

HSA Bio Guidelines

2023-2024

The sole purpose of the bio is to let everyone know why the recipient is receiving the award from your unit. Keeping that in mind, please use these guidelines when creating each recipient's bio:

1. **Focus on volunteering.** How does the recipient help children and youth in your unit and/or community? How does the recipient go beyond the call of duty or beyond what their job description says they should do?
 - a. It is much more interesting to **describe in detail** what the recipient does at your unit than to list jobs they have had at your unit or other schools.
 - b. Try to stick with reasons that pertain to your unit and not things they did with past units unless you are noting their longevity.
2. There is no need to include information on education or work unless it specifically pertains to why the recipient is receiving the award.
3. Use **complete** grammatically correct **sentences**.
4. Do not write in the first person. i.e. "So and so always helps me with registration." "We are best friends." "I love the way he works with the kids."
5. Proofread with a few pairs of eyes! Are all the facts accurate? Are spellings, including the recipient's name, correct?
6. **It can take some time to gather enough information about the recipient. Please plan for this with the deadlines in mind.**
7. **Each bio (1 per recipient*) must be a MAXIMUM of 240 words** (approx. 16 lines).

**exception: a couple receiving the award for the same reason could share one bio.*

You can email your bios to: UnitHSA@TorranceCouncilofPTAs.org
More info to come in future emails on how to digitally upload bios with us.

Bios are due by Wednesday, February 1, 2024.