

(Your School Name Here)
Guide to Honorary Service Award Selection

The California State PTA has established a statewide volunteer recognition program to recognize and honor individuals and organizations for their work as advocates for the needs of children and youth. Each year, the Honorary Service Award Program recognizes thousands of volunteers through presentation of the Honorary Service Award, Continuing Service Award, Golden Oak Award, and Very Special Person Award. A monetary contribution is made by the awarding PTA in the name of the recipient, to the California State PTA Scholarship and Grant Program.

Procedure for Selecting HSA Recipient(s)

- 1) The President should review the Toolkit Section 7.6.3 for a complete description of the Honorary Service Award program.
- 2) In order to distinguish the award as a PTA award and not a school award (such as "Teacher of the Year" and "Classified Employee of the Year,") it is not recommended that the school principal serve on the HSA Committee or announce the winners.
- 3) The HSA Committee should be appointed by March to allow the Committee to solicit nominations from members, research nominee service, select winners and notify the membership of winners.
- 4) Nomination Forms (see attached) should be provided to members in no later than March. These forms will be provided to the members by the President. A deadline should be established in order to allow time for confirmation and clarification of information by nominators and the Committee.
- 5) Nomination Forms should include appropriate background information and reasons for suggesting the nominee. Specific areas of service should be included that reflect the Honorary Service Award Scoring Rubric categories that will be used to evaluate nominees. A space to list the nominator's name and contact information may be helpful should further information be required.

Specific Recommendations to the Committee in Evaluating Nominations

- 1) REMEMBER—THIS IS A SERVICE AWARD! Nominations for outstanding community volunteers may be submitted that may not align with the specific mission of the PTA or the Honorary Service Award. Because the PTA is proud of its volunteer service to children and youth, the most weighted scoring consideration is to honor members of the PTA.
- 2) Service to children and youth may be defined as volunteer service above and beyond what is recognized as part of a person's responsibilities, duties of office or job. Faculty and staff nominees should have a volunteer record towards assisting the PTA and/or an outstanding volunteer record unrelated to their salaried responsibilities such as serving on special district committees.
- 3) A nominee considered for this award should be working for the good of all children in the entire school community. Their activities and contributions will cover various areas and not just one.

4) Awards should be made at the time of service. Awards should be given to the most deserving candidate(s) for the current calendar year (one year back from the current date) except pertaining to the Continuing Service Award. Avoid passing by high scoring nominees because they may be receiving or have received another award in the community or from other local units. Avoid passing by a nominee because they will be keeping their current office and can receive the award next year instead. Also, avoid "retirement awards" or evaluating volunteer service prior to the current calendar year. Avoid consideration of friendships or other subjective information.

5) Using the attached Scoring Rubric & Scoring Work Sheet, each member should apply the listed criteria to each nomination on their Scoring Worksheet. The results from each Committee member are merged into a final score for each nominee. The total point findings per nominee are then listed in order from highest to lowest.

6) Unless the PTA budget or Standing Rules limits the number of awards, the number of award winners should be flexible and determined based on the point spread amongst nominees. Scores tend to settle out in groups similar to a teacher's grading curve. If a specific number of awards are to be given, but a group of similar scoring nominees is bisected, the Committee may wish to discuss and re-score that group.

The Committee chairperson should destroy all documents related to the scoring after award presentation. Discussion amongst the committee members shall remain confidential.

7) Winners should be honored publicly for their service to children and youth. Presentation of the award(s) is the time to inform members and the community why we are acknowledging the winner(s) by sharing their history of volunteer service and to celebrate as a group their accomplishments. The Committee should decide amongst themselves how and who will present the winners.

8) Contact the President to coordinate recognition of the recipient(s.) Examples include: flowers, posters, engraved plaques, etc.

9) Contact the PTA Treasurer to send the winner(s) required information and monetary donation to the State PTA office for processing. The required forms for submission are downloadable from the California State PTA website at www.capta.org under programs or from the Toolkit. Allow 4-6 weeks for processing.

(Your School Name Here)

Scoring Rubric & Scoring Work Sheet

	Nominee #1	Nominee #2	Nominee #3	Nominee #4	Nominee #5
A. PTA/PTSA Service Score 0-5 Multiply x 4					
B. School Volunteer (Non PTA) Score 0-4 Multiply x 3					
C. Non-School Community Service Score 0-4 Multiply x 1					
Total Score					

Questions to Answer When Determining the Category Ratings on a Scale

A. PTA/PTSA Service (0-5)

Is the nominee a current member of the PTA? Does the nominee hold an elected office on the PTA Executive Board? (Greatest amount of responsibility and meetings) If not, does the nominee serve on the PTA as a voting board member, ad hoc chairperson, or other committee chair? How much PTA training or other support education did the nominee participate in? (4th District Training, CUCPTSA Workshops, California State PTA Convention, National PTA Convention etc.) Is the nominee a leader or more of a "worker bee?" Does the nominee volunteer often on a variety of PTA business/activities? Does the nominee volunteer to chair an event or committee when no other leader can be secured? Does the nominee attend all or most meetings/events and carry out their responsibilities in an organized and timely manner? Does the nominee participate in the evaluation process of PTA business/activities and suggest improvements?

B. Non-PTA School Volunteer Service (0-4)

What volunteer service outside of the PTA has the nominee undertaken in the school setting? (Examples include: service on site council, boosters, tutoring, library, classroom volunteer, Honor Society advisor, etc.) How many children and youth are affected by the service? What is the extent of leadership, time, responsibility and energy required of this service?

C. Other Community Service (0-4)

What sort of community service related to children has the nominee participated in? (Examples include coaching sports, scout leader, church activity, hospital volunteer, fundraising guilds for medical research, preschool cooperatives/boards, homeowner's association officer or neighborhood events coordinator/volunteer, music program volunteer etc.) What is the extent of leadership, time, responsibility and energy required of this service? How many children and youth benefited from the volunteer service?

(Your School Name Here)
Honorary Service Award Nomination Form

The Honorary Service Award is a California State PTA award whose winners volunteer in ways that meet the mission of PTA to positively impact the lives of all children and families. We hope you take advantage of this wonderful opportunity to recognize and thank that "extra special person" who dedicates themselves to our children.

A monetary contribution is made in the recipient's name to the California State PTA Scholarship and Grant Program.

Please help us select volunteers from our community to receive an Honorary Service Award this year. Through your recommendations, the HSA Committee will make the final selection(s.) Please submit your nomination(s) to: _____ at _____.

The nomination deadline is: _____.

HONORARY SERVICE AWARD NOMINATION

I recommend that _____ be awarded the annual Honorary Service Award given by the (Your School Name Here). This person or organization has demonstrated an outstanding commitment "above and beyond" to improving the lives of children and youth in the following ways:

Please be as specific as possible. Evaluations and selections are based on the criteria below for service during the past twelve months. Please feel free to include any comments. Additional pages may be submitted.

A. PTA/PTSA service:

B. School volunteer (non-PTA/PTSA):

C. Other community service (non-school/non-PTA/PTSA):

Comments:

Please complete in the event we need to contact you for additional information.

Name: _____ Phone: _____ Email: _____