

WEST ALLIS-WEST MILWAUKEE PTA COUNCIL

2017-2018 AWARD POLICIES

(Policies do not apply to VIP Awards)

CRITERIA

The applying PTA should:

1. Adhere to the objects and basic policies of PTA.
2. Review or revise the Bylaws every three years and submit to Wisconsin PTA for approval.
3. Conduct a Membership Drive.
4. Publish at least two (2) PTA Newsletters/Communications.
5. Participate in PTA Council's Founders Day event.
6. Distribute information and/or participate in Reflections Project.
7. Submit Council Dues to the PTA Council Treasurer no later than December 1, 2017.
8. Hold at least two General Meetings. To qualify as a General PTA meeting, the membership must be notified and the meetings must be represented by a quorum of general membership, be called to order, minutes and Treasurer's Report presented, committee reports given, unfinished and new business discussed, announcements made and the meeting adjourned.
9. Contribute to the WA-WM PTA Council Scholarship Fund and submit donation to the Council Treasurer by December 1, 2017.
10. Be represented at all regularly scheduled Council Meetings; up to two excused absences allowed (the council president should be notified)
11. Submit your local unit audit report to the Wisconsin State PTA by November 1, 2017.
(The audit requirement will not apply to new PTA local units.)
12. Separate awards will be given for Elementary and Secondary Divisions for the following awards: Short Term Program, Long Term Program, Newsletter, PTA of the Year and Membership Program
13. Booklet cover art and decorations are not a factor in award decisions. Three ring binders, page prongs or sheet protectors are encouraged to avoid any materials from being misplaced.

WA-WM PTA COUNCIL 2017-2018

Rules for Applying

The West Allis-West Milwaukee PTA Council awards year will run from April 1, 2017, through March 31, 2018.

ALL applications or entries must be submitted to the Awards Committee on or before April 4, 2018, (by the end of the Council meeting 8pm). Entries not meeting deadlines or criteria will be disqualified.

Entries must be submitted separately for each award.

You must use Criteria Award Application Forms provided.

The PTA name listed on the application should be exactly as you wish it to appear on your award.

Additional submissions: Judges will NOT review video, floppy discs, etc. Only information found on the pages stapled or paper clipped to the Application form will be considered. (It is not possible to guarantee what technology will be available at the time of judging.)

If you are unsure of what is required for each of these nominations, please contact a member of the Awards Committee prior to the submission deadline. Contact information can be found at www.wawmptacouncil.org page under Committee Info.

WA-WM PTA COUNCIL 2017-2018

OAK TREE Award Application

PTA Name: _____

PTA President: _____ Phone: _____

Number of PTA Members for the current school year (as of April 1st): _____

Date Bylaws were last approved by Wisconsin PTA: _____

Check off the following statements, which have been fulfilled for this 2017-18 school year

Our PTA has a copy of approved bylaws (must be updated and approved every 3 years).

Our PTA has published at least 2 PTA newsletters/communications during the current school year.

Our PTA has conducted at least 2 general PTA meetings during the current school year.

Our PTA has conducted at least 1 special event for students and/or parents.

Our PTA has conducted a Membership Drive.

Our PTA has conducted a service project (ex.: clothing or food drive, voter registration, etc.)

Please indicate the service project: _____

Our PTA participated in the WA-WM PTA Council's Founders Day event.

Our PTA distributed information and/or participated in a Reflections Project.

Our PTA submitted Council dues by December 1st of the current school year.

Our PTA contributed to the WA-M PTA Council Scholarship Fund. Funds were received by the PTA Council Treasurer on, or before December 1st.

Our PTA was represented at all regularly scheduled PTA Council meetings by the PTA President, Council Delegate(s), Principal or Designated Alternate (to be verified by Council Meeting Attendance Sign-In sheets). These representatives were:

Our PTA meets the criteria for all awards policies.

Answer the following question, limit response to one typewritten page 8-1/2 x 11: How have the principles of PTA been carried out by your local PTA unit for the betterment of children and families in your school?

WA-WM PTA COUNCIL 2017-2018

Newsletter Award

CRITERIA

1. Must comply with the WA-WM PTA Council policies for awards.
2. Must be a PTA publication or separate page dedicated to PTA.
3. The school newsletter shall not be included in the PTA newsletter entry.
4. Must promote Reflections in at least one issue.
5. Legislative issues must be included in at least two issues.
6. Must provide historical information on PTA's Founders Day (this is NOT Carnival).
7. Must promote Council's Founders Day Carnival (February 11th).
8. Must promote a Council Project in at least one issue.
9. One issue must contain the address and websites of the Wisconsin PTA and the National PTA offices.
10. The dates pertaining to the Wisconsin State PTA and National PTA conventions shall be published in at least one issue.

RULES FOR APPLYING

1. Entry must be received by the Awards Committee on/before April 4, 2018.
2. Shall submit four (4) issues.
3. Materials must be attached – please do not submit binders.
4. The first page shall be the completed Newsletter Award Application form.

WA-WM PTA COUNCIL 2017-2018

Newsletter Award Application Form

PLEASE PRINT OR TYPE

PTA NAME: _____

SCHOOL NAME: _____

NAME OF PUBLICATION:

NEWSLETTER EDITOR: _____

NAME OF PERSON SUBMITTING ENTRY: _____

TELEPHONE (EVENING): _____

WA-WM PTA COUNCIL 2017-2018

Website Award

CRITERIA

1. Must comply with the WA-WM PTA Council policies for awards.
2. Must be a PTA publication or separate website dedicated to PTA.
3. The school website shall not be included in the PTA website entry.
4. Must promote Reflections Program.
5. Legislative issues must be included and updated at least twice.
6. Must provide historical information on PTA's Founders Day (this is NOT Carnival).
7. Must promote Council's Founders Day Carnival (February 11th).
8. Must promote a Council Project.
9. Site must contain the address and websites of the Wisconsin PTA and the National PTA offices.
10. The dates pertaining to the Wisconsin State PTA and National PTA conventions shall be published on the site.

RULES FOR APPLYING

1. Entry must be received by the Awards Committee on/before April 4, 2018.
2. Must include website address for viewing.
3. Materials must be attached.
4. The first page shall be the completed Website Award Application form.

Website Award Application Form

PLEASE PRINT OR TYPE

PTA NAME: _____

SCHOOL NAME: _____

NAME OF PUBLICATION:

WEBSITE EDITOR: _____

NAME OF PERSON SUBMITTING ENTRY: _____

TELEPHONE (EVENING): _____

WA-WM PTA COUNCIL 2017-2018

Membership Program Award

CRITERIA

1. Must comply with the WA-WM PTA Council policies for awards.

RULES FOR APPLYING

1. Entry must be received by the Awards Committee on/before April 4, 2018.
2. Materials must be stapled or paper clipped.
3. All materials must be typed or printed. All pictures must be labeled and the booklet prepared in a neat and thorough manner.
4. The first page shall be the completed Membership Program Award Application form.
5. The entry must contain a complete description of the PTA Membership Drive for the current year.
6. The entry must contain copies of all information sent out for the Membership Drive throughout the current school year.
7. Feel free to include photographs, artwork, newspaper clippings, etc.

WA-WM PTA COUNCIL 2017-2018

Membership Program Award Application Form

PLEASE PRINT OR TYPE

PTA NAME: _____

SCHOOL NAME: _____

PTA PRESIDENT: _____

PTA MEMBERSHIP CHAIR:

NAME OF PERSON SUBMITTING ENTRY: _____

TELEPHONE (EVENING): _____

TOTAL MEMBERSHIP 2017-2018: _____

WA-WM PTA COUNCIL 2017-2018

Short Term Program Award

CRITERIA

1. Must comply with WA-WM PTA Council Policies for Awards.
2. Must be supported, planned, organized and/or run by the PTA. Specific activities must take place in a period of less than one month.

RULES FOR APPLYING

1. Entry must be received by the Awards Committee on/before April 4, 2018.
2. Materials must be stapled or paper clipped.
3. The first page shall be the completed Short Term Program Award Application form.
4. The booklet shall contain a precise report of the program. Contents should be brief but complete.
5. Describe the program, list speakers or persons in charge, number of persons attending and the reception or impact of the program.
6. Include pictures, newsletters, fliers, newspaper clipping or articles and other materials, which pertain to your program.

WA-WM PTA COUNCIL 2017-2018

Short Term Program Award Application Form

PLEASE PRINT OR TYPE

PTA NAME: _____

SCHOOL NAME: _____

PTA PRESIDENT: _____

PROGRAM NAME: _____

PROGRAM CHAIR: _____

NAME OF PERSON SUBMITTING ENTRY: _____

TELEPHONE (EVENING): _____

WA-WM PTA COUNCIL 2017-2018

Long Term Program Award

CRITERIA

1. Must comply with WA-WM PTA Council Policies for Awards.
2. Must be supported, planned, organized and/or run by the PTA. Specific activities must take place in a period of one month or more.

RULES FOR APPLYING

1. Entry must be received by the Awards Committee on/before April 4, 2018.
2. Materials must be stapled.
3. Booklet must be neat, thorough, all materials printed or typed and all pictures labeled.
4. The first page shall be the completed Long Term Program Award Application form.
5. The booklet shall contain a precise report of the program. Contents should be brief but complete. Describe the program, list speakers or persons in charge, number of persons attending and the reception or impact of the program.
6. Include pictures, newsletters, fliers, newspaper clipping or articles and other materials, which pertain to the program.

WA-WM PTA COUNCIL 2017-2018

Long Term Program Award Application Form

PLEASE PRINT OR TYPE

PTA NAME: _____

SCHOOL NAME: _____

PTA PRESIDENT: _____

PROGRAM NAME: _____

PROGRAM CHAIR: _____

NAME OF PERSON SUBMITTING ENTRY: _____

TELEPHONE (EVENING): _____

WA-WM PTA COUNCIL 2017-2018

PTA of the Year Award

CRITERIA

1. Must comply with the WA-WM PTA Council policies for awards.
2. This Award is designed to recognize a local PTA unit, at the elementary and secondary level, which is considered to have been exemplary in supporting the mission of PTA.

RULES FOR APPLYING

1. The entry shall be stapled or paper clipped.
2. The first page shall be the completed PTA of the Year Award Application form.
3. The second page shall list delegates/representatives of the local PTA unit that attended each meeting of the WA-WM PTA Council.
4. The entry must be neatly and thoroughly prepared. All materials printed or typed and all pictures labeled.
5. Include any of the following that outline the PTA advocacy programs (as stated in the PTA Mission Statement), parent involvement, and collaboration with staff and community involvement: pictures, fliers, newsletters, etc. Your programs/activities may be sponsored by your PTA or be co-sponsored with another entity.
6. Include two (2) PTA newsletters/communication from the current school year.
7. Provide information about the PTA membership drive including fliers, pictures, newsletters, and etc. promoting PTA membership.

WA-WM PTA COUNCIL 2017-2018

PTA of the Year Award Application Form

PLEASE PRINT OR TYPE

PTA NAME: _____

SCHOOL NAME: _____

PTA PRESIDENT: _____

NAME OF PERSON SUBMITTING ENTRY: _____

TELEPHONE (EVENING): _____

PTA WAS REPRESENTED AT COUNCIL MEETINGS BY:

SEPTEMBER: _____

OCTOBER: _____

NOVEMBER: _____

DECEMBER: _____

JANUARY: _____

FEBRUARY: _____

MARCH: _____

April: _____

WA-WM PTA COUNCIL 2017-2018

VIP Awards

Any PTA member can nominate the following awards. These people and units are in our district ~ it's time for them to be recognized! All nominees will be considered and recognized in the awards program. Winners will have awards presented at the Awards Banquet to be applauded by their peers. It is an honor to give and an honor to receive any of these VIP awards. We all know a Very Important PTA or PTA Person, deserving of these honors. Please take the time to recognize a job, or two, well done! Following these descriptions you will find the Application Form. Please submit a separate application for each nominee. If your local unit submission does not meet the criteria specified within the award, or no submission is received for a particular VIP Award, a winner will be selected at the discretion of the Awards Committee.

GOOD DEED AWARD

This award is designed to recognize a local unit for a service project. Submit one or two printed or typed sheet(s) explaining the project in its entirety with an outside cover sheet including the award name, the PTA name and the current school year. Up to three additional pages for pictures, clippings and fliers may be submitted.

ANGEL OR GOOD GUY AWARD

This award is designed to recognize a man (Good Guy) or woman (Angel) who has contributed unselfishly and actively to the PTA for five (5) or more years. This person is one who personifies the concepts, objects and principles of PTA. Someone who has actively devoted themselves to the betterment of students within the School and/or School District.

ROOKIE OF THE YEAR

This award is designed to recognize a new PTA volunteer, identified as someone with two years or less involvement in PTA. This person will have joined PTA and made a significant contribution to a unit or council in the short time they have been involved. *All Entries for the above-mentioned categories must be submitted in stapled or paper clipped format with the VIP Award Application Form. The entry should contain the nominee's name, background information (i.e.: school and PTA affiliation, number of years in PTA, impact on students, offices held, etc.). Entries should be typed or printed and pictures labeled.

GOLDEN ACORN VOLUNTEER SERVICE AWARD

This award is designed to recognize any person felt to be an exemplary volunteer; this person does not need to be a PTA member. This is a person who has given selflessly to the community, volunteered countless hours, possibly without ever holding office or being a committee chair. Individuals to nominate might include those who have been an active participant in school/district activities, civic functions, church projects, etc. Council, with this award is looking to honor not so much the leaders, but the "doers" that take the day-to-day PTA

activities from a dream to reality. *Entries for Golden Acorn must be submitted in stapled or paper clipped format with the VIP Award Application Form. The entry should contain the nominee's name, background information (ex: school and PTA affiliation, PTA involvement, participation in PTA, church/community activities, employment-related volunteer work, etc.) supporting the purpose of the award.

FRIEND OF PTA

This award is designed to recognize a person who has supported and contributed selflessly to the PTA and/or PTA Council. Someone who personifies the concepts, objects and principles of PTA, and has given of themselves to and for the betterment of the students of the District.

*Entries must be submitted in stapled or paper clipped format with the VIP Award Application Form. The entry should contain the nominee's name, background information supporting the purpose of the award.

WISCONSIN HONORARY LIFE AWARD

This award is the highest honor Wisconsin PTA can bestow on a member for lifelong service to PTA. This person will have dedicated to her/his talents, time and resources for the good of the PTA in the WA-WM School District at large over a number of years. Nominees are those who personify the objects and principles of PTA. *Entries must be submitted in stapled or paper clipped format with the VIP Award Application Form. The entry should contain the nominee's name, background information including name, PTA affiliation(s), number of years in PTA, impact for students, offices held and additional material that will support the purpose of the award. **Please Note: This award can also be submitted to the Wisconsin State PTA by any PTA member or Local Unit, applications are available in the Fall Mailing from Wisconsin PTA that is sent to all unit presidents.

The Application Form for all VIP AWARDS follows:
WA-WM PTA COUNCIL 2017-2018

VIP Award Application Form

(Good Deed, Angel or Good Guy, Rookie of the Year, Golden Acorn, Friend of PTA, and Wisconsin Honorary Life.)

PLEASE PRINT OR TYPE

NOMINEE NAME: _____

AWARD NAME: _____

NAME OF PERSON SUBMITTING ENTRY: _____

TELEPHONE (EVENING): _____

TEACHER OF THE YEAR

As we are all aware of the vital role the formal education process plays in the development of a child, the successful implementation of this process is dependent on a highly motivated and capable teaching staff. The WA-WM PTA Council will recognize all of the nominees and present a personalized plaque to the teacher we feel exemplifies the special qualities and attributes deserving of this award. Eligibility is not restricted to any grade level, subject or specialty. Criteria for selection will be based on responses to the questions on the nominating form (attached). If your local unit submission does not meet the criteria specified within the award, or no submission is received for a Teacher of the Year, a winner will be selected at the discretion of the Awards Committee.

2017-2018 WA-WM PTA COUNCIL CRITERIA

Entries must be submitted in stapled or paper clipped format with a cover sheet. The name of the award and current school year must be printed on the cover sheet. The entry should contain background information supporting the purpose of the award. Up to two pages (typed) can be used to respond to the questions below. In addition, you may add letters of recommendation, supporting documents and pictures. The application is not to exceed eight (8) pages.

QUESTIONS:

1. Describe extra school activities for children or youth that demonstrate this teacher's involvement above and beyond expectations.
2. List school/community activities.
3. Indicate other community involvement.
4. Describe how the nominee initiates communication with parents.
5. Describe the nominee's relationship with parent volunteers.
6. In 100 words or less, explain why you have chosen to nominate this person.

2017-2018 TEACHER OF THE YEAR AWARD APPLICATION FORM NOMINEE INFORMATION

Name:

School:

Contact Person: _____

Phone: _____

Staff Member of the Year

As we are all aware of the vital role the formal education process plays in the development of a child, the successful implementation of this process is dependent on a highly motivated and capable staff members. We recognize that many staff members such as Counselors, Secretaries, Custodians, Teachers Aides, and even Assistant Principals play a vital role and want to recognize them for their hard work. The WA-WM PTA Council will recognize all of the nominees and present a personalized plaque to the staff member we feel exemplifies the special qualities and attributes deserving of this award. Eligibility is not restricted to any grade level, subject or specialty. Criteria for selection will be based on responses to the questions on the nominating form (attached). If your local unit submission does not meet the criteria specified within the award, or no submission is received for a Staff Member of the Year, a winner will be selected at the discretion of the Awards Committee.

2017-2018 WA-WM PTA COUNCIL CRITERIA

Entries must be submitted in stapled or paper clipped format with a cover sheet. The name of the award and current school year must be printed on the cover sheet. The entry should contain background information supporting the purpose of the award. Up to two pages (typed) can be used to respond to the questions below. In addition, you may add letters of recommendation, supporting documents and pictures. The application is not to exceed eight (8) pages.

QUESTIONS:

1. Describe extra school activities for children or youth that demonstrate this staff member's involvement above and beyond expectations.
2. List school/community activities.
3. Indicate other community involvement.
4. Describe how the nominee initiates communication with parents.
5. Describe the nominee's relationship with parent volunteers.
6. In 100 words or less, explain why you have chosen to nominate this person.

Staff Member OF THE YEAR AWARD APPLICATION FORM

NOMINEE INFORMATION

Name:

School:

Contact Person: _____

Phone: _____

PRINCIPAL OF THE YEAR

As we are all aware of the vital role the formal education process plays in the development of a child, the successful implementation of this process is dependent on a highly motivated and capable principal. The WA-WM PTA Council will recognize all of the nominees and present a personalized plaque to the principal we feel exemplifies the special qualities and attributes deserving of this award. Criteria for selection will be based on responses to the questions on the nominating form (attached). If your local unit submission does not meet the criteria specified within the award, or no submission is received for a Principal of the Year, a winner will be selected at the discretion of the Awards Committee.

CRITERIA

Entries must be submitted in stapled or paper clipped format with a cover sheet. The name of the award and current school year must be printed on the cover sheet. The entry should contain background information supporting the purpose of the award. Up to two pages (typed) can be used to respond to the questions below. In addition, you may add letters of recommendation, supporting documents and pictures. The application is not to exceed eight (8) pages.

QUESTIONS:

1. Describe school activities for children or youth that demonstrate this principal's involvement above and beyond expectations.
2. List school/community activities.
3. Indicate other community involvement.
4. Describe how the nominee initiates communication with parents.
 5. Describe the nominee's relationship with parent volunteers.
 6. In 100 words or less, explain why you have chosen to nominate this person.

WA-WM PTA COUNCIL

2017-18 PRINCIPAL OF THE YEAR AWARD APPLICATION FORM

NOMINEE INFORMATION

Name:

School:

Contact Person: _____

Phone: _____

West Allis West Milwaukee PTA Awards Information

Awards Committee Chair- Jill Wessel phone- 414-745-7918 or email 1stvp@wawmptacouncil.org

Committee Members- Jill Wessel, Dawn Petrovick, Doug Freiberg, Elly Gross, Shannon Mishun

West Allis West Milwaukee Council Banquet Friday May 11th 2018 (tentative)

Check the website www.wawmptacouncil.org for more details.