____</p> <ol style="list-style-type: none"> 1. Give a description of your project or activity. 2. Why did you choose to do this program? How did it further your PTA/PTSA goal(s)? 3. Which features were especially important to the success of this activity? 4. How did you evaluate the project? What suggestions for change were made? 5. If you feel it would be helpful for others, please include the following specific information: budget, actual expenses, supplies and equipment, number of people involved, advertisement activities and pertinent examples.
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Deadline: March 15, 2018



APPLICATION FOR STUDY GRANT

NAME: _____

GRADE: _____ AGE: _____

MAILING ADDRESS: _____

HOME PHONE: _____

PARENT OR GUARDIAN: _____

EMPLOYER(S): _____

NAME OF PTA/PTSA SCHOOL: _____

***** If necessary applicants may use a separate paper to answer the following questions. *****

Please give a brief description of the program for which you are requesting funds. In addition, please attach a copy of a brochure or informational material describing the program.

Summarize your special interests and activities, such as school, community and church.

What will you contribute to this educational program?

Give a brief explanation of how this financial assistance will help you.

Describe why this program is important to your future.

What is the total cost of the intended program? \$ _____

What is the minimum amount necessary for you to participate in this program? \$ _____

Please list the name of the program or person to which the study grant would be payable.

Parent/Guardian Signature

Student Signature

APPLICATION FOR STUDY GRANT POLICY AND PROCEDURES

ELIGIBILITY

1. Applicants must be enrolled in an Alaska elementary or secondary school whose PTA/PTSA unit is in good standing, or be a member of Alaska VIP PTA.
2. Applicants may use the study grant funds in any educational instruction program.
3. Applicants must apply by completing the Application for Alaska PTA Study Grant and meet the postmark deadline (April 30, 2018)
4. Applicants must include a letter of recommendation from the student's principal, teacher or counselor. Please indicate any special consider actions.
5. An applicant will not be eligible to receive a study grant for two consecutive years.

CONDITIONS

1. At least one study grant will be awarded to an elementary student and a secondary student.
2. The award must be used by December 31, 2018.

AMOUNT

1. Funding for the Alaska PTA Study Grant is provided by the Commitment to Children and Excellence for Children Awards programs and other sources including the silent auction held during the Alaska PTA Convention, April 13th & 14th in Anchorage.
2. The Study Grant Committee will determine the size of each Study Grant.
3. The Alaska PTA will award approximately \$1,000 in small Study Grants. The grants usually range from \$25 to \$250.

SELECTION

1. The Study Grant Committee will make their selections based on the following criteria (listed in priority order).
 - a. Evidence of student interest and commitment
 - b. Potential benefit to student
 - c. Community service
2. The Study Grant Committee will also consider the completeness and presentation of the application as part of the selection process.

NOTIFICATION

1. Those students who have been selected to receive the study grant funds will be notified by mail by May 30th, 2018.

AWARD

1. The Alaska PTA Study Grant Committee will make the selections and notify the recipients.
2. The recipient must accept, in writing to the Alaska PTA by June 15th, 2018. If written acceptance is not received by this date, the award is forfeited.
3. Upon acceptance of the award, the Alaska PTA will issue the check payable jointly to the student and the program.
4. The check will be sent to the student.
5. The award is an outright grant without any part to be repaid.
6. In the event the award is not used by December 31, 2018, the check must be returned to Alaska PTA.
7. After completion of the program, a written report with photographs of the program must be submitted by January 31st, 2019, which may be used, among other things, by Alaska PTA at Annual Convention and in newsletters.

The Alaska PTA is an equal opportunity organization. Awards are granted regardless of race, color, religion, national origin, sex, age, or disability pursuant to applicable state and federal laws.

Deadline is April 30, 2018