



# RESOURCE GUIDE

**New York State**

**PTA<sup>®</sup>**

*everychild.onevoice.<sup>®</sup>*

**programs, awards &  
recognitions**

New York State Congress of Parents and Teachers, Inc.



**section  
10**

## copyright information



**New York State Congress of Parents and Teachers, Inc.**

Copyright © 2019 by NYS PTA®  
All Rights Reserved

**New York State**  
**PTA®**  
*everychild.onevoice.®*

PTA units, councils and regions may copy this information.

# programs, awards and recognitions

## table of contents

Page	Topic
2	Programs
5	Room/grade level representatives Methods of presenting programs
8	How to plan a workshop
9	Initiating a PARP program
10	Pick a Reading Partner Award
11	Reflections: National PTA arts program Looking back at Reflections
12	Reflections program basics
13	Additional opportunities
14	New York State PTA awards
15	New York State PTA award deadlines
16	Twin Projects — Jenkins Memorial Scholarship for Teacher Education
17	Twin Projects — Teacher Fellowship for Graduate Study in Memory of Richard Gazzola
18	Youth Humanitarian Award in Memory of Stanley Marcus Honorary Life Membership
19	Advocate in Action Award Community Service Award
20	Distinguished Service Award Family Engagement Award in Honor of Jami-Beth Knapp
21	Leadership Award in Honor of Jane Skrzypek
22	Golden Oak Award and Diamond Award
23	Founders Day brochure

## programs

Programs help achieve the goals of the PTA by enabling parents, teachers and the community to gain knowledge and understanding of children, their growth, development, needs and environment.

As the vital link between home and school, the PTA program unlocks all aspects of the PTA so that there can be enthusiastic participation throughout the unit for the entire year. PTA programs guarantee that critical issues will be confronted for the benefit of all children and youth. **Success is based on caring and sharing.**

Programs work when they meet the needs of students, staff and community. They are the result of careful planning and a great deal of cooperation. The success of any program relates to how well it was organized and presented. Relevant, dynamic programs attract members to meetings. Programs must be timely and responsive to the needs of members. A membership chair can enroll members, but it is the programs that draw members to meetings and involve them in issues.

Program planning with a purpose provides for quality PTAs. Developing a good program calls for skill on the part of the program chair and the committee.

**TIP:**  
For more information  
about programs and  
awards visit  
[www.nyspta.org](http://www.nyspta.org).

### appoint a committee

The program committee should be appointed immediately after the election of officers. This is essential to provide sufficient time for planning effectively for the coming school year. The committee could include:

- Program Chair
- Membership Chair
- Hospitality Chair
- Publicity Chair
- Principal
- President (ex officio member)

Additional chairmen can be included when their advice and expertise are needed.

The committee should **identify and prioritize the needs**, concerns and interests of the membership through surveys, questionnaires and evaluations from programs held.

Other agencies working on the same issues may be contacted as resources. The program committee or executive board may select a theme which describes and unites all programs for the year.

PTAs should be familiar with state and National PTA projects and calendars to discover how they can be adapted to meet their own specific needs. The committee should study the programs, resolutions and legislative programs of the state and National PTAs, and design programs to inform members about issues and create interest in PTA.

The program committee should make an effort to see that all members have an opportunity to take part in the program. A participating membership is an interested one and promotes well-attended meetings.

There are **free and available resources** that provide programs (i.e., community groups and school personnel). Interesting programs can be arranged or presented by committee chairmen such as health, safety, legislation, pre-school and curriculum.

The chair should:

- Ask administrators, staff and the PTA board for input on the type of programs they would like presented.
- Attend region PTA and state PTA workshops to share ideas for programs with other units/councils.
- Choose from a wide variety of program possibilities to stimulate attendance.
- Be sure that the program is in keeping with PTA Historic Purposes and Values. Does it deal with a definite need or interest? Is the topic relevant to the times and the community?
- Review past programs to see how effective they were and if they accomplished their goal. Follow-up programs may be needed.
- Publicize the program before and after the meeting. Good publicity ensures attendance and enhances the PTA image.
- Keep a record of the evaluation, the presenter's name, address and fee, if any.

### program with a purpose

Planning is the key to successful programs. Evaluate and discuss the following criteria when looking for the program:

- Is it in harmony with the Mission and Values of the PTA?
- Does it conform to the basic policies?
- Does it address a definite need or interest?

## programs, con't.

- Is it applicable to the needs of the community?
- Does it help strengthen home/school relationships?
- Does it bring useful knowledge?
- Does it help implement convention resolutions?
- Does it encourage active participation of as many members as possible?

### programs should:

- Promote the Historical Purposes of the PTA
- Fit the needs of the school and community
- Embrace interest of the entire membership
- Translate individual thinking into constructive group action
- Encourage active participation of as many members as possible
- Be sufficiently varied in manner of presentation to achieve maximum interest, participation and attendance
- Start and end on time

Programs may have a multi-pronged approach: speaker, flier, newsletter article (both before and after program – give highlights of information presented), articles in local newspaper.

The best programs and the best use of PTA funds are those that reach many people and help them to become better parents and better PTA members.

Programs may require further action as a result of information learned, e.g., the need to write legislators about pending bills. PTAs should take action when required. A program is not an end in itself. The image of your PTA and the public's perception of PTA as an effective association gains or loses with each

meeting held. Chairs and officers have an opportunity to improve PTA public relations with every PTA function.

Good programs don't just happen. They take time and effort. A well planned, smoothly run meeting gains members and friends for PTA. Scheduling is the key to success.

### the 3-to-1 rule

When planning the year's activities, PTAs should use the 3-to-1 rule. For every fundraising activity, there should be at least three non-fundraising projects aimed at helping parents or children.

- Keep fundraisers and programs in balance. Don't run them at the same time.
- Coordinate with other PTAs in the community.
- Don't be reluctant to invite people from outside your school or community to attend your programs.

**3 to 1**

When controversial topics are to be explored, plan for a panel to present all sides

Money spent on parent education is a good investment in the future.

### program planning

- The program committee submits its program plans to the executive board for approval (Any necessary financial considerations, such as honorariums or transportation expenses for program participants, should be discussed at this time.)
- Choose your topic and participants.
  - A catchy title stimulates interest.

- Your own members have a variety of skills and abilities, so use them whenever possible
- Consider using school staff and community organizations as resources for theme programs.
- Contact your region for ideas and resources.
- Decide on the method of presentation and whether the program will stand alone or will be one of a series. (If it is a series, will it have a single theme or is it your purpose to present a varied but related program?)
- Select and invite program speakers.
- Select materials to be distributed.
- Decide on a means of publicizing the program.

of the issue. Always provide representation from all viewpoints of any issue.

Your guest speakers and guests deserve:

- To be notified well in advance and advised of the particular topic.
- To be given the date, time and place of meeting, length of speaker's or panel's participation.
- To be informed that the PTA does not ordinarily reimburse speakers expenses.
- To be reminded about ten days before the meeting (re-checking time, place, schedule, etc.).

## programs, con't.

- To have a member appointed to act as host/hostess to each guest from moment of arrival to departure. (Remember to offer an opportunity to freshen up, etc.; offer all the requirements of cordial hospitality.)
- To meet together and discuss the topic before the formal meeting if a panel is on the program.
- To have definite directions to the meeting place.
- To have a copy of your program and announcement.
- To have needed physical facilities available: table, chairs, water, lectern, microphone. Check them.
- To be introduced briefly and graciously.
- To be thanked immediately after the program on behalf of the group.
- To be invited to the social hour and served first.
- To receive a letter or note of appreciation promptly.

### advance publicity is essential

Do flyers, emails and announcements. Last minute publicity is ineffective.

### program arrangement tips:

#### 1. survey all possible facilities beforehand

- Programs need not always be on school premises. Consider colleges, city, village and county buildings, public libraries, community centers, YMCA, etc. Be conscious of the needs of your community.
- Select meeting room according

to the size of the audience expected.

- Be sure selection is centrally located, is convenient to main roads, has adequate parking facilities, has adequate lighting (both inside and out), and has good acoustics.
- You may want to offer child care during the meeting. There should be two unrelated adults over the age of 18. No diapers should be changed, and hot fluids should be kept outside the room.

#### 2. facility arrangements

- Make application or request for use of facility in writing. Include vital statistics such as date, time, purpose and number of persons expected.
- Outline furniture arrangements (e.g., dais, long table for guests, seating.



- Arrange for special equipment such as podium, microphone, projector, screen, blackboard, chalk and eraser, etc.

#### 3. monetary arrangements

- Determine charges for use of the facility, equipment and personnel. (This does not apply to the use of the school building.)
- Arrange for the payment of charges

#### 4. hospitality

- Work with those responsible for refreshments
- Arrange for name tags

- Arrange for greeters
- Decide who will greet your guests at the door
- General membership greeters

### publicizing your programs

A printed program for the year could be distributed as early in the school year as possible. This will arouse members' interest in the topics and be a constant reminder of the date and subject for discussion of each meeting. It might also include a directory of PTA officers and committee chairmen and school building and/or district information.

The program pamphlet/flier should include:

- Name of the PTA
- Name of town and state; name of school district
- Topic assigned to each meeting and name of speaker
- Place, date and time of each meeting
- Names of officers and program committee members and PTA contact information

The program chair should distribute copies of the program to all members as soon as the program is planned. Copies of the program schedule should be accessible to all members of the school community. Inform of each program as far in advance as possible, using fliers, articles in the PTA newsletter, articles in the local newspaper, emails, the local cable television community bulletin, social media and personal telephone calls when needed.

## room/grade level representatives

*This is a popular PTA program because it provides many opportunities for meaningful service to the children, parents and school.*

Room/grade level representatives are a link between the local PTA and the school. Their major responsibilities are to bring members into closer contact with the school, to work with both the school staff and parents to promote the work of the PTA, and to assist with membership promotion. They need a thorough understanding of PTA and its purposes and policies.

The representatives are selected by the PTA president and the executive board or committee chair, or by a process described in the unit's standing rules. Representatives should be selected early enough to give them time for orientation.

Unless otherwise specified in the bylaws, representatives function as a committee, with the chair representing them on the executive board. Funds for their work should be provided in the PTA budget.

### suggested activities

- Assist with membership drives.
- If permissible, secure list of names, addresses and telephone numbers of the parents whose children are in the class.
- Leave contact information for representatives with each family, encouraging them to use PTA as a resource for assistance and information.
- Invite parents to each PTA meeting. Keep parents informed about PTA.
- Recruit parents to assist with school activities as specified by the teacher, principal or committee chair.

### class lists

Schools sometimes provide PTA with a list of the parents of students in each class in the school. These lists help the PTA to contact parents about meetings and other school information, and develop emergency contact lists. **The use of class lists is a privilege.** They are not to be used for any purposes other than official PTA or school business. They are not to be shared with any other group.

#### 3-to-1 Rule

For every fundraising activity, there should be at least three non-fundraising projects aimed at helping parents or children.

## methods of presenting programs

Particular attention should be given to the need for varied and appropriate methods of presentation.

### lecture

The lecture is most often used to present a topic to a large group. Inform the speaker well in advance what is expected, the amount of time allotted, and the relation of the topic to the general program plan for the year. Provide the speaker with appropriate PTA publications. Whenever possible, the lecture should be followed by a question and answer period.

### debate

The debate is a structured presentation of opposing points of view on a subject by two or more speakers who are given an equal opportunity to present ideas and rebuttal.

### group discussion

Group discussion allows members to contribute their own observations and assist in framing the plans for common action. A general discussion will prove more valuable if the discussion leader:

- makes sure the topic is clearly stated,
- keeps the discussion informal, stresses the thinking together process, and
- encourages general participation, with no one person monopolizing the discussion.

### symposium

The symposium presents several aspects or different sides of a question. A given subject is discussed by several persons, each of whom present it from a specific point of view. A chair usually

introduces the participants and moderates the symposium, which is followed by a question period. It is helpful for presenters to meet in advance.

### demonstration

The demonstration is a graphic way to introduce regular PTA meetings. For example, a demonstration of what children are learning in the classroom can lead to a discussion of teaching methods.

### dramatization

The dramatization is often used to introduce regular PTA meetings and group discussions. Plays or skits requiring little or no advance preparation are presented. This technique is usually very effective if used just long enough to present a problem. Then the group can discuss possible causes and solutions.

## methods of presenting programs, con't.



### panel

The panel consists of a group of persons representing various points of view on the meeting topic. A chair or moderator guides the discussion, calling upon individual members of the panel for opinions on specific points. Only brief comments are made by each panelist. At the close of the discussion, the chair summarizes the points that have been made.

It is advisable for the panel group to hold a preliminary meeting, so that the members may become acquainted, learn each other's point of view and agree on the panel format. The audience should be given an opportunity to ask questions and offer additional comments.

### forum

The forum is a combination of lecture and discussion. The speaker presents the material after which there is general informal discussion from the floor. Emphasis is on the discussion rather than the lecture.

### interview

The interview is a dialogue in which one or more persons interview and question an expert to elicit information of interest and value to the audience. Questions may come from the audience.

### exhibits

Exhibits such as charts, posters, graphs or other visual aids can be used to supplement other program features. Displays of student work and artwork are always interesting to parents. Exhibits of New York State and National PTA publications should be a part of every program.

### e-learning courses

Consider developing courses that can be viewed online.

### videos

Videos often stimulate discussion. They may be borrowed or rented from local libraries, local BOCES, PBS stations, state universities, region PTA, or New York State and National PTAs. Materials should be previewed before being shown to a group and carefully introduced to give the audience some idea of their purpose and content. An informed PTA member or consultant in the field should guide the discussion period following the showing. Arrangements should be made for obtaining, showing and returning borrowed materials. Note: Always check all equipment prior to the program.

### radio and television programs

Radio and television programs may be followed by discussion. Obtain advance information about the script so that discussion topics can be planned.

### meeting preparation and follow-up

Prior to each meeting the program committee should do the following:

- Keep the president informed of the progress of all plans.
- Coordinate with hospitality chair to reserve facilities and order equipment needed by presenter: video and TV monitor, overhead or data projector and screen, lectern with microphone and light, etc., if needed.
- Contact the public relations chair at least two months in advance. Provide full details of the plans for the meeting, information about the speaker, and the topics to be discussed.

### music

A school group may present a musical selection as a demonstration.

### rap sessions

Rap sessions help members to become acquainted and to express their ideas freely and quickly. These may be used as the main part of the program or to elicit good questions after a lecture, symposium or panel. Although they work best in meetings of from 20 to 60 persons, they can be adapted to larger meetings by modifying the size of the discussion groups.

The discussion leader divides the audience into groups, each of which selects a chair and a recorder. The groups are then given an agreed-upon period to formulate a question, problem or suggestion. At the end of the allotted time the chair or recorder announces the group's question to the audience. The discussion leader lists all the questions on the blackboard, flip chart, etc. Discussion follows.



## methods of presenting programs, con't.

- Alert hospitality chair and all others who have responsibilities for the meeting.
- Prepare an alternative program that may be substituted at the last moment in case some emergency should arise.
- Remind the program presenters, at least a week in advance, of the date, time and place of the meeting. Send presenters all of the advance publicity about themselves and the program.
- Provide pertinent information to the person introducing the program (usually the program chair or the president).
- Have signs made and placed strategically, both inside and outside, directing attendees to the room.
- Arrange for participants to be met at the door.
- Arrive early and check everything out beforehand. Check all details of the special features—music, demonstrations, plans for the social hour, physical arrangements and care of children, if necessary.
- Check to make sure that requested equipment is there and working properly. Provide water and glasses for the speaker's table.
- Send a note of appreciation and clippings of any publicity to the participants immediately after the meeting and keep copies for the publicity chair and New York State or National PTA.

### materials

- Arrange for any supportive material and papers for attendees.
- Be certain material is approved by your committee and the president and is available in sufficient quantities.

### evaluation

Evaluation is as important as the planning of a program. The PTA membership is the nucleus in the process. If the program is an ongoing or yearly one, use the evaluation results when planning the next program.

Use a simple evaluation form and ask the attendees to complete it before they leave. The chair can tally the results, and the committee can use the results to discuss and determine the effectiveness of the program.

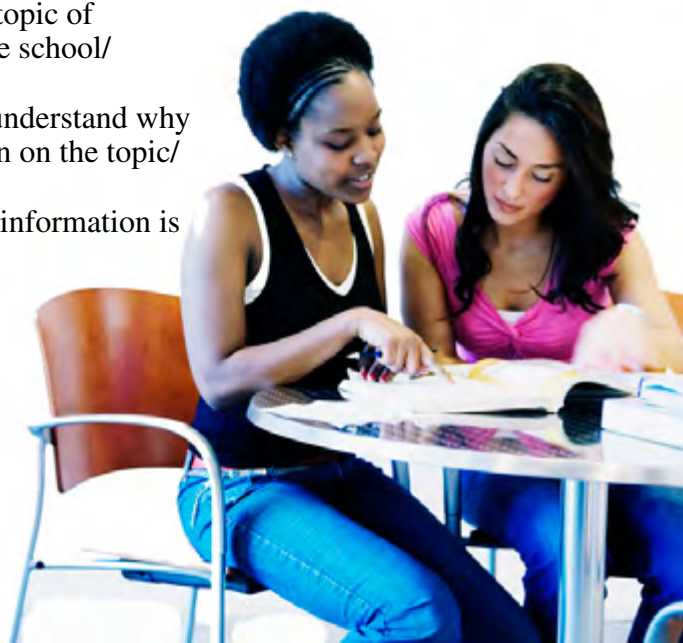
Include the following:

- What did you think of this program/meeting? (Please be frank. Your comments will help to improve our future meetings.)
- What did you like about this program?
- What did you dislike?
- What improvements would you suggest for future meetings?
- Overall, how do you rate this meeting? (Check one)  
 Excellent     Good  
 Fair             Poor
- Did it address a topic of importance to the school/ community?
- Did it help you understand why there is a concern on the topic/ issue?
- What additional information is needed?

### program procedure book

A procedure book serves as a permanent record of a chair's activities. The chair receives the program procedure book from the previous chair. (If one does not exist, create your own and hand deliver it to your successor.) It should contain the following:

- Committee members' names, home and email addresses and telephone numbers
- Plans of work (for the year) – theme, goals, planned projects
- Records of:
  - Topic of each program
  - Type of program (speaker, video, panel, etc.)
  - Length of program
  - People contacted and dates
  - Expenses, if any
  - Evaluation of each program
  - Publicity: letters, fliers, newsletters, press releases
  - Publications and other pertinent literature distributed at the program
  - Press clippings or written commentary received



## how to plan a workshop



Good workshops don't just happen. They must be planned! If you have never planned one before or if you are an old hand, here are some good ideas to consider:

- Explore specific needs with local unit chairmen concerned with the workshop topic. Contact them; perhaps have a brainstorming meeting to get ideas out on the table.
- Prepare a work plan.
- Work out every step of what you plan to do, in preparing, in presenting the workshop, and following up. Who will do what, by when. Document it. Get an agreement with the people involved in each step. Don't assume. Write it down. As the date for the completion of each plan item approaches, make a friendly reminder call to the one responsible for its accomplishment.
- Prepare a workshop agenda: who will do what, at what time. No continuous session of a workshop should last for more than two hours; take planned breaks.
- Consult the previous chair's procedure book.
- Plan hospitality aspects of the workshops. Consider working lunches; your committee

provides the food – water, coffee, cookies, light snacks.

- Be sure that the meeting is publicized.
- Use a variety of resource materials.
  - PTA resource guides, national and state.
  - *Our Children (OC)* and *New York Parent Teacher*.
  - Other PTA documents relevant to the topic.
- Take care of physical needs.
- See that the meeting room has enough chairs, overhead or data projector, flip charts and sound system – whatever will be needed for the workshop. Chairs set properly, around a table for small meetings, breakout room for small group discussion, if relevant.
- Make a sign for the door and signs from the entrance to the room so that people will not lose time finding the workshop.
- Have materials in the room ahead of time so that people will not have to wait while you organize things.
- Create a friendly atmosphere.
  - Use name tags.
  - Get people acquainted with each other by means of a game or other icebreaker.

- Prepare an attendance sheet for attendees' names, addresses and telephone numbers.
- Encourage group discussion, but do not let it get out of hand. If it becomes too detailed, get together with people after the meeting for follow-up on their concerns.
- Keep to your schedule. Start and stop on time.
- Prepare and use visual aids/handouts.
  - Make posters and charts that are easily seen by all. Use color creatively; use cartoons and other graphics to build interest into your posters and overheads.
  - Distribute handouts, with enough for each participant.
  - Use demonstrations such as films, videos and skits with group participation in the kits. Consider role-playing to emphasize or expand on a point.
- Use evaluation sheets.
  - Ask evaluation questions in such a way that you will know if you were successful in answering the needs of your participants.
  - Record your evaluation and recommendations for further improvement in the procedure book.
- Follow-up on the workshop.
  - Thank you notes to each presenter, facilitator or both.
  - Minutes, conclusions, plans, sent to participants. Your region PTA can be a good resource for ideas, advice, hints on topics and speakers and in other helpful ways can provide assistance when you are planning a workshop, conference or program with a keynote speaker. Contact your assistant or associate director, the appropriate region chair or director.

## initiating a PARP program

PARP is an acronym for Pick a Reading Partner. PARP is a collaborative reading program that encourages parents or someone in a parental role (i.e. grandparents, aunts, uncles, step parents, guardians, older siblings, etc.) to read with their child at least 20 minutes a day. While sponsored and administered by New York State PTA, it can be utilized by a school, library or community center. A PARP program's length can be anywhere from two weeks to the entire school year.

The goal of PARP is to increase family and community engagement in education and support literacy training. It brings parents and children closer together by sharing the pleasurable experience of reading together and allows children to discover that reading can be fun as well as informative. The PARP program provides parents with resources to help their children become better readers, improve their child's creativity and well-being by limiting television viewing. It strengthens the bond among home, school and community.

New York State PTA recognition is given annually to outstanding PARP programs through an application process which follows on the next page.

### beginning

As a PTA, it is easy to begin a PARP program. First, establish a PTA committee to study the need for a reading program in the school and the goals such a program would meet. The committee could be comprised of interested PTA members, teachers, the school librarian, reading specialists, the school principal and a school board member. The committee is established by the PTA executive board.

If the committee concludes that a PARP program can and should be initiated in the school, it will make a report to the unit PTA executive board (see **Section 3 - PTA Board**). The recommendations of the committee should outline:

- why the program is needed and what it would accomplish
- how and by whom the program would be administered
- how long the program would run
- how the success of the program would be evaluated

### the next step

The committee is excited about Pick a Reading Partner and has prepared a solid report. The PARP committee report is reviewed by the PTA unit's executive board. The committee recommendation is affirmed by vote of the executive board. A new standing committee, a PARP committee, must be formed. Some members of the study committee may wish to continue; new members may be added. A chair is appointed.

Meet again with the school principal and several key teachers, reading specialists and librarians. The committee must decide how to implement the recommendations of the study committee as well as the many details involved in administering and designing the program, including the theme, how participation will be measured (i.e., a calendar to check, paper to color, etc.), and the exact dates the program will run. If possible, perhaps one or two members of the committee can attend a New York State PTA PARP workshop. The workshops, speakers, displays and information-sharing provide resources, ideas, contacts and inspiration.

### organizing for success

A well-planned, well-organized program is always guaranteed to be successful. The advance work pays off!

Advertise the new program as soon as it is affirmed. Put notices in the newsletter, send out flyers and make reports at meetings to inform members of the progress the committees are making. Generate enthusiasm. A catchy theme, a cute "hook" such as a wall of images colored by each participant or a solid public relations program to inform all parents about the fun and benefits of the program, will help ensure that most parents and students will want to participate. Address the teachers or write notices explaining the program. You cannot design a program that requires teacher participation – however, you can ask for their help.

Consult with your region PTA PARP Chair or New York State PTA Literacy Specialist. Review the online [PARP Toolkit](#) found on the New York State PTA website under "Programs:" [nyspta.org](http://nyspta.org). The PARP Toolkit contains a section on what the program is about, usable activities, sample forms and a resource section. The PARP Toolkit also includes a section on our award-winning PARP programs. Network with a school that has an ongoing PARP program. Then tailor your research to fit the needs of your school. Non-PTA groups wishing to conduct a PARP program should follow a plan similar to that just outlined for a PTA committee.

Remember, school literacy initiatives are opportunities for parents to learn ways to support their children's literacy development. Focus your program on the fact that "Reading never ends."

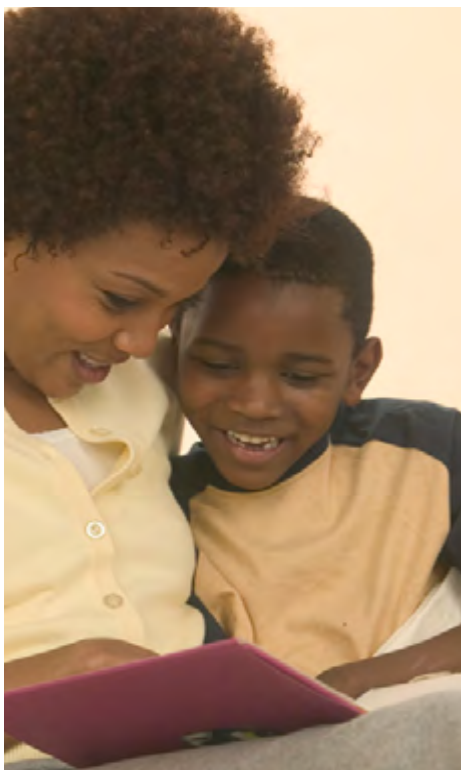
## Pick a Reading Partner Award

<b>OFFERED BY:</b>	New York State PTA
<b>APPLICATION:</b>	Available <a href="#">HERE</a> on the NYS PTA web site ( <a href="http://nyspta.org">nyspta.org</a> ) in October
<b>DUE DATE:</b>	Postmarked (not metered) or emailed <b>by May 15</b> to your PTA Region Director

New York State PTA sponsors region PARP awards annually, from which a statewide winning PARP program is selected.

Each PTA region will choose **one outstanding program** to be judged by NYS PTA. One state winner shall receive a plaque and a check for \$250 to use for purchase of materials for the unit. Each region winner will receive a check for \$100. The award-winning application will also become part of the Pick a Reading Partner Toolkit available on this NYS PTA website.

All region award winners will be notified by their region PTA **before June 15**. The State PARP Award winner will be announced **by June 15**.



### goal of award

The primary objective is to encourage reading and other literacy-based activities in the home through recognition of PARP programs by:

- Highlighting PARP programs
- Sharing outstanding PARP ideas with other PTAs/schools/libraries/communities and other parent groups
- Contributing to the understanding of the importance of reading and other literacy activities in the family setting and in the community

### who may apply?

New York State PTA units, schools (including pre-schools, non-PTA schools, non-public schools, middle schools and high schools), public libraries, community and parent groups may apply for this award.

### PARP award criteria

The PARP award application will be evaluated according to the following criteria:

- The program that best illustrates the PARP theme and best encourages and educates families through collaborative reading and literacy activities will be selected.
- The program must encourage cooperative reading or literacy activities for at least 20 minutes a day.
- Preference is given for the widest variety of community involvement and the level of participation.



- The quality of communication and supportive materials are reviewed.
- Overall program must include the words “Pick a Reading Partner.” A reading partner for this program should be a parent or an adult who plays an important role in a child’s family life and carries the primary responsibility for the child’s education, development and well-being, i.e., grandparents, aunts, uncles, step parents, guardians, older siblings, etc. **PARP is an acronym and, therefore, has no periods.**
- Ideally, program ideas will be accessible and affordable to all communities and make creative use of literacy activities.
- The PARP program must be held during the current school year.

Region PTAs are encouraged to recognize their winner at their Fall Conference or “Presidents and Principals Dinner.”

# Reflections: National PTA arts program

The National PTA Reflections program is a cornerstone for PTA, offering opportunity for exploration and involvement in the arts. Every year, students create works of art to express creativity and receive recognition through the PTA Reflections program.



PTA believes the arts are an important part of every child's education. The arts—and the PTA Reflections program, in particular—can be a valuable tool for building stronger partnerships in your school community.

## looking back at Reflections

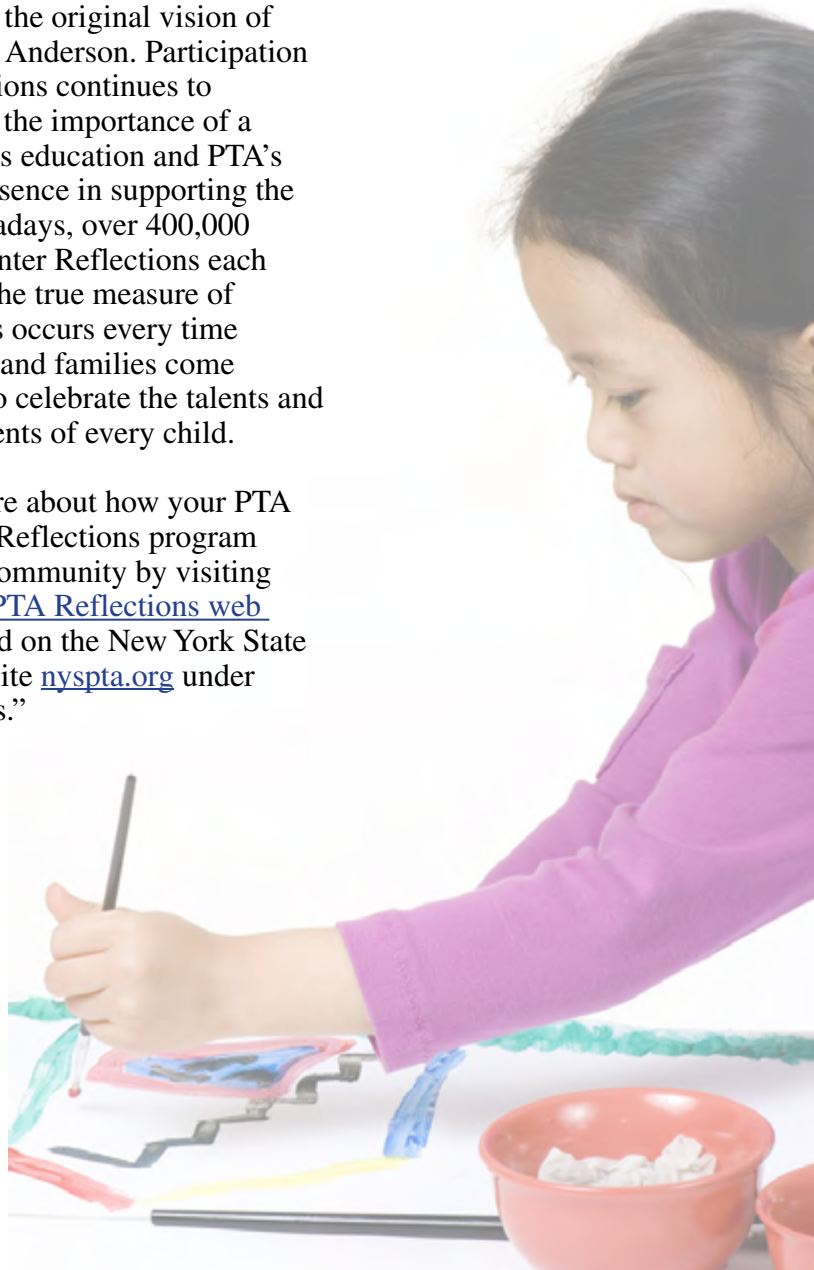
In 1969, National PTA launched the first PTA Reflections program. Its program founder, Mary Lou Anderson, developed the Reflections program so youth from across the country would create original art for fun and recognition. The first PTA Reflections program theme, “Reflections: Children and Youth Mirror Their World,” was a success. The national office received 254 entries, spanning three arts categories from 31 states. The winning entries were displayed during the 1970 National PTA Convention.

Over the years, the program has grown tremendously by remaining faithful to the original vision of Mary Lou Anderson. Participation in Reflections continues to document the importance of a quality arts education and PTA's strong presence in supporting the arts. Nowadays, over 400,000 students enter Reflections each year, but the true measure of its success occurs every time educators and families come together to celebrate the talents and achievements of every child.

This new arts program provided PTA with the voice to advocate that schools and PTA work together to provide children and youth with the best possible education. By recording the numbers of participants and their achievements, Reflections demonstrated just how much PTAs across our nation were willing to support arts education for every child.

Learn more about how your PTA can run a Reflections program for your community by visiting the [NYS PTA Reflections web page](#) found on the New York State PTA website [nyspta.org](http://nyspta.org) under “Programs.”

Even greater achievements than the initial participation were discovered the following year. Reports came to National PTA proclaiming that one young man was invited to conduct his school orchestra as they played his Reflections piece at a citywide concert, while three other students won summer art scholarships to advance their studies.



## Reflections program basics

The National PTA Reflections program welcomes students of all grades and abilities to explore their inner artist by creating original artwork to a theme in six arts categories:

- dance choreography
- film production
- literature
- music composition
- photography
- visual arts

Students self-select one of five divisions representing their grade or ability:

- Primary (pre-K-grade 2)
- Intermediate (grades 3-5)
- Middle (grades 6-8)
- High School (grades 9-12)
- Special Artist (includes all grades)

*NOTE – The Special Artist division is an optional division of the Reflections Program.*

*Students in all grades, whose physical, cognitive or mental health challenges meet guidelines set forth in the Americans with Disabilities Act, may choose to participate in two ways: Special Artist division or their appropriate grade division.*



### participation

Students participate through their local PTA. Only local PTAs held in good standing may accept student artwork for judging and advancement.

### support and training

NYS PTA takes pride in its Reflections support system. The Arts Specialist oversees the administration of the Reflections program for New York State PTA. They provide training and networking opportunities to region and local PTAs at New York State PTA events, such as the Summer Leadership Conference and Annual Convention.

Many PTA regions appoint a region Reflections chair to manage the Reflections program for the region level. Each region provides support for local PTAs in varying ways. Some arrange training workshops, others offer networking opportunities to share best practices and still others set up email and social media groups to share information.

### build a team

There are many tasks to oversee and run in the PTA Reflections program. Recruit help! Good sources are other PTA members or leaders, school staff, parents interested in the arts, or community arts organizations.

### understand the program rules and guidelines

Every school year, the PTA Reflections program theme changes, and with that change comes the newest set of rules and guidelines. NYS PTA announces the release of the Reflections program

rules to local PTAs in a variety of ways including postal mail, email, newsletters, magazine articles and even social media.

### learn the rules

All students must adhere to the General Participation Rules, as well as the arts category rules established by National PTA to be eligible for judging at each level. Be sure to read the rules and share them with all students participating in your Reflections program.

### use the forms

All students must complete the Student Entry Form in order to be eligible for advancement in the Reflections program. Each PTA must complete a Participation Form in order to be eligible to advance student entries to the next round.

NYS PTA publishes the rules and forms on the [NYS PTA Reflections web page](#) found on the New York State PTA website [nyspta.org](http://nyspta.org) under “Programs.”

### promote Reflections

Announce the start of your Reflections program to students, families and school staff in a variety of ways, maybe even in a variety of languages. Announce your program in newsletters and the PTA/school website.

Consider hosting a kick-off event with a PTA-hosted arts night. Be sure to always include your PTA name, contact information, the student entry deadline, current Reflections theme, and location of the rules.

To help announce the start of Reflections in your PTA, National PTA created a customizable promotional flyer. This flyer, along with other helpful materials, can be found on the [NYS PTA Reflections web page](#) found on the New York



## Reflections program basics, con't.

State PTA website [nyspta.org](http://nyspta.org) under “Programs.”

### judging

Recruit judges who have a working knowledge of their assigned arts area. Provide each judge with a copy of the rules pages relevant to the art category they are judging.

*NOTE – National PTA recommends using a Blind Judging rubric to assist judges in evaluating entries.*

### advancing entries

Check with your region chair to learn the deadline and location for Local PTAs to advance their entries. Some regions may require additional requirements specific

to your region PTA, such as extra copies of forms or the artwork.

### celebrate ALL students

Celebrate the students who participate in Reflections, as well as those who earn award recognition. Each PTA determines the number of awards and type of ceremony to recognize students, their families and volunteers. Be as creative or formal as you like. Some PTAs host award ceremonies to present students with recognitions, such as certificates of participation, ribbons and plaques, while others coordinate special events to display the artwork and serve ice cream or cake.



## additional opportunities

### Reflections Theme Search Contest

National PTA sponsors a student-focused Theme Search Contest to determine the theme for the next year. The overall winner receives \$100 from National PTA and recognition at the Annual National PTA Convention.

For more information, please check the [NYS PTA Reflections web page](#) found on the New York State PTA website [nyspta.org](http://nyspta.org) under “Programs.”

### Mary Lou Anderson Reflections Arts Enhancement Grants

The National PTA Mary Lou Anderson Grant Program provides matching-dollar funding to local PTAs to support in-school and after-school arts enhancement programs in local communities. PTAs serving at-risk student populations are particularly encouraged to apply.

For more Reflections information, please check the [NYS PTA Reflections web page](#) found on the New York State PTA website [nyspta.org](http://nyspta.org) under “Programs.”

# New York State PTA awards

New York State PTA offers many awards and ways to recognize outstanding people and programs. In addition to the awards listed in this section, there are membership awards available.

## criteria

All awards require that the unit or council applying, or recommending a candidate, must be in good standing. In accordance with the bylaws of New York State PTA:

A council in good standing must:

- Have bylaws approved by New York State PTA every three (3) years.
- Have at least three (3) member units in good standing.

A unit in good standing must:

- Have bylaws approved by New York State PTA every three (3) years.
- Have no fewer than twenty-five (25) members.
- Submit the first dues payment of no fewer than 25 members to the state office by October 31 and subsequent payments by May 31.
- Have paid the required insurance premium.
- File the required 990 Form.

Additional requirements may apply and are listed with each award.

When applying, it is imperative that all requirements are carefully read and followed.

## applications

Applications for all [New York State PTA awards and recognitions](#) are available online on the New York State PTA website [nyspta.org](http://nyspta.org) under “Leaders.” Any questions can be addressed to the Awards Specialist at [awards@nyspta.org](mailto:awards@nyspta.org).

## deadlines

All applications must be received by the deadline indicated on the application or web page. No faxed or emailed entries will be accepted.

## region PTA awards

Region PTAs offer awards in addition to those listed in this Guide. Consult the region directory, assistant/associate director or region director if you have any questions about specific region awards.

## who may apply?

Each award has certain eligibility requirements, rules, deadlines and purposes. NYS PTA offers awards to recognize the outstanding volunteers, leaders and advocates who inspire everyone in a unit or council. We also offer other awards to recognize outstanding programs, such as Pick a Reading Partner or Reflections. NYS PTA offers scholarship and fellowship opportunities for students and teachers.

New York State PTA has worked to simplify the process required to apply for state awards. All award applications for all [New York State PTA awards and recognitions](#) are available online on the New York State PTA website [nyspta.org](http://nyspta.org) under “Leaders.”

We encourage all presidents to read this section to assess whether your unit offers a program for which there is an award available, such as Pick a Reading Partner. Do you and your members think it is successful? Why? Then look at the award application. Does your program meet the criteria?

The simple process of recognizing a program or person by submitting an application for an award is a wonderful way to thank all volunteers who have made a positive contribution to the unit and school community. It is a way to say “thank you, we think you have done a great job.”

Units and councils may hesitate to nominate fellow PTA members for the very awards created to recognize volunteers who significantly inspire others, because it can be difficult to choose only one nominee. However, if your entire executive board reads the description of the Leadership Award in Honor of Jane Skrzypek, one special person in your unit may jump to everyone’s mind. Each person nominated is awarded a certificate from New York State PTA to show how highly their work on behalf of PTA is valued.

Leadership awards such as the Advocate in Action require individual members to keep track of their own attendance at the workshops designed to provide practical leadership and advocacy training. The individual member submits the application to the appropriate person.

All members and units and councils in good standing are encouraged to apply for NYS PTA awards and recognitions.



# New York State PTA award deadlines

## advocacy, family engagement, leadership and service awards

Family Engagement Award in Honor of Jami-Beth Knapp

..... **Postmarked by May 15 to NYS PTA Office**

Leadership Award in Honor of Jane

Skrzypek ..... **June 15 to your region director**

Advocate in Action Award ..... **None**

Community Service Award ..... **None**

Diamond Award ..... **None**

Golden Oak Award ..... **None**

New York State PTA Distinguished

Service Award ..... **None**

New York State PTA Honorary Life

Membership ..... **None**



## program awards

Pick a Reading Partner Award..... **June 15 to your region director**

Reflections Awards..... **January See web page for details**

## student awards

Twin Projects – Jenkins Memorial Scholarship for Teacher Education ..... **December 15**

Youth Humanitarian Award in Memory of Stanley Marcus..... **January 31 to your region director**

## teacher awards

Twin Projects – Teacher Fellowship for Graduate Study in Memory of Richard Gazzola..... **June 15**

## unit/council awards

Founders Day Award..... **None**

Applications for these awards are available on the New York State PTA website at [nyspta.org](http://nyspta.org).

Visit the National PTA website at [www.pta.org](http://www.pta.org) for detailed information, including applications, of all National PTA awards.



For Our Latest Information,  
Connect with NYS PTA:



Download the NYS PTA  
App, powered by  
Blackboard, from  
**Google Play** or the  
**App Store**



# Twin Projects – Jenkins Memorial Scholarship for Teacher Education

The Jenkins Memorial Scholarship was inaugurated in October 1946, as a special Golden Anniversary Project. In 1947, the fund was established as a permanent project as a living memorial to the young people who lost their lives in military service during WWII and was named for one of them, Clifford N. Jenkins, Jr., son of Margaret Jenkins, New York State PTA President 1944-1947 and National PTA President 1961-1964. The purpose of the project is to assist outstanding students in preparing for the teaching profession.

Application for the [NYS PTA Jenkins Memorial Scholarship for Education](https://www.nyspta.org/leaders) is available online on the New York State PTA website [nyspta.org](https://www.nyspta.org) under “Leaders.”

## amount

**\$3,000** paid in installments as follows:

- \$700 paid at the end of the first academic year (usually at the end of the spring semester) after official transcript is received confirming contract compliance.
- \$700 paid at the end of the second academic year after official transcript received confirming contract compliance.
- \$800 paid at the end of the third academic year upon receipt of official transcript confirming award compliance.
- \$800 paid upon receipt of official transcript stating course completion, degree completion and recommendation for teacher certification.

To receive this award, students have six years from the date of their high school graduation to

submit all necessary paperwork.

## eligibility

Public High School Seniors who:

- Attend a high school in New York State in a school where there is a PTA/PTSA unit in good standing.
- Plan to attend a college of the State University of New York to prepare for teaching or plan to attend a two-year community college before transferring to a baccalaureate degree program in education in a SUNY college.
- Complete the full course for the baccalaureate degree in elementary or secondary education in a SUNY college with a six (6) year period.
- Submit documentation in the form of an official transcript from the degree granting institution stating that the candidate has received a baccalaureate degree and is recommended for teacher certification in New York State.
- Have not received other scholarships amounting to a total of \$16,000 or more. Financial aid is not considered scholarship money.

## criteria

Character and personality, academic achievement, and potential teaching ability.

## requirements

Students awarded a scholarship are required to do the following:

- Official education curriculum transcripts must be mailed to the New York State PTA office within 60 days of conclusion of the academic year.
- If the education curriculum is changed to another major, or the student no longer attends a SUNY school, the Awards Specialist shall be notified and the scholarship is immediately

terminated.

- The scholar will submit to the New York State PTA documentation of graduation and recommendation for New York State teaching certification before the final scholarship payment is distributed.

## application

Applications will be made available on the New York State PTA website [nyspta.org](https://www.nyspta.org) after September 15. Notification of availability will be sent to guidance counselors in high schools with a PTA/PTSA in good standing.

**Each high school may submit up to two (2) candidates.**

## deadline for applying:

Completed applications must be sent to the New York State PTA Office postmarked, not metered, by **December 15**. (If the deadline falls on a weekend or holiday it will be extended to the next business day.)

## selection of winners

Applications are reviewed by a committee of educators and members of the New York State PTA Governance Team. Candidates whose applications pass the initial screening are invited for a personal interview. Interviews will be held on Saturdays in March as determined by the NYS PTA at a location chosen from the list of available interview sites and announced on the website. Candidates must attend the entire interview process to continue eligibility.

## winners announced

Winners, known as Jenkins Scholars, are notified on or about **May 1** and receive an award agreement which must be signed and returned to the New York State PTA office.

# Twin Projects – Teacher Fellowship for Graduate Study in Memory of Richard Gazzola

The Teacher Fellowship for Graduate Study in Memory of Richard Gazzola was established by the New York State PTA in 1961 to encourage excellent teachers to stay in the classroom by providing an opportunity for them to improve their teaching skills, update their professional knowledge and expand their professional perspectives. In 1992, the Fellowship was named to honor a “Master Teacher”, Richard Gazzola, who served on the New York State PTA Board of Directors for many years prior to his untimely death in 1991.

Application for the [NYS PTA Teacher Fellowship for Graduate Study in Memory of Richard Gazzola](#) is available online on the New York State PTA website [nyspta.org](http://nyspta.org) under “Leaders.” Updated application forms are posted in March.

## amount

**\$3,000** for advanced graduate study.

## deadline for applying:

Completed applications including transcripts and letters of recommendation must be postmarked, not metered, no later than **June 15** to be considered.

Allow sufficient time to obtain the necessary transcripts and letters of recommendation. If the application and all supportive data are not postmarked by June 15, the application will NOT be considered. (If the deadline falls on a weekend or holiday, it will be extended to the next business day.)

## eligibility

Applicant must:

- Be a full-time, non-substitute teacher in a New York State public school.

- Have obtained a masters degree and have completed at least one full year of teaching in the year immediately preceding applying.
- Be a New York State PTA member in the school in which the applicant teaches or which the applicant’s children attend. The PTA must be in good standing.
- Plan to continue teaching in a New York State public school for a least one year.
- Have received a Teacher Fellowship no more than once before.

## note:

Applying for a grant from another source must be indicated on the application. Receipt of a comparable grant would make applicant ineligible for a Fellowship.

## criteria

Academic ability, professional promise, relevance of proposed study to improve teaching proficiency and course of study must be in a field to improve the applicant’s teaching proficiency.

The following courses shall not be considered:

- Courses taken to meet initial teaching certification requirements.
- Courses taken to meet certification requirements (or any other courses) for guidance positions.
- Courses taken to meet certification requirements (or any other courses) for administrative positions.

Financial need is NOT a consideration.

## application

The applicant is responsible for the following:

- Arranging for an official transcript for graduate degree

to be sent by the college or university to the office.

- Submitting, along with the application form, letters of recommendation from:
  - PTA president, attesting to the applicant’s membership and active participation in the unit.
  - Applicant’s principal or superintendent.

## special fellowships

May be awarded outside the usual requirements of formal classroom attendance when the applicant can convince the committee of its value by presenting a written plan for a course of study not met by available graduate courses. No more than one such Fellowship will be awarded in any year.

## selection of winners

Applications are reviewed by a committee of members of the New York State PTA Governance Team.

## winners announced

Winners are notified on or about **August 15** and receive a contractual agreement which must be signed and returned to the New York State PTA office.



## Youth Humanitarian Award in Memory of Stanley Marcus

The Stanley Marcus Award is presented to high school junior or senior students who best exemplify the humanitarian principles of Stanley Marcus, who died in 1977 while serving as third vice president of the New York State Congress of Parents and Teachers.

He will always be remembered for his humanitarianism and dedication to youth through zealous volunteer community service. Since PTA is a volunteer organization, we believe that it is only fitting that we should honor such service by our young people through the sponsorship of this award.

Application for the [NYS PTA Youth Humanitarian Award in Memory of Stanley Marcus](#) is available online on the New York State PTA website [nyspta.org](#) under “Leaders” in November.

### New York State PTA award:

An engraved plaque and a monetary award of **\$250**.

From the nominees submitted, one recipient will be chosen by the NYS PTA Committee by April 1. Presentation of the award shall be made by the region PTA at the Spring Conference (or other appropriate occasion).

### date due

Postmarked by **January 31** to your PTA Region Director.

### purpose

The purpose of this award is to recognize a junior or senior who best exemplifies the humanitarian principles of Stanley Marcus who

is remembered for his humanitarianism and dedication to youth through zealous volunteer community service.

### criteria for choosing a nominee:

The nominee must:

- Be a junior or senior at a high school with a PTA/PTSA in good standing.
- Demonstrate outstanding volunteer community service.
- Display humanitarian principles by word and deed.
- Be selected for the quality of the humanitarian activities, rather than for the quantity of extracurricular activities.

### note

Academic achievement **SHOULD NOT** be a factor in the selection process.

### unit selection process:

In order to participate, the PTA/PTSA High School unit must be in good standing on the date of submission:

- Membership dues have been paid
- Insurance has been paid
- Current bylaws – 3 years or less since last approved

Each unit may submit **one** 11th or 12th grade student for this recognition.

### region PTA selection:

Each region PTA/PTSA may submit one nominee for this state award from those submitted by the high school PTA units. The chosen recipient from each region will receive a recognition plaque from NYS PTA.

## Honorary Life Member Award

### application and fee

Fee information and application for an [Honorary Life Member Award](#) is available online on the New York State PTA website [nyspta.org](#) under “Leaders.” The completed form should be accompanied by payment made to New York State PTA.

### purpose

The purpose of this award is to recognize individuals for their contributions to the welfare of children and youth. The financial contribution supports the Twin Projects – Jenkins Memorial Scholarship for Teacher Education and Teacher Fellowship for Graduate Study in Memory of Richard Gazzola.

### eligibility

The award is given only to individuals **who need not be a member of PTA**. They need not be well-known beyond their own area of service.

### selection criteria

A PTA unit, council or region may award an Honorary Life Member Award to an individual as recognition of distinguished service to children and youth.

### award

This is an honorary award. The recipient receives a Life Membership pin, congratulatory card and an Honorary Life Member card.

### deadline

There is no due date, but the completed application form and accompanying payment (with two signatures) must be received in the New York State PTA office at least four weeks prior to the presentation of the award.

### submit to

**New York State PTA**  
One Wembley Court  
Albany, NY 12205-3830  
Attention: HLM Award

## Advocate in Action Award

### application

Submitted to unit president who forwards directly to New York State PTA office at any time.

The application for a [NYS PTA Advocate in Action Award](#) is available online on the New York State PTA website [nyspta.org](http://nyspta.org) under “Leaders.”

### due date:

As soon as requirements are completed

### purpose

The Advocate in Action Award was created in 2007 to acknowledge the involvement of PTA members in their child’s education as well as in their PTA. Members can self-nominate or can be presented with the award by their PTA.

### eligibility

Each applicant must be a PTA member who has participated in at least seven of the 20 activities listed on the application. Activities range from attending PTA meetings regularly, to service as an officer or

chair, to writing articles or letters to legislators, to speaking at a meeting of the Board of Education, to attending a parent teacher conference.

The unit president is not required to validate any of the statements of the applicant, except to confirm that the applicant is a member of the PTA unit. The unit president (or designee) then forwards the application with instruction to the New York State PTA office with regard to the desired method of receipt of the certificate.

### application

Completed Advocate in Action applications should be submitted to the unit president or region director, who signs it and sends it to the New York State PTA office on behalf of each applicant, describing how the award certificates should be returned. All applications must be submitted by the unit president or region director and must be accompanied

by a completed Submission Form. Applications from individual members cannot be accepted. The application may be duplicated as necessary for additional applicants.

### award

Personalized certificates are prepared for each applicant. These certificates, suitable for framing, contain the signature of the New York State PTA president, as well as providing a place for the unit president’s signature. The certificates can be emailed to the PTA president’s specified email address at no charge, or hard copies of the certificates can be mailed to one address for the nominal charge of \$1 per certificate.

Applications may be submitted at any time throughout the year. Please allow 4-6 weeks for receipt of certificates.

### submit to New York State PTA

One Wembley Court  
Albany, NY 12205-3830  
Attention: AIA Award

## Community Service Award

It is important to recognize groups of individuals for their dedication and achievement to the children and youth of New York State. It is especially important to acknowledge them for all they do. The NYS PTA Community Service Award is given to acknowledge those groups of individuals.

### due date:

Anytime

### purpose

This award is given to a group of individuals in thankful recognition and gratitude for what they have achieved on behalf of the children and youth in their school, community and/or state.

### eligibility

This award is for a group of

individuals who have given of their time, energy and resource to support the mission and purposes of the PTA.

### application

The application for a [Community Service Award](#) is available online on the New York State PTA website [nyspta.org](http://nyspta.org) under “Leaders.”

Completed applications should be accompanied by a check for \$75.00 made payable to New York State PTA.

A unit or council that wishes to present this award must be in good standing.

### selection criteria

A PTA unit, council, region or NYS PTA may award a NYS PTA Community Service Award to a

group of individuals for their time, energy and resource to support the mission and purposes of the PTA.

### award

Recipients of this award will receive one 8” x 10” wooden plaque in the name of the group.

### deadline

The completed application form and accompanying payment (with two signatures) must be received by the New York State PTA office at least four weeks prior to the presentation of the award.

### submit to New York State PTA

One Wembley Court  
Albany, NY 12205-3830  
Attention: Community Service Award

## Distinguished Service Award

### due date

Anytime

### application and fee

The application for a [Distinguished Service Award](#) is available online on the New York State PTA website [nyspta.org](http://nyspta.org) under “Leaders.” Completed applications should be accompanied by a check for \$75.00 made payable to New York State PTA.

### purpose

The purpose of this award is to recognize outstanding contributions to the welfare of children and youth or to a PTA association.

### eligibility

Recipients must be PTA members who have been awarded an Honorary Life Membership. The Distinguished Service Award may be given only by the New York State PTA or by regions, councils or units.

### selection criteria

The award is given to PTA officers or members who have served faithfully, but it is reserved chiefly for those who have devoted exemplary service to the maintenance and growth of the PTA. Service to children and youth may encompass work within the community and/or school.

### award

The recipient of the award receives a certificate and a Distinguished Service pin.

### deadline

The application and payment should also be accompanied by a letter explaining why the applicant is being honored, and must be received in the New York State PTA office at least four weeks prior to the presentation of the award.

### submit to

#### New York State PTA

One Wembley Court  
Albany, NY 12205-3830  
Attention: Distinguished Service Award

## Family Engagement Award in Honor of Jami-Beth Knapp

Family engagement in education is a critical strategy for ensuring students’ academic achievement, graduation from high school and overall success in life.

Jami-Beth Knapp believed this to be true. She worked within her school and community to teach and mentor others – the true meaning of family engagement. This award will recognize an individual, or group of individuals, who demonstrate innovative and unique strategies to encourage and involve parents as equal partners in their child’s education. NYS PTA will bestow this honor on an individual or group of individuals who meets the criteria.

### due date

Postmarked by **May 15**

### purpose

The purpose of this award is to honor those that continue the work and dedication of Jami-Beth Knapp in family engagement.

### eligibility

To be eligible for nomination the nominee:

- Does not need to be a PTA member(s), although, the work achieved by this individual or group of individuals should be aligned with the PTA’s National Standards for Family-School Partnership.
- Must demonstrate an impact in multiple areas or a minimum of one area of the six PTA’s National Standards for Family-School Partnership.

### criteria

The individual or group of individuals must demonstrate an impact in multiple areas or a minimum of one area:

1. Works within the school community to actively support the PTA’s National Standards for Family-School Partnership.
2. The ability to communicate effectively.
3. Support student success.
4. Empower families to advocate for their own and other children.
5. Work with families and the school community to inform,

influence and create policies, practices and programs.

6. Collaborate with communities to connect students, families and staff to expanded learning opportunities, community services and civic participation.

### online application requirements

The following must be considered when applying:

- The Online Application must be completed and submitted by the deadline.
- A minimum of two recommendation letters from two different individuals who are aware of the accomplishment(s) of the individual or group of individuals must be submitted online, along with the completed application. The letters should describe why this individual or group of individuals is deserving of this award. These letters should give examples, explain the individual or group of

## Family Engagement Award, con't

individual's family engagement involvement, and how their involvement has affected their community.

- Each submitting unit, council, region or NYS PTA Governance Team member may nominate only one individual or group of individuals per year.

### award

Recipient of this award will receive an engraved clock and an invitation with a guest to the NYS PTA Banquet held Saturday night at the NYS PTA Annual Convention.

### selection criteria and deadline

The winner will be selected by the New York State PTA Advocacy Team Committee by July 31, and honored at the NYS PTA Banquet held Saturday night at the NYS PTA Annual Convention.

## Leadership Award in Honor of Jane Skrzypek

This NYS PTA award was established in 1991 to honor the memory of Jane Skrzypek. The purpose of this award is to recognize an outstanding leader in your PTA who, by his or her actions, inspires others to volunteer and assume leadership positions.

The award is given in recognition of outstanding PTA volunteerism and leadership. Applications should be submitted to your region director. Each region may submit one nominee to the State. From the nominees submitted, one recipient will be chosen by the Awards Specialist and the Leadership Development Committee.

The State winner will be honored at the New York State PTA Annual Convention in November and will receive an engraved mantle clock.

The chosen recipients from each region will also be recognized by a smaller clock from NYS PTA at an event within their regions. The application process and criteria to nominate a volunteer is described below.

Application for the NYS PTA Leadership Award in Honor of Jane Skrzypek is available at [nyspta.org](http://nyspta.org) in January.

### date due

Postmarked, not metered, by **June 15** to your PTA Region Director.

### eligibility

To be eligible for nomination the nominee must:

- Be a member of a PTA/PTSA in good standing.
- Volunteer through the PTA.

Members of the New York State PTA Governance Team are not eligible for this award.

### criteria

The nominee must:

- Volunteer above and beyond the scope of his/her PTA position.
- Exhibit leadership qualities that encourage others to participate and volunteer.

### application requirements

The following must be considered when applying:

- The form must be filled out completely and signed by the PTA president.
- All units /councils in good standing or regions are eligible to nominate someone for this award.
- Each submitting group may nominate one person per year.
- The nominee's leadership qualities should be included on the application form.
- The application must include two statements, written as letters. One statement should be from an officer of your PTA

and the other may be from the principal/superintendent or from another PTA officer who has worked with the nominee.

- Each letter must be submitted on one piece of 8 ½" x 11" paper. No more than two (2) letters will be accepted. The letters should describe why this person is deserving of this award. These letters should give examples, explains the nominee's leadership qualities and how these qualities have affected your PTA.

### unit/council leadership recognition in honor of Jane Skrzypek

Although only one NYS PTA winner is chosen, your PTA/PTSA may wish to honor a volunteer who goes above and beyond the scope of his or her position – a person you can always rely on to be there when an extra hand is needed. You may honor a volunteer within your unit by presenting a Jane Skrzypek Volunteer Pin (purchased through the NYS PTA Store at a cost of \$5.00 or contact the State office). However, receiving the pin does not make the recipient a Jane Skrzypek Volunteer of the Year Award winner, only NYS PTA can select the winner.

# Golden Oak Award and Diamond Award

## due date

Anytime

## application and fee

Fee information and application for the [Golden Oak and Diamond Awards](#) is available online on the New York State PTA website [nyspta.org](http://nyspta.org) under “Leaders.” The completed form should be accompanied by payment made to New York State PTA.

## purpose

New York State PTA proudly offers another way to honor your most dedicated volunteers – the Golden Oak Award plaque and the Diamond Award table top sculpture. Each award is beautifully crafted to make a distinguished presentation to an honoree. Both feature personalized engraving with the name of the award recipient, and bear the signature of our state president.

Proceeds from the Golden Oak and Diamond awards will be dedicated to leadership development throughout the state, while honoring the dedication and excellence of past and present members of your school community.

## criteria

These awards are requested by a PTA unit, council or region to honor person(s) of their choice; an order is placed to purchase a specific award for the honorees.

## order information

An order form and accompanying payment for the [Golden Oak and Diamond Awards](#) is available online on the New York State PTA website [nyspta.org](http://nyspta.org) under “Leaders.” Please print the order form, fill it out and mail the form

with the appropriate payment to the New York State PTA office. Please remember to have two signatures on the PTA check and allow six weeks for delivery.

## deadline

There is no deadline for these awards other than planning for the six weeks delivery time of the completed award.



The Diamond Award



The Golden Oak Award

## Leadership Qualities

### inspire

Urge yourself and others to reach goals.

### listen

Work hard to understand the individual volunteers, their needs and motivations and the motivations of others.

### vision

The belief that something must happen and it is worth your time to make it happen.

### decide

Make the necessary decisions to move a project forward.

### delegate

Know when to empower others and let go, rather than control or do everything.

### focus on priorities

Make sure projects are not sidetracked when you are diverted from important things to the trivial; refocus and redirect everyone’s eyes to the ultimate goal.

### check for agreement

Check to see if the group has come to a consensus or has reached an understanding. Is more discussion required? Does a decision need to be made?

### mentor

Give talented people opportunities to gain experience, acquire new skills, and grow.

### clarify/elaborate

Help interpret others’ ideas to assist with understanding; point out alternatives.



# Celebrate and Remember



Alice McLellan Birney



Phoebe Apperson Hearst



Selena Sloan Butler

# Founders Day February 17

## Purposes of PTA

- To promote the welfare of children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

## Mission Statement

*The overall purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.*

New York State PTA  
One Wembley Court  
Albany, NY 12205-3830  
518-452-8808  
1-877-569-7782  
[www.nyspta.org](http://www.nyspta.org)

Please detach and return to:  
New York State PTA  
One Wembley Court  
Albany, NY 12205-3830

Unit Code: \_\_\_\_\_ - \_\_\_\_\_

Unit Name: \_\_\_\_\_

Acknowledgement letter sent to:  
*Please Print*

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Contribution Amount: \$ \_\_\_\_\_

**Thank you for your  
contribution for  
Founders Day!**

**New York State**  
**PTA**<sup>®</sup>  
*everychild.one voice.*<sup>®</sup>

**New York State PTA**

## History of Founders Day

On February 17, 1897, the two founders, Alice McLellan Birney and Phoebe Apperson Hearst, looked out at the 2,000 people from across the country who gathered for the Mothers Congress' first meeting in Washington, DC, and saw the beginning of the largest (and now oldest) volunteer organization that works exclusively on behalf of children and youth.

In 1926, Selena Sloan Butler formed the Mothers Congress' counterpart. She was the founder and first president of the National Congress of Colored Parents and Teachers (NCCPT).

After working 50 years apart, NCCPT and the National Congress of Parents and Teachers united in 1970 to expand their outreach. All three women—Selena Sloan Butler, Alice McLellan Birney and Phoebe Apperson Hearst—believed in making everyone aware of children's needs and possibilities. February 17 became known as Founders Day since it celebrated the founding of PTA.

In January of 1930 during a national radio broadcast from Washington DC, Mary Grinnell Mears described the significance of Founders Day in the life of the PTA: "This annual celebration should give local parent-teacher associations a closer touch with the national organization. It should impart information regarding the beginning of the organization and the high ideals of the founders and their associates. The purposes, needs, and achievements of the National (Congress) should be clearly presented with its recognized value to child welfare. Emphasis should be laid on its importance in the educational, religious, philanthropic, and social life of the country."

## Celebrate Founders Day

- Display pictures and memorabilia describing PTA's more than 100-year history.
- Observe the inclusiveness of PTA's founding by organizing a culture festival celebrating your community's various ethnic and cultural groups.
- Present Honorary Life Memberships to past PTA presidents and other volunteers who have made a tremendous impact in their communities.
- Invite all past living PTA presidents to attend a special meeting.
- Recite the Mission of the State PTA at a special meeting.
- Put on a musical revue, play, or pageant.
- Send a Founders Day gift to State PTA, such as \$1 for each year of membership.
- Locate and highlight any resolutions that your PTA sent forward to the State and National PTA.
- Share information from State and National PTA through mailings to members.
- Celebrate each anniversary of State and National PTA with an ice-cream party for students.
- Challenge students to research PTA and create a school display or mural.
- Ask local grocers and vendors to print PTA anniversary messages on their bags.

## Contributions

Founders Day contributions may be made at any time of year. Make a contribution to welcome new members to your community or honor a special PTA friend.

Would you like another person to also receive an acknowledgement of this contribution?

Please fill out the information below:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

*Thank you.*

### Where do your Founders Day contributions go?

Half of your Founders Day contribution goes to New York State PTA for leadership development and

the other half of your contribution goes to National PTA to support their programs.