Get Involved in the PTA Network!
Share Unit/Council PTA Work

Membership is the key to a successful PTA - always keep in mind the old adage:

Many hands make light work!

This handbook will use the award criteria as a guideline to accomplish climbing membership numbers, the smooth operation of your local unit or council and successful partnerships and programs.

Note:
New Due Date for Award Entries

awards@wisconsinpta.org
February 17, 2019
Get Involved in the PTA Network!
Share Unit/Council PTA Work

One of the great aspects of being a part of PTA is the ability to share and learn from each other. Whether sharing the details of a remarkable program, or telling others your unit’s best practices in working well with members of your school staff, by networking your PTA successes, you make another PTA’s programs and people that much stronger and more effective!

Review this handbook, note the simple requirements for submitting your award and membership recognition entries in the many opportunities offered.

All deadlines are February 17, 2019 and submissions can be made online only to:

awards@wisconsinpta.org
New to the Awards Handbook!

Wisconsin PTA has combined the Awards to recognize and honor the work and people of PTA/PTSAs across Wisconsin with the Membership Awards achieved through the hard work of every local unit’s Membership Chairs and Committees.

To see the Membership Awards available as well as the Confirmation sheet to help ensure no PTA/PTSA misses out on an award, please see page 20 of this Handbook.

We hope this will help to simplify both the Awards and Membership Recognition process.

If you have any questions regarding your Membership recognition, please contact:

2017-19 Wisconsin PTA Membership Committee

Mike Almond
malmond@wisconsinpta.org

Cyndi Barbian
cycyndi@yahoo.com

Chloe Mattes
cmattes@wisconsinpta.org

Angie Mattes
amattes@wisconsinpta.org

Heidi Nicolazzo
beautifulswan3@yahoo.com

2018-19 Membership Recognition

- Back to School Award
- Honoring the Past, Influencing the Future
- Founder’s Day
- M.O.R.E.
- Student Shout Out
- 100% Faculty
- 100% Family
- Community
- Business Member/Partner

See Page 20 for Membership Recognition Award Opportunities & Criteria
Every PTA in Good Standing is Qualified to Enter

The Awards committee of the Wisconsin PTA is pleased to announce the following award opportunities, open to all PTAs and PTSAs in Good Standing, during the 2018-19 school year. Entries are due electronically at: awards@wisconsinpta.org - no hard-copy entries will be accepted - on or before February 17, 2019.

Local Unit and Council Awards

Traditional Program of the Year
Non-Traditional Program of the Year
Member Communication

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

*Honorary Life Membership and the Oak Leaf awards are also available for purchase by contacting the State Office at: info@wisconsinpta.org

Applications

Please find on the following pages the awards applications needed to share all of the outstanding programs, communications and people that make your PTA outstanding.

Only entries submitted by PTAs who are in Good Standing will be considered. A PTA in Good Standing is one which:

- Adhere to the objects and basic policies of the PTA
- Has 10 or more members to organize and 15 or more members to sustain good standing
- Remit State & National dues to Wisconsin PTA annually on or before November 1st
- Has current Bylaws
- Submits an officer list to the WI PTA office by September 15th.
- Submits a copy of the PTA audit form to the WI PTA office by November 1st.
- Submits proof of filing State and Federal tax forms in by December 15th.

2018-19
AWARDS
Wisconsin PTA
AWARDS APPLICATION 2018-19

All applications to be submitted electronically no later than February 17, 2019 12:00 p.m.

Application for:
□ Local Unit □ Council □ Individual

Award applying for:
□ Program of the Year □ Member Communication □ PTA of the Year
□ Outstanding Educator Award □ Ronald Dunlap - □ Auspicious Advocate
□ Katzer-Smith Volunteer Service □ Administrator of the Year □ Honorary Life Membership
□ Kim Schwantes Watching Children Blossom □ Joan Dykstra Friend of Children

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

Name of Nominee (if individual):
__________________________________________________________

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

*Note the following applications 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
(INDIVIDUAL)

This nomination is for the Wisconsin PTA Honorary Life Membership Award, the highest honor presented by Wisconsin PTA, 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 2018-19 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 special 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 note: 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 February 17th 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: awards@wisconsinpta.org

*Note: Any nominee for Wisconsin PTA Honorary Life Membership not selected by the Awards Committee can still receive an Honorary Life Membership from a local unit or council through purchase from the Wisconsin PTA office.
The Katzer-Smith Volunteer Service Award serves to recognize 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 2018-19 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 February 17th 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: awards@wisconsinpta.org
Kim Schwantes was the 1st 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 who 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 2018-19 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, council or other health, welfare and/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 February 17th** to be eligible for consideration.
Ronald Dunlap has served the WI PTA Board of Directors for over a decade as the Association of WI 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 service to PTA the Ronald Dunlap Administrator award was created to recognize school administrators who exemplify excellence in educational administration. The criteria for this award include: excellence in administrative effectiveness; past and present PTA involvement; community and professional organization involvement. This award will be presented at the Wisconsin PTA Convention in April. It is appreciated if recipients be in attendance.

**Ronald Dunlap Administrator of the Year Selection Criteria**

The Wisconsin PTA Awards Application 2018-19 must be submitted for any nominee(s).

Address in 300 words or less the following criteria as they pertain to your nominated 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.
- **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.
- **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?
- **PTA**: Summarize the administrator’s involvement with the PTA. How does he or she demonstrate commitment to the Objects of the PTA?
- **The Community**: Describe how the administrator links the school with the community. How does the administrator involve the community members in the life of the school, or draw on community resources, encourage students to participate in the community? Provide evidence that the administrator is accessible to community leaders and other community members.
- **The Profession**: Describe the nominee’s professional preparation and participation in continuing education and/or participation in professional associations. Note any relevant honors.
- **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 February 17th** to be eligible for consideration.
Nominees for Wisconsin PTA Outstanding Educator can be a classroom teacher, special area teacher, media specialist, reading specialist or EEN teacher, etc. This award is meant to honor teachers who are actively involved by nominating them for this distinction.

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 Elementary and Secondary teachers and will be presented at the Wisconsin PTA Convention in April. We would appreciate that recipients be in attendance.

**Outstanding Educator Selection Criteria**

The Wisconsin PTA Awards Application 2018-19 must be submitted for any nominee(s).

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

- **Relationship with Students.** Describe how the educator interacts with students. Be specific about things as how the educator builds on student strengths, helps students overcome weaknesses, recognizes and provides for individual differences among students, encourages a respect for differences and inspires students academically and personally.
- **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.
- **Relationship with PTA.** Summarize the educator’s involvement with the PTA. How does he or she demonstrate commitment to the Objects of the PTA?
- **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?
- **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 February 17th** 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: awards@wisconsinpta.org
Local Unit/Council Achievement Awards

Applications for Achievement Recognition Awards must be received electronically February 17, 2019 at 12:00 p.m. Units and councils submitting award applications must be in good standing. One 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! The award year runs from March to due date (February 17th).

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

Local Unit Outstanding Program of the Year Award – Traditional
An outstanding program award will be presented at both the elementary and at the secondary levels, if the programs merit the distinction.

Local Unit Outstanding Program of the Year Award – Non-Traditional
An outstanding program award will be presented at both the elementary and at the secondary levels, if the programs merit the distinction.

Local Unit Auspicious Advocate Award
A local unit, working to promote advocacy, the backbone of PTA, and submitting the required criteria, will be presented with the 1st Auspicious Advocate Award, if it merits the distinction.

Council Program of the Year Award
Award will be presented to the council with the best program for 2018-19, if it merits the distinction.

Local Unit Membership Communication Award
Award will be presented, at both the elementary and secondary levels, to the unit submitting the best communications overall from those meeting the criteria and following the rules outlined if it merits the distinction.

Council Membership Communication Award
Award will be presented to the council submitting the best communications overall from those meeting the criteria and following the rules outlined, 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 Program Awards
(TRAditional & Non-trAditional)

TRADITIONAL CRITERIA and RULES
• The outstanding program of a local unit is to be a single program in either an elementary or secondary PTA/PTSA school. It is not necessarily your PTA/PTSA’s programs for the entire year.
• Materials must be submitted electronically. A pdf format is recommended.
• Entry must be prepared neatly and thoroughly, all materials printed or typed and all pictures labeled.
• The first page shall only list the award name, PTA/PTSA name and region.
• The second page shall be a Table of Contents.
• The third page shall be the application form, below, completed as indicated.
• Entries 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.
• Include pictures, newsletters, flyers, newspaper clippings and other supportive materials that pertain to your program.
• Entry must be received electronically no later than February 15th at 12:00 p.m.
• Your PTA/PTSA must be in Good Standing.
• 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.

NON-TRADITIONAL CRITERIA and RULES

CRITERIA and RULES
• The outstanding program of a local unit is to be a single program in either an elementary or secondary PTA/PTSA school. It is not necessarily your PTA/PTSA’s programs for the entire year.
• Materials must be submitted electronically. A pdf format is recommended.
• Entry must be prepared neatly and thoroughly, all materials printed or typed and all pictures labeled.
• The first page shall only list the award name, PTA/PTSA name and region.
• The second page shall be a Table of Contents.
• The third page shall be the application form, below, completed as indicated.
• Entries 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.
• Include pictures, newsletters, flyers, newspaper clippings and other supportive materials that pertain to your program.

Entry must be received electronically no later than February 17th at 12:00 p.m.
Your PTA/PTSA must be in Good Standing.
Verify the PTA/PTSA name appears on the application the way you wish to have it appear on your award should your entry be selected.
ADVOCATE AWARD CRITERIA and RULES

- Advocacy is the backbone of PTA, this award is designed to recognize the advocacy achievements of local units.
- Materials must be submitted electronically. A pdf format is recommended.
- Entry must be prepared neatly and thoroughly, all materials printed or typed and all pictures labeled.
- The first page shall only list the award name, PTA/PTSA name and region.
- The second page shall be a Table of Contents.
- The third page shall be the application form, below, completed as indicated.
- Entries shall contain a precise report of all advocacy efforts, including, but not limited to: programs, advocacy education campaign(s) for a particular advocacy goal. Contents should be brief, yet complete. Describe your advocacy work, list partners, speakers, persons in charge, number of persons benefiting and how your advocacy goals were received.
- Include pictures, newsletters, flyers, newspaper clippings and other supportive materials that pertain to your program.
- **Entry must be received electronically no later than February 17th at 12:00 p.m.**
- Your PTA/PTSA must be in Good Standing.
- 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.

**Entry must be received electronically no later than February 17th at 12:00 p.m.**
Your PTA/PTSA must be in Good Standing.
Verify the PTA/PTSA name appears on the application the way you wish to have it appear on your award should your entry be selected.
CRITERIA and RULES

- 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.
- Materials must be submitted electronically. A pdf format is recommended.
- Entry must be prepared neatly and thoroughly, all materials printed or typed and all pictures labeled.
- The first page shall only list the award name, PTA/PTSA name and region.
- The second page shall be a Table of Contents.
- The third page shall be the application form, below, completed as indicated.
- Entries 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.
- Include pictures, newsletters, flyers, newspaper clippings and other supportive materials that pertain to your program.

Entry must be received electronically no later than February 17th at 12:00 p.m.

Your Council must be in Good Standing.
Verify the Council name appears on the application the way you wish to have it appear on your award should your entry be selected.
PRINT ONLY

CRITERIA and RULES

- Must be a PTA/PTSA publication (not your school’s newsletter).
- **Four (4)** issues must be submitted for judging, no more, no less.
- At least **one (1)** issue shall contain the addresses of the National PTA headquarters and the Wisconsin PTA Office.
- Legislative information shall be featured in at least **two (2)** issues.
- All dates pertaining to the Wisconsin PTA Convention and the National PTA Convention shall be published in at least **one (1)** issue.
- At least **one (1)** issue shall include information on Founder’s Day.
- Materials must be submitted electronically. A pdf format is recommended.
- Entry must be prepared neatly and thoroughly, all materials printed or typed and all pictures labeled.
- The first page shall only list the award name, PTA/PTSA name and region.
- The second page shall be a Table of Contents.
- The third page shall be the application form, below, completed as indicated.
- The entry must contain the newsletter issues that meet the criteria above.

ONLINE/WEBSITE ONLY

CRITERIA and RULES

- Must be a PTA/PTSA publication (not your school’s newsletter).
- Four (4) issues only, must be submitted for judging, no more, no less.
- At least **one (1)** issue shall contain the addresses of the National PTA headquarters and the Wisconsin PTA Office.
- Legislative information shall be featured in at least **two (2)** issues.
- All dates pertaining to the Wisconsin PTA Convention and the National PTA Convention shall be published in at least **one (1)** issue.
- At least **one (1)** issue shall include information on Founder’s Day (not a Founder’s Day event). Materials must be submitted electronically. A pdf format is recommended.
- Entry must be prepared neatly and thoroughly, all materials printed or typed, and all pictures labeled.
- The first page shall only list the award name, PTA/PTSA name and region.
- The second page shall be a Table of Contents.
- The third page shall be the application form, below, completed as indicated.
- The entry must contain the newsletter issues that meet the criteria above.

**Entry must be received electronically no later than February 17th at 12:00 p.m.**

Your PTA/PTSA must be in Good Standing.

Verify the PTA/PTSA name appears on the application the way you wish to have it appear on your award should your entry be selected.
Member Communication Award
PRINT OR ONLINE/WEBSITE

PRINT ONLY
CRITERIA and RULES

- Must be a PTA/PTSA publication or communication (not a school’s newsletter).
- Four (4) issues only, must be submitted for judging, no more, no less.
- At least one (1) issue shall contain the addresses of the National PTA headquarters and the Wisconsin PTA Office.
- Legislative information shall be featured in at least two (2) issues.
- All dates pertaining to the Wisconsin PTA Convention and the National PTA Convention shall be published in at least one (1) issue.
- At least one (1) issue shall include information on Founder’s Day.
- Materials must be submitted electronically. A pdf format is recommended.
- Entry must be prepared neatly and thoroughly, all materials printed or typed and all pictures labeled.
- The first page shall only list the award name, PTA/PTSA name and region.
- The second page shall be a Table of Contents.
- The third page shall be the application form, below, completed as indicated.
- The entry must contain the newsletter issues that meet the criteria above.

ONLINE/WEBSITE ONLY
CRITERIA and RULES

- Must be a PTA/PTSA publication or communication (not a school’s newsletter).
- Four (4) issues only, must be submitted for judging, no more, no less.
- At least one (1) issue shall contain the addresses of the National PTA headquarters and the Wisconsin PTA Office.
- Legislative information shall be featured in at least two (2) issues.
- All dates pertaining to the Wisconsin PTA Convention and the National PTA Convention shall be published in at least one (1) issue.
- At least one (1) issue shall include information on Founder’s Day.
- Materials must be submitted electronically. A pdf format is recommended.
- Entry must be prepared neatly and thoroughly, all materials printed or typed and all pictures labeled.
- The first page shall only list the award name, PTA/PTSA name and region.
- The second page shall be a Table of Contents.
- The third page shall be the application form, below, completed as indicated.
- The entry must contain the newsletter issues that meet the criteria above.

Entry must be received electronically no later than February 17th at 12:00 p.m.
Your Council must be in Good Standing.
Verify the Council name appears on the application the way you wish to have it appear on your award should your entry be selected.
PTA of the Year
LOCAL UNIT

CRITERIA and RULES

- The first page must be the Wisconsin PTA Awards Application, followed by a Table of Contents.
- Unit must be in good standing as of the date of application.
- Materials must be submitted electronically. A pdf format is recommended.
- Unit must provide communication, either using social media or newsletter format, either in print or online/website; include three publications either print or online.
- Unit must participate in and/or celebrate Founder’s Day; include a complete description, no longer than 2 printed pages, and pictures if possible.
- Unit must promote the Reflections Program; include a complete description, no longer than 2 printed pages, and pictures if possible.
- Unit must promote Membership throughout the year; include a complete description, no longer than 2 printed pages, and pictures if possible.
- Unit must develop at least one community project that promotes the ideals of PTA; include a complete description, no longer than 2 printed pages, and pictures if possible.
- Unit must promote PTA legislation activity to membership; include a complete description, no longer than 2 printed pages, and pictures if possible.
- Unit must promote the Wisconsin PTA convention; include any communications/newsletter articles or other examples of this promotion.

Entry must be received electronically no later than February 17th at 12:00 p.m.

Your PTA/PTSA must be in Good Standing.
Verify the PTA/PTSA name appears on the application the way you wish to have it appear on your award should your entry be selected.
Council of the Year  
(COUNCIL)

CRITERIA and RULES

- The first page must be the Wisconsin PTA Awards Application, followed by a Table of Contents.
- Council must be in good standing as of the date of application.
- Must be submitted electronically. A pdf format is recommended.
- Council must produce member communication/newsletter; include three publications either print or online.
- Must participate in and/or celebrate Founder’s Day; include a complete description, no longer than 2 printed pages, and pictures if possible.
- Must promote the Reflections Program; include a complete description, no longer than 2 printed pages, with pictures if possible.
- Must promote Membership in the local units; include a complete description, no longer than 2 printed pages, and pictures if possible.
- Must develop at least one community project that promotes the ideals of PTA; include a complete description, no longer than 2 printed pages, and pictures if possible.
- 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 3 printed pages (identify any/all delegates for State sponsored program attendees) and pictures if possible.
- Must promote the Wisconsin PTA convention.

**Entry must be received electronically no later than February 15th at 12:00 p.m.**

Your PTA/PTSA must be in Good Standing.
Verify the PTA/PTSA name appears on the application the way you wish to have it appear on your award should your entry be selected.
2017-19 Wisconsin PTA
Awards Committee

Cyndi Barbian, Chair
cycyndi@yahoo.com

Robin Anderson
randerson@wisconsinpta.org

Michael Anton
antonpta@yahoo.com

Shannon Mishun
nini1313@wi.rr.com

Sheila Nally
snally@wisconsinpta.org

Awards Entry Email:
awards@wisconsinpta.org

Wisconsin PTA Office:
info@wisconsinpta.org

Awards for Purchase

Does your PTA have a very special person you would like to recognize with an award?

Wisconsin PTA can help with that!

A Wisconsin PTA Honorary Life Membership, with or without a special lapel pin, can be purchased at any time throughout the year. Prices are: $35.00 without the pin and $50.00 with the pin. Why wait until you hear from us - make your special person feel honored today!

PTA also offers the Oak Leaf Award, perfect to recognize retiring teachers, staff, board members or dedicated PTA volunteers. This award is suitable for framing and comes with the PTA Oak Leaf pin. Price is $20.00 and includes an Oak Leaf pin.

Order these awards today - recognizing extraordinary service is always appreciated by the recipient!
Wisconsin PTA Membership Recognition Awards

Awards listed below do NOT require an application form, however, you may want to use the Award Verification form provided on page 22 to ensure that your numbers match what Wisconsin PTA has on record.

The Award Verification needs to be completed and submitted to Wisconsin PTA at: info@wisconsinpta.org no later than February 17th, no exceptions will be made.

BACK TO SCHOOL AWARD: Award given to all local units with 25 members and dues received by the State Office on or before September 30th.

HONORING THE PAST, INFLUENCING THE FUTURE: Award given to all local units submitting their first dues and membership lists into state no later than November 1st.

FOUNDER’S DAY: Award will given to units maintaining 100% of their previous year's total membership plus 17, or more, members on or before February 17th.

M.O.R.E.: 25 or more male members
STUDENT SHOUT OUT: 25 or more student members
100% FACULTY: 100% of full time faculty as members
100% FAMILY MEMBERSHIP: 100% of enrolled families with (1) PTA member
COMMUNITY MEMBERSHIP: 10 or more members with no children in school
BUSINESS MEMBERSHIP PARTNER: 5 Businesses (1st 5 PTA's to submit 5 business membership Partners will receive a gift card)

Membership Tips

- Watch for Membership Monday eBlasts
- Set your goals – you could begin with these:
  - Add 5 parents, 5 teachers and 5 community members
  - Host a Membership Table/Booth at EVERY event in your school
  - Drop an Invitation at each house facing your school
  - Challenge your teachers and principal to join and challenge their peers in your district to join their PTAs
  - Ask your Administrator for a bulletin board or PTA Wall to highlight PTA activities
  - Consider incentives for joining PTA
Award eligibility for all Membership Recognition requires units **MUST be in GOOD STANDING** by having: First installment of dues, Audit and Proof of tax filing submitted no later than November 1st as well as current bylaws.

Complete the form below and send with a roster of names and dates dues were paid to the state office. Please indicate which award you are submitting names for. Awards marked with an asterisk (*) have an additional form that needs to be filled out and sent along. These forms are date sensitive, so please make sure you note all deadlines.

<table>
<thead>
<tr>
<th>Achievement Name</th>
<th>Date Submitted</th>
<th>Number Submitted</th>
<th>Amount Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back to School</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 members submitted by 9/30</td>
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<tr>
<td>Honoring the Past, Influencing the Future</td>
<td></td>
<td></td>
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<tr>
<td>First dues and lists submitted by 11/1</td>
<td></td>
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</tr>
<tr>
<td>M.O.R.E</td>
<td></td>
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<tr>
<td>25 or more male members</td>
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<tr>
<td>Student Shout Out</td>
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</tr>
<tr>
<td>25 or more student members</td>
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<tr>
<td>Founder’s Day</td>
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<tr>
<td>100% of last year’s membership +17</td>
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<tr>
<td>100% Faculty</td>
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<tr>
<td>Membership equal to number of full time faculty</td>
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<tr>
<td>100% Family Membership</td>
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</tr>
<tr>
<td>100% of enrolled families with one member</td>
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<tr>
<td>Community Membership</td>
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<tr>
<td>10 or more members (no children in school)</td>
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</tr>
<tr>
<td>Business Membership Partner</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>5 Business member/partners</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Local Unit Name:** ________________________________________________

**School Name:** ________________________________________________

**Region:** ________

**Membership Chair:** ________________________________________________

**Address:** ________________________________________________

**City:** ____________________________ **Zip:** ____________________________

**President:** ________________________________________________

**Treasurer:** ________________________________________________
Now that we are using Member Hub for all membership submissions please understand that we are using the “old” terminologies to make the explanations as clear as possible. Membership updates must be submitted in a timely manner using the Member Hub network.

Final qualifying dues and updates must be received in the State PTA Office prior to award application deadlines to be eligible for award consideration.

Membership recognition is based on a calendar of April 1st to March 31st.

Entries requiring an entry form should be sent via USPS or Email to:

**Wisconsin PTA**
4797 Hayes Road, Suite 102
Madison, WI 53704-3256
Attn: Membership Awards Committee

info@wisconsinpta.org Subject: Membership Recognition

All entries must be postmarked as stated on the application forms. Entries not meeting deadlines will be disqualified.

Each recognition entry must be submitted on a separate application. NO applications are necessary for:

- Back to School
- Honoring the Past, Influencing the Future
- Founder’s Day
- Business Membership Partner

Award applications can be found on the following pages for the recognition awards listed here:

- M.O.R.E.
- Student Shout Out
- 100% Family Membership
- 100% Faculty Membership
- Community Membership
M.O.R.E. AWARD APPLICATION

Name of PTA/PTSA __________________________________________________ Region _______
School Name_________________________________________________________________________
Address/City/Zip:______________________________________________________________________
Membership Chair: ___________________________________________________________________
Address/City/Zip: _____________________________________________________________________
Phone: ________________________________ Email: _____________________________________________________________________________
President: _________________________________________________________________________
Address/City/Zip: _____________________________________________________________________
Phone: ________________________________ Email: _____________________________________________________________________________
Number of Male Members Submitted: _________________________________________________

Note: PTA MORE (Men Organized to Raise Engagement) is a coalition of organizations working
to ensure greater father and male involvement in programs that support the safety, health, academic and social
development of all children. The award will be given to the unit who has 25 or more male members (not including staff.) Application must be RECEIVED on or before March 1st. First installment of dues must have been postmarked by November 1st to be eligible for this award.

STUDENT SHOUT OUT AWARD APPLICATION

Name of PTA/PTSA __________________________________________________ Region _______
School Name_________________________________________________________________________
Address/City/Zip:______________________________________________________________________
Membership Chair: ___________________________________________________________________
Address/City/Zip: _____________________________________________________________________
Phone: ________________________________ Email: _____________________________________________________________________________
President: _________________________________________________________________________
Address/City/Zip: _____________________________________________________________________
Phone: ________________________________ Email: _____________________________________________________________________________
Total Number of Students Submitted _________________________________________________

Note: The award will be given to the unit who has 25 or more students. Application must be RECEIVED on or before March 1st. First installment of dues must have been postmarked by November 1st to be eligible for this award.
Membership Award Forms

100% FACULTY MEMBERSHIP

Name of PTA/ PTSA _________________________________ Region ________
School Name___________________________________________
Address/City/Zip: ________________________________________
Membership Chair: _______________________________________
Address/City/Zip: ________________________________________
Phone: __________________________ Email: ___________________
President: _______________________________________________
Address/City/Zip: ________________________________________
Phone: __________________________ Email: ___________________
# Full time Faculty Members ____________ # Part-time Faculty Members ______________
Principal's Signature _______________________________________

Note: All full time faculty must join your PTA to qualify. Application must be RECEIVED on or before March 1st. First installment of dues must have been received by November 1st to be eligible for this award.

COMMUNITY MEMBER AWARD

Name of PTA/ PTSA _________________________________ Region ________
School Name___________________________________________
Address/City/Zip: ________________________________________
Membership Chair: _______________________________________
Address/City/Zip: ________________________________________
Phone: __________________________ Email: ___________________
President: _______________________________________________
Address/City/Zip: ________________________________________
Phone: __________________________ Email: ___________________
Number of Community Members submitted _______________________

Note: The award will be given to a unit with 25 or more community members. Community members include grandparents, friends and relatives and members of the general community who do not have children attending your local unit’s school. Application must be RECEIVED on or before March 1st. First installment of dues must have been postmarked by November 1st to be eligible for this award.