

**ANNUAL
WISCONSIN PTA
AWARDS BOOKLET**



**Deadline extended to
March 15th, 2017 at noon!
(Disregard any other due dates in
the booklet)**

September 2016

Dear PTA Leaders:

Awards are one of the best networking tools for PTAs. This packet provides all of the information that is pertinent to any award from Wisconsin PTA, including the criteria and applications for:

Local Unit and Council Awards

Program of the Year
Newsletter of the Year

Individual Awards

Wisconsin PTA Outstanding Educator Elementary/Secondary
Ron Dunlap Administrator of the Year
Honorary Life Membership
Joan Dykstra Friend of Children
Katzner-Smith Volunteer Service
Kim Schwantes Watching Children Blossom

The award year runs from March through February. All award applications must be submitted electronically and received by the Awards Committee no later than 12:00 p.m. on March 1, 2017. It is preferred that any awards submitted be done so in a pdf format. An email will be sent to the person submitting the award to verify that an application has been received.

Please share the criteria and applications with all of your PTA's members to give everyone with an opportunity to recognize the good work being done by your PTA and its members.

We often hear that our members are not interested in the awards, that they don't need a "pat on the back." Awards are about much more than the recognition. They are a tremendous source of information for new programs, ideas for working with teachers and administration and a wonderful way to say "thank you" to your volunteers. Please be sure to take the time to go over the criteria and submit your nominees for every one of the awards offered.

Awards will be presented during the 2017 Wisconsin PTA Convention, in Milwaukee. We hope to see all of the nominees and recipients at convention to accept their awards and talk to the delegates about their work during this year for the children of Wisconsin.

Questions? Please send an email to wipta.awards@yahoo.com

Continued success to all Wisconsin PTAs.

everychild.onevoice.

Wisconsin PTA Awards Committee

WISCONSIN PTA AWARDS APPLICATION 2016-17

All applications to be submitted electronically no later than March 1, 2017 12:00 p.m.

Application for:

- Local Unit Council Individual

Award applying for:

- Program of the Year Newsletter of the Year PTA of the Year
 Outstanding Educator Award Ronald Dunlap - Joan Dykstra Friend of Children
 Katzer-Smith Volunteer Service Administrator of the Year Honorary Life Membership
 Kim Schwantes Watching Children Blossom

Membership Totals: Current: _____ Date of Bylaws Approval: _____

Name of Nominee: _____

Name of Newsletter (if applicable): _____
 Online Only Printed

Name of Program (if applicable): _____

Name of Person Submitting Nomination: _____

PTA Unit/Council/Individual: _____

Address: _____

Email: _____

Telephone Number: _____

The person submitting the nomination will be the only person notified of the results. If someone else should be notified please provide their name and contact information:

Award certificates and plaques will be printed as presented above. Please verify spelling and punctuation.

Guidelines:

1. **Application form must be completed and submitted separately for all awards.**
2. **Selection Criteria must be submitted using no less than 12 point font.**
3. **Up to three (3) letters of recommendation may be submitted in support of the nominee (1 page each).**
4. **All applications must be submitted electronically to the Awards Committee at: wipta.awards@yahoo.com.**
5. **Any submitting PTA must be a PTA in Good Standing as of the date of application.**
6. **Additional requirements may be included in the description of the Awards for Wisconsin PTA.**

***Note that the applications that follow will be the only criteria used to determine finalists. Take your time in completing any/all applications to best represent your nominee(s).**

WISCONSIN PTA HONORARY LIFE MEMBERSHIP (Individual)

This nomination is for the Wisconsin PTA Honorary Life Membership Award, the highest honor presented by Wisconsin PTA, and is given annually at the Wisconsin PTA convention. An Honorary Life Membership is presented in recognition of outstanding and faithful service performed in the interest and welfare of children. It is suggested that nominees have been active PTA members for at least five (5) years.

Wisconsin PTA Honorary Life Membership Selection Criteria

- A Wisconsin PTA Awards Application 2016-17 (found on page 3) must be submitted for any nominee(s).
- Nominees may be from a local unit, council or other health, welfare or educational organization where there has been an excellent advocacy effort for children
- Nominees have a commitment to the health, welfare and education of children
- Nominee is a dedicated individual who has given unselfishly of their time and talents
- Nominee has shown an active interest and participation in PTA and its Mission
- In 300 words or less address each of the following areas:
 - Provide background information regarding nominee's PTA involvement, community involvement, leadership, civic, educational, church and/or service club activities.
 - Explain how the nominee has made significant contributions to the work of PTA.
 - Other comments

Nominees named as recipients of the Wisconsin PTA Honorary Life Membership are recognized with a certificate and pin as well as invitations to attend and be recognized at annual Wisconsin PTA conventions as well as a lifetime subscription to the Wisconsin Parent-Teacher newsletter.

Please keep in mind the Honorary Life Membership Award does not carry with it the right to vote, make motions or serve as an officer unless the recipient has paid membership dues for the current membership year.

All entries must be submitted electronically on or before **12:00 p.m. on March 1st** to be eligible for consideration.

Please direct any questions to the Awards Committee by contacting the Wisconsin PTA Office at **(608) 244-1455** or via e-mail: wipta.awards@yahoo.com.

***Note: Any nominee for Wisconsin PTA Honorary Life Membership not selected by the Awards Committee may still receive an Honorary Life Membership, through purchase, from the Wisconsin PTA office. You can then present the award at your local council or unit recognition event.**

KATZER-SMITH VOLUNTEER SERVICE AWARD
(Individual)

The Katzer-Smith Volunteer Service Award recognizes the outstanding efforts of a PTA/PTSA volunteer who has given above and beyond the call of duty to your PTA/PTSA and the community.

The Katzer-Smith Volunteer Service Award was created in 1987 in memory of two long-time board members of District Four, Helen E. Katzer and Sylvia C. Smith. Helen, of Wauwatosa, served as District Four President and also as President of the Wisconsin PTA. Sylvia, of Milwaukee, served as District Four President and also on the Board of Directors in that capacity. Both remained active at their local and council levels of the PTA for many years, serving untiringly throughout their lifetimes. Their total commitment and dedication to the Objects of the PTA, as well as their civic and religious organizations, form the foundation from which this award was designed.

Katzer-Smith Volunteer Service Award Selection Criteria

- A Wisconsin PTA Awards Application 2016-17 (found on page 3) must be submitted for any nominee(s).
- Nominees may be from a local unit, council or other health, welfare or educational organization where there has been an excellent advocacy effort for children
- Nominees have a commitment to the mission of PTA.
- Nominee is a dedicated individual who has given unselfishly of their time and talents to the PTA and other community organizations or programs.
- In 300 words or less please address each of the following:
 - Provide background information regarding nominee's PTA and/or community involvement, leadership, civic, educational, church and/or service club activities.
 - Explain how the nominee has made significant contributions as a volunteer.
 - Additional comments, if desired.

The Wisconsin PTA Awards Committee will review all applications and select the recipient of this award. The person identified on the application as the submitting/contact person will be notified by email or telephone no later than March 15th. All other PTA/PTSA Units/Council that have submitted an application will receive a certificate of recognition acknowledging the nominee's outstanding commitment to volunteer service. No notifications will be sent directly to any nominee.

The recipient of the Katzer-Smith award will be invited, through the contact person, to the Wisconsin PTA Convention in April where the selected nominee will be presented with this prestigious award.

All entries must be submitted electronically on or before **12:00 p.m. on March 1st** to be eligible for consideration.

Please direct any questions to the Awards Committee by contacting the Wisconsin PTA Office at **(608) 244-1455** or via e-mail: wipta.awards@yahoo.com.

KIM SCHWANTES WATCHING CHILDREN BLOSSOM AWARD

Kim Schwantes was the executive administrator at the Wisconsin PTA state office until she passed away unexpectedly in 2005. Kim was the friendly voice on the phone that helped PTAs around the state with questions, registration and concerns. Although Kim did not have children of her own she was an ardent supporter of children and PTA. Kim was also an accomplished gardener and loved growing flowers. Wisconsin PTA has established this "Watching Children Blossom" award in her memory.

Now is the time for your Unit or Council to nominate a person who has given above and beyond the call of duty to our children and to your PTA/PTSA to help children in your school blossom.

This award is for a non-teaching/counseling position. Some suggestions of possible nominees include: Secretary, Crossing Guard, Custodian, etc. This award is presented in the form of a certificate and a gardening gift certificate.

Watching Children Blossom Award Selection Criteria

- A Wisconsin PTA Awards Application 2016-17 (found on page 3) must be submitted for any nominee(s).
- Nominees must be submitted noting their name, occupation and place of employment.
- Nominees may be from a local unit or council, or from other health, welfare or educational organization who is either part of the non-teaching/counseling staff.
- Nominees do not have to be a PTA/PTSA member.
- Nominee is a dedicated individual who has given unselfishly of their time and talents to the health and/or welfare of children.
- Previous nominees may be resubmitted.
- In 300 words or less please address each of the following:
 - Provide background information regarding nominee's commitment to children.
 - Explain how the nominee has made significant contributions in the lives of children.
 - Additional comments, if desired.
 - No more than two (2) letters of recommendation may be submitted.

The Wisconsin PTA Awards Committee will review all applications and select the recipient of this award. The person identified on the application as the submitting/contact person will be notified by email or telephone no later than March 15th. No notifications will be sent directly to any nominee.

The recipient of the Watching Children Blossom award will be invited, through the contact person, to the Wisconsin PTA Convention in April where the selected nominee will be presented with this award.

All entries must be submitted electronically on or before **12:00 p.m. on March 1st** to be eligible for consideration.

Please direct any questions to the Awards Committee by contacting the Wisconsin PTA Office at **(608) 244-1455** or via e-mail: wipta.awards@yahoo.com.

RONALD DUNLAP ADMINISTRATOR OF THE YEAR AWARD (Individual)

Ronald Dunlap has served the Wisconsin PTA Board of Directors for more than a decade as the Association of Wisconsin School Administrators (AWSA) Liaison. Ron is a former administrator in the Appleton area and has been a guiding force and inspiration to his staff, the parents in his schools and, most importantly, the children in his care. To honor Ron for his dedicated service to PTA the Ronald Dunlap Administrator of the Year award was created to recognize school administrators (principal, vice principal, or assistant principal) who exemplify excellence in educational administration. The criteria for this award include: excellence in administrative effectiveness and past and present PTA involvement as well as community and professional organization involvement.

This award will be presented at the Wisconsin PTA Convention in April. We would appreciate that recipients be in attendance.

Ronald Dunlap Administrator of the Year Selection Criteria

The Wisconsin PTA Awards Application 2016-17 (found on page 3) must be submitted for any nominee(s).

Address in 300 words or less the following criteria as they pertain to your nominee:

- **Administrator's Relationship with Students:** Describe how the administrator interacts with students. Be specific about such things such as how the administrator is raising student achievement levels, building a positive school climate and inspiring students academically and personally.
- **Administrator's Relationship with Staff:** Describe how the administrator provides a positive teaching and learning experience for all staff, provides opportunities for professional development for staff and seeks collaboration among staff and administration with regard to various areas such as assessments, curriculum, and overall learning environment.
- **Administrator's Relationship with Parents:** How does the administrator support National PTA's National Standards for Parent/Family Involvement Programs? Describe how the administrator has initiated or supported communication between parents, students, and educators. How accessible is the administrator to parents? How does the administrator incorporate parent involvement in the decision making process?
- **Administrator's Relationship with PTA:** Summarize the administrator's involvement with the PTA. How does he or she demonstrate commitment to the Objects of the PTA?
- **Administrator's Relationship with the Community:** Describe how the administrator links the school with the community. How does the administrator involve community members in the life of the school, draw on community resources, and encourage students to participate in the community? Provide evidence that the administrator is accessible to community leaders and other community members.
- **Administrator's Relationship with the Profession:** Describe the nominee's professional preparation and participation in continuing education and/or participation in professional associations. Note any relevant honors.
- **Administrator's Accountability to School District:** Describe specific leadership activities and accomplishments such as school climate, school budget, assessment scores and processes, sponsorship of student and school activities, mentoring of new educators and any new initiatives determined by the school district.

All entries must be submitted electronically on or before **12:00 p.m. on March 1st** to be eligible for consideration.

Please direct any questions to the Awards Committee by contacting the Wisconsin PTA Office at **(608) 244-1455** or e-mail: wipta.awards@yahoo.com.

OUTSTANDING EDUCATOR AWARD
Elementary and/or Secondary
(Individual)

Nominees for WI PTA Outstanding Educator can be a classroom teacher, special area teacher, media specialist, reading specialist or EEN teacher, etc. This award honors actively involved teachers who go above and beyond the call of duty.

The criteria for this award is excellence in teaching effectiveness and past and present PTA involvement as well as community and professional organizations involvement.

Awards are presented for both **Elementary and Secondary** teachers and will be presented at the Wisconsin PTA Convention in April. We would appreciate that recipients be in attendance to receive their award.

Outstanding Educator Selection Criteria

The Wisconsin PTA Awards Application 2016-17 (found on page 3) must be submitted for any nominee(s).

Address in 300 words or less the following criteria as they pertain to your nominee:

- **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, helps students overcome weaknesses, recognizes and provides for individual differences among students, encourages respect for differences and inspires students academically and personally.
- **Educator's Relationship with Parents.** How does the educator support National PTA's National Standards for Parent/Family Involvement Programs? Describe how the educator has initiated or supported communication between parents and students and between parents and educators. How accessible is the educator to parents? Does the educator provide evaluations of student progress and notify parents promptly of student achievements or concerns? Are parents involved and informed about decisions? Be specific and give examples.
- **Educator's Relationship with PTA.** Summarize the educator's involvement with the PTA. How does he or she demonstrate commitment to the Objects of the PTA?
- **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?
- **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 processes, sponsorship of student activities, mentoring of new students and/or participation in professional associations. Note any relevant honors.

All entries must be submitted electronically on or before **12:00 p.m. on March 1st** to be eligible for consideration.

Please direct any questions to the Awards Committee by contacting the Wisconsin PTA Office at **(608) 244-1455** or e-mail: wipta.awards@yahoo.com.

LOCAL UNIT AND COUNCIL ACHIEVEMENT AWARDS

All applications for Achievement Recognition Awards must be **received electronically March 1, 2017 at 12:00 p.m.** Units and councils submitting award applications must be **in good standing**. A suggestion would be to create a committee within your unit to process award applications. Please keep in mind that as the name of the PTA/PTSA or Council appears on the application form so shall it appear on the award presented. **Take your time and check for accuracy!**

All awards will be presented at the annual Wisconsin PTA Convention in April. We strongly encourage all applicants to be on hand at that presentation to accept their awards and respond to questions and comments from the delegates and guests.

1. **LOCAL UNIT OUTSTANDING PROGRAM OF THE YEAR AWARD – TRADITIONAL**

An outstanding program award will be given at both the elementary and secondary levels, if the programs merit the distinction.

2. **LOCAL UNIT OUTSTANDING PROGRAM OF THE YEAR AWARD – NON-TRADITIONAL**

An outstanding program award will be given at both the elementary and secondary levels, if the programs merit the distinction.

3. **COUNCIL PROGRAM OF THE YEAR AWARD**

This award will be presented to the council with the best program for 2016-17, if the program merits the distinction.

4. **LOCAL UNIT NEWSLETTER AWARD**

An award will be given, at both the elementary and secondary levels, to the unit submitting the best newsletter overall from those meeting the criteria and following the rules outlined. A winner is chosen for the award, if it merits the distinction.

5. **COUNCIL NEWSLETTER AWARD**

Award will be given to the council submitting the best newsletter overall from those meeting the criteria and following the rules outlined. One winner is selected for the award, if it merits the distinction.

DEFINITIONS:

Traditional Program: An activity/event currently promoted by National or Wisconsin PTA (i.e. Membership, Reflections, Founder's Day, etc.)

Non-Traditional Program: An event or activity created by or for your PTA, your members, students, staff and/or community.

LOCAL UNIT OUTSTANDING PROGRAM OF THE YEAR AWARD - TRADITIONAL

CRITERIA and RULES:

1. The outstanding program of a local unit is to be a **single** program currently promoted by Wisconsin or National PTA in either an elementary or secondary PTA/PTSA school. It is **not necessarily** your PTA/PTSA's programs for the entire year.
2. Materials must be submitted electronically. A pdf format is recommended.
3. Entry must be prepared neatly and thoroughly, all materials printed or typed and all pictures labeled.
4. The first page shall only list the award name, PTA/PTSA name and region.
5. The **second page** shall be a Table of Contents.
6. The **third page** shall be the Wisconsin PTA Awards Application (found on page 3), completed as indicated.
7. The entry shall contain a precise report of the program. Contents should be brief, yet complete. Describe your program, list speakers or persons in charge, number of persons attending and how your program was received.
8. Include pictures, newsletters, flyers, newspaper clippings and other supportive materials that pertain to your program.
9. **Entry must be received electronically no later than March 1st at 12:00 p.m.**
10. Your PTA/PTSA must be in Good Standing.
11. Please check to ensure your PTA/PTSA name appears on the application the way you wish to have it appear on your award should you win.

LOCAL UNIT OUTSTANDING PROGRAM OF THE YEAR AWARD - NON-TRADITIONAL

CRITERIA and RULES:

1. The outstanding program of a local unit is to be a **single** program created by or for your PTA in either an elementary or secondary PTA/PTSA school. It is **not necessarily** your PTA/PTSA's programs for the entire year.
2. Materials must be submitted electronically. A pdf format is recommended.
3. Entry must be prepared neatly and thoroughly, all materials printed or typed and all pictures labeled.
4. The first page shall only list the award name, PTA/PTSA name and region.
5. The **second page** shall be a Table of Contents.
6. The **third page** shall be the Wisconsin PTA Awards Application (found on page 3), completed as indicated.
7. The entry shall contain a precise report of the program. Contents should be brief, yet complete. Describe your program, list speakers or persons in charge, number of persons attending and how your program was received.
8. Include pictures, newsletters, flyers, newspaper clippings and other supportive materials that pertain to your program.
9. **Entry must be received electronically no later than March 1st at 12:00 p.m.**
10. Your PTA/PTSA must be in Good Standing.
11. Please check to ensure your PTA/PTSA name appears on the application the way you wish to have it appear on your award should you win.

COUNCIL OUTSTANDING PROGRAM OF THE YEAR AWARD

CRITERIA and RULES:

1. The council outstanding program of a local unit is to be a **single** program. It is **not necessarily** your council's programs for the entire year.
2. Materials must be submitted electronically. A pdf format is recommended.
3. Entry must be prepared neatly and thoroughly, all materials printed or typed and all pictures labeled.
4. The first page shall only list the award name, PTA/PTSA name and region.
5. The **second page** shall be a Table of Contents.
6. The **third page** shall be the Wisconsin PTA Awards Application (found on page 3), completed as indicated.
7. The entry shall contain a precise report of the program. Contents should be brief, yet complete. Describe your program, list speakers or persons in charge, number of persons attending and how your program was received.
8. Include pictures, newsletters, flyers, newspaper clippings and other supportive materials that pertain to your program.
9. **Entry must be received electronically no later than March 1st at 12:00 p.m.**
10. Your PTA/PTSA must be in Good Standing.
11. Please check to ensure your PTA/PTSA name appears on the application the way you wish to have it appear on your award should you win.

LOCAL UNIT NEWSLETTER AWARD – PRINT ONLY

CRITERIA and RULES:

1. Must be a PTA/PTSA publication (not your school's newsletter).
2. **Four (4)** issues must be submitted for judging, no more, no less.
3. At least **one (1)** issue shall contain the addresses of the National PTA headquarters and the Wisconsin PTA Office.
4. Legislative information shall be featured in at least **two (2)** issues.
5. All dates pertaining to the Wisconsin PTA Convention and the National PTA Convention shall be published in at least **one (1)** issue.
6. At least **one (1)** issue shall include information on Founder's Day.
7. Materials must be submitted electronically. A pdf format is recommended.
8. Entry must be prepared neatly and thoroughly, all materials printed or typed and all pictures labeled.
9. The first page shall only list the award name, PTA/PTSA name and region.
10. The **second page** shall be a Table of Contents.
11. The **third page** shall be the Wisconsin PTA Awards Application (found on page 3), completed as indicated.
12. The entry must contain the newsletter issues that meet the criteria above.
13. **Entry must be received electronically no later than March 1st at 12:00 p.m.**
14. Your PTA/PTSA must be in Good Standing.
15. Please check to ensure your PTA/PTSA name appears on the application the way you wish to have it appear on your award should you win.

LOCAL UNIT NEWSLETTER AWARD – ONLINE ONLY

CRITERIA and RULES:

1. Must be a PTA/PTSA publication (not your school's newsletter).
2. Four (4) issues only, must be submitted for judging, no more, no less.
3. At least **one (1)** issue shall contain the addresses of the National PTA headquarters and the Wisconsin PTA Office.
4. Legislative information shall be featured in at least **two (2)** issues.
5. All dates pertaining to the Wisconsin PTA Convention and the National PTA Convention shall be published in at least **one (1)** issue.
6. At least **one (1)** issue shall include information on Founder's Day. Materials must be submitted electronically. A pdf format is recommended.
7. Entry must be prepared neatly and thoroughly, all materials printed or typed, and all pictures labeled.
8. The first page shall only list the award name, PTA/PTSA name and region.
9. The **second page** shall be a Table of Contents.
10. The **third page** shall be the Wisconsin PTA Awards Application (found on page 3), completed as indicated.
11. The entry must contain the newsletter issues that meet the criteria above.
12. **Entry must be received electronically no later than March 1st at 12:00 p.m.**
13. Your PTA/PTSA must be in Good Standing.
14. Please check to ensure your PTA/PTSA name appears on the application the way you wish to have it appear on your award should you win.

COUNCIL NEWSLETTER AWARD – PRINT ONLY

CRITERIA and RULES:

1. Must be a PTA/PTSA publication (not a school's newsletter).
2. Four (4) issues only, must be submitted for judging, no more, no less.
3. At least **one (1)** issue shall contain the addresses of the National PTA headquarters and the Wisconsin PTA Office.
4. Legislative information shall be featured in at least **two (2)** issues.
5. All dates pertaining to the Wisconsin PTA Convention and the National PTA Convention shall be published in at least **one (1)** issue.
6. At least **one (1)** issue shall include information on Founder's Day.
7. Materials must be submitted electronically. A pdf format is recommended.
8. Entry must be prepared neatly and thoroughly, all materials printed or typed and all pictures labeled.
9. The first page shall only list the award name, PTA/PTSA name and region.
10. The **second page** shall be a Table of Contents.
11. The **third page** shall be the Wisconsin PTA Awards Application (found on page 3), completed as indicated.
12. The entry must contain the newsletter issues that meet the criteria above.
13. **Entry must be received electronically no later than March 1st at 12:00 p.m.**
14. Your PTA/PTSA must be in Good Standing.
15. Please check to ensure your PTA/PTSA name appears on the application the way you wish to have it appear on your award should you win.

COUNCIL NEWSLETTER AWARD – ONLINE ONLY

CRITERIA and RULES:

1. Must be a PTA/PTSA publication (not a school's newsletter).
2. Four (4) issues only, must be submitted for judging, no more, no less.
3. At least **one (1)** issue shall contain the addresses of the National PTA headquarters and the Wisconsin PTA Office.
4. Legislative information shall be featured in at least **two (2)** issues.
5. All dates pertaining to the Wisconsin PTA Convention and the National PTA Convention shall be published in at least **one (1)** issue.
6. At least **one (1)** issue shall include information on Founder's Day.
7. Materials must be submitted electronically. A pdf format is recommended.
8. Entry must be prepared neatly and thoroughly, all materials printed or typed and all pictures labeled.
9. The first page shall only list the award name, PTA/PTSA name and region.
10. The **second page** shall be a Table of Contents.
11. The **third page** shall be the Wisconsin PTA Awards Application (found on page 3), completed as indicated.
12. The entry must contain the newsletter issues that meet the criteria above.
13. **Entry must be received electronically no later than March 1st at 12:00 p.m.**
14. Your PTA/PTSA must be in Good Standing.
15. Please check to ensure your PTA/PTSA name appears on the application the way you wish to have it appear on your award should you win.

2016-17 PTA OF THE YEAR AWARD – LOCAL UNIT

CRITERIA and RULES:

1. The first page must be the Wisconsin PTA Awards Application (found on page 3), followed by a Table of Contents.
2. Unit must be in good standing as of the date of application.
3. Materials must be submitted electronically. A pdf format is recommended.
4. Unit must publish a newsletter; include three publications either print or online.
5. Unit must participate in and/or celebrate Founder's Day; include a complete description, no longer than 1 printed page, and pictures if possible.
6. Unit must promote the Reflections Program; include a complete description, no longer than 1 printed page, and pictures if possible.
7. Unit must promote Membership throughout the year; include a complete description, no longer than 1 printed page, and pictures if possible.
8. Unit must develop at least one community project that promotes the ideals of PTA; include a complete description, no longer than 1 printed page, and pictures if possible.
9. Unit must promote PTA legislation activity to membership; include a complete description, no longer than 1 printed page, and pictures if possible.
10. Unit must promote the Wisconsin PTA convention; include any newsletter articles or other examples of this promotion.
11. Please check to ensure your PTA/PTSA name appears on the application the way you wish to have it appear on your award should you win.

2016-17 PTA COUNCIL OF THE YEAR AWARD

1. The first page must be the Wisconsin PTA Awards Application (found on page 3), followed by a Table of Contents.
2. Council must be in good standing as of the date of application.
3. Must be submitted electronically. A pdf format is recommended.
4. Council must publish a newsletter; include three publications either print or online.
5. Must participate in and/or celebrate Founder's Day; include a complete description, no longer than 1 printed page, and pictures if possible.
6. Must promote the Reflections Program; include a complete description, no longer than 1 printed page, and pictures if possible.
7. Must promote Membership in the local units; include a complete description, no longer than 1 printed page, and pictures if possible.
8. Must develop at least one community project that promotes the ideals of PTA; include a complete description, no longer than 1 printed page, and pictures if possible.
9. Must promote PTA legislation with the local units; attend State sponsored legislative programs (when offered); present legislative information at council meetings; sponsor a school board candidate form; publish legislative information in the Council newsletter; include a complete descriptions, no longer than 2 printed pages (identify any/all delegates for State sponsored program attendees) and pictures if possible.
10. Must promote the Wisconsin PTA convention.
11. Please check to ensure your Council name appears on the application the way you wish to have it appear on your award should you win.