

## HONORARY SERVICE AWARDS PROGRAM

Honorary Service Awards are available to recognize outstanding service and dedication to children and youth by both individuals and organizations. They may be awarded by a unit, council, district, and the CA State PTA.

- § President appoints a committee to work with the unit HSA chairman – no later than March.
- § Committee publicizes to the membership that the HSA selection committee will be meeting, asks for suggestions for honorees, and sets a deadline for accepting nominations. (Allow enough time after nominations are received for the committee to meet and **allow an additional 4 – 6 weeks for delivery of the certificates and pins from State PTA.**)
- § Committee meets to select honorees and studies the various types of awards, the donation amounts, and the criteria for selecting honorees for specific awards. All proceedings must be kept confidential, and budget allocations must be observed.
- § Committee member orders awards using the order form in the California State PTA Toolkit. This form is included in the January section of the president’s binder provided by council. Pins may be ordered at the same time.
- § Committee arranges for presentation of awards at a PTA meeting, luncheon, or a PTA sponsored program or event. Devise an innovative way to present the awards and arrange for families and friends of the honorees to attend the presentation.
- § Publicize the honorees’ information in the PTSA newspaper, List Serve, and in the local newspaper. Obtain a media release statement signature of recipients to forward biographies and photos taken at the award event to the CA State PTA.
- § Update and maintain records of all the awards in a permanent file.

Information and award order forms are also available online at [cucptsa.com](http://cucptsa.com). Click on “PTA Forms” under “Quick Links” in the upper right hand corner. Awards are the first item on the list. Additional information about the Honorary Service Program can be found in the CA PTA Toolkit on page 249 (Section 7.6.3) and a job description for the HSA chair is found on page 415.

Contact Kara Ahmann, CUCPTSA Honorary Service Awards Chair, at [karaahmann@aol.com](mailto:karaahmann@aol.com) or 249-9851, with questions.