

PTA Spotlight Award

Application Helpful Hints

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

- Unit/council is in good standing: dues, insurance and Workers Compensation Annual Payroll Report received
- Unit/council has qualified for Chairman's Club 50 Members by November 15
- Unit/council Bylaws are current
- **Application is received by February 1 IN the State PTA Office**

NO application received after the due date will be considered.

Check that your application is complete

- Each award category 3 single-sided pages maximum
- 3 additional single-sided supplemental pages per category
- **Signed by the council and district president**

Make certain that the described format is followed:

- 12 Pt 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 4 questions on the application
- Do not describe a fund raising 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!