

# PTA Unit Spotlight Award

## Application helpful hints

### Be sure you have met all the criteria for award consideration:

- Unit is in good standing: dues, insurance and Workers Compensation Annual Payroll Report received
- Unit has qualified for Ready, Set Remit! Award
- Unit bylaws are current.
- **Application is received by February 1 IN the state PTA office**
- Faxes or e-mailed applications will not be accepted.

NO application received after the due date will be considered.

### Check that your application is complete.

- Each award category three single-sided pages maximum
- Three additional single-sided supplemental pages per category
- **Signed by the council and district president.**

### Make certain that the described format is followed.

- 12 point font, 1 inch margins, double spaced (See *Toolkit 7.6.2*).
- No folders, sheet protectors, colored paper or three-dimensional attachments.
- Do NOT use unauthorized copyrighted materials.

### Write the Application as if YOU were a judge.

- Put the name of the award you are applying for at the top of the page. If you are applying for more than one award, complete the answers for the first award before going on to the next category.
- Each category should be addressed separately. Respond to all four questions on the application.
- Do not describe a fundraising event.
- You may use one event or activity for all the categories.
- Be focused and concise.
- Proofread at least twice! Grammar, punctuation and style are not judged; however, clarity and strong descriptions do help!