

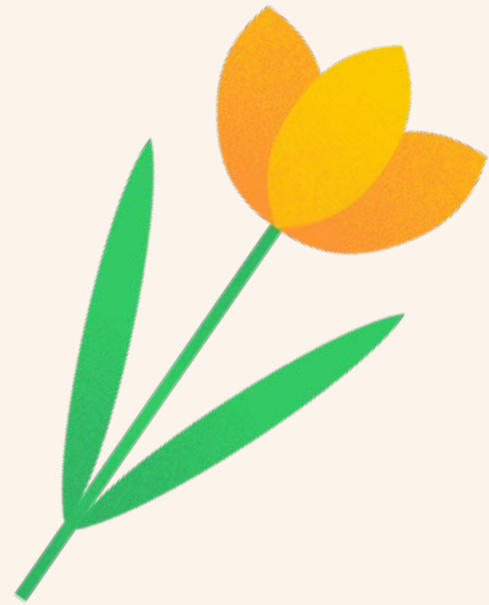
The top corners of the page are decorated with stylized floral illustrations. The top-left corner features a branch with several green leaves. The top-right corner is filled with a cluster of pink and red roses on green stems with leaves. The text "TORRANCE COUNCIL OF PTAS" is positioned below the top-left floral element.

TORRANCE COUNCIL OF PTAS

# Honorary Service Awards Training

A decorative floral element in the bottom-left corner, consisting of a pink rose and green leaves on a stem.

October 18, 2023



# Agenda

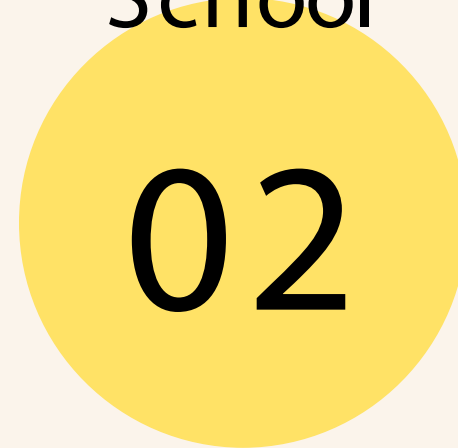


Welcome &  
Introductions



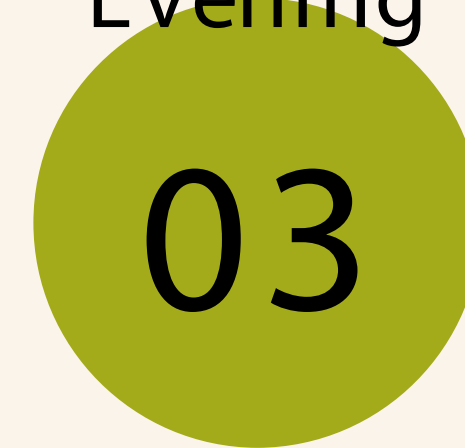
Name, School, HSA  
Experience

HSA at your  
School



HSA Committee, Awards,  
Budget, Timeline

Council HSA  
Evening



Experience with HSA or  
as HSA Chair



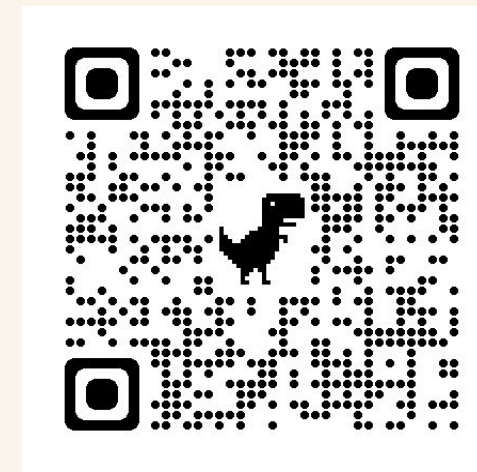
# Planning for HSA at your school

**Purpose of PTA HSA Program:**  
To Honor and recognize individuals or  
organizations for outstanding service to children  
& youth in your community



# PTA Awards

## CAPTA Certificates & Pins



CAPTA store and info



### Very Special Person (VSP)

Recognition for Service to PTA (does not attend TCPTA Event)

\$25



### Honorary Service Award (HSA)

Outstanding service to children & youth

\$40



### Continuing Service Award (CSA)

Ongoing or long-term service to children & youth

\$45



### Outstanding Teacher Award (OTA)

Teacher w/ outstanding service to children & youth

\$40



### Outstanding Administrator Award (OAA)

Administrator for outstanding service to children & youth

\$40



### Golden Oak Award (GOSA)

Significant contributions to the welfare of children & youth

\$85



### Elected Official HSA (EOHSA)

Outstanding service to children & youth

\$40



# Committee Responsibilities



## FIND NOMINEES

- Distribute HSA Nomination Form
- What if you don't get any response?
- *Seek out candidates*
- *Ask staff, principal, board, members*

## EVENT PLAN

- Plan an event to honor awardees
- See past procedure book
- Contact family to attend (surprise or no?)
- Often presented at February association
- Personal gifts may not be purchased with PTA funds

## SELECT AWARDEES

- Consider budget, standing rules
- Confidential selection
- Choose worthy candidates
- Avoid patterns (e.g. always give to president)
- Can check CAPTA for previous awards
- Order certificates and pins

## COORDINATE w/COUNCIL

- Turn in Names and Bios
- Distribute invitations
- Submit RSVPs
- Ensure all information is received in a timely manner



# PTA Board Responsibilities

## Appoint HSA Chair & Committee

- President to appoint chair & committee members @ Board mtg
- *(Recommend odd number, 5 members, different each year)*
- Executive Board ratifies appointments
- President is member ex-officio
- Principal is an advisor

## Review & Approve Event Plan

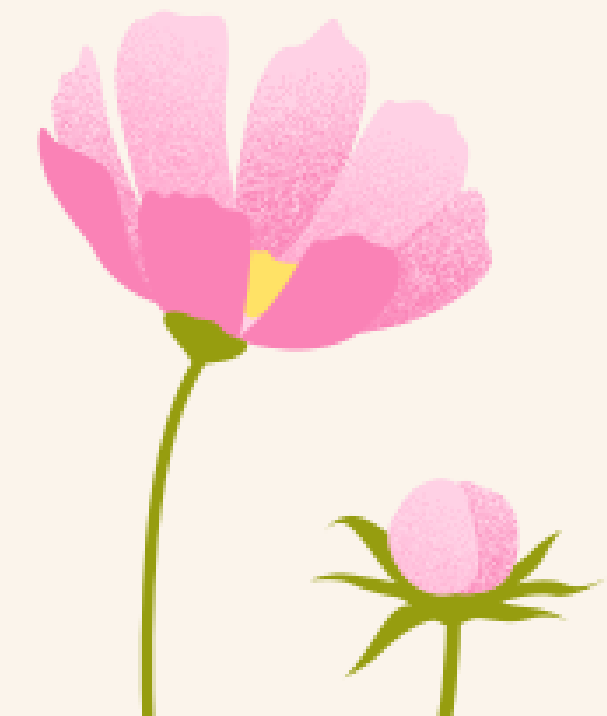
- Executive Board reviews the Event Plan presented by the committee
- Recommends changes, etc.
- Approves plans prior to action taken

## Approve Budget

- Approve funds to be included in the budget
- Approves expenditures before reimbursements can be made
- Association must approve budget before reimbursement

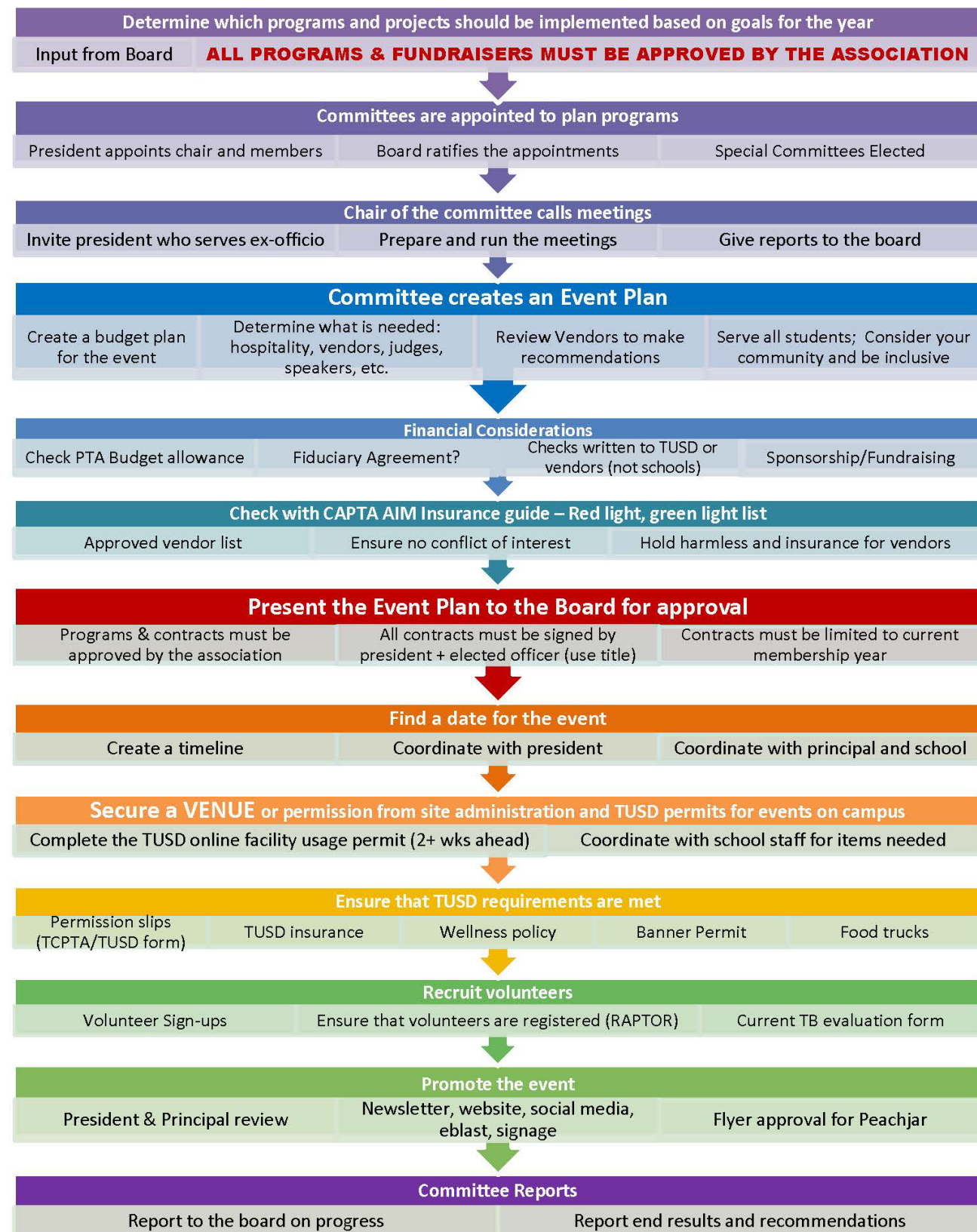
# First Steps for Chairs

- Meet with your president & principal
  - \* Schedule your HSA program (often February Association meeting)
  - \* Find out what budget is
- Work with president so committee is formed, appointed, ratified
- Distribute HSA Nomination Form
  - \* Can be hard copy, email or google form
  - \* Don't forget to distribute to school teachers/staff
  - \* Keep forms confidential until meet with committee
- Meet with committee
  - \* Select awardees, keep discussion confidential
  - \* Distribute responsibilities



# Event Plan

## Planning a PTA Event in TUSD



## Torrance Council of PTAs

### EVENT PLANNING WORKSHEET

Attach separate sheet(s) if more space is required for any section

\* Item must be approved by the executive board.

\*\* Item must be approved by the association.

<b>EVENT / FUNDRAISER / PROGRAM TITLE:</b>	
Chairperson(s):	
Email & Cell:	
Location:	Date and time:
Description:	

### EVENT INCOME AND EXPENSES

**Budgeted income:** \$ \_\_\_\_\_

**Budgeted expense:** \$ \_\_\_\_\_      **Is this a self-funding event?**    Yes    No

List income and expense categories and estimates. Include things such as facility use permit, flyers, handouts, copy fees, nametags, refreshments, signs, presenter, publicity, audio/visual, etc.

Income		Expenses	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
<b>Total estimated income:</b>	\$	<b>Total estimated expenses:</b>	\$

### CATERING

Name of Company:	Contact Information:
Cost per person:	Tip Amount:
Tax Amount:	Delivery Charge:
Menu Options:	

Copy to President, Treasurer, and Chairman

Chairman: Keep with copy of signed contract, flyers, announcements, etc.



Download  
Event Planning  
Worksheet  
fillable pdf






# Event Plan

Elements of a good event plan



- General description & Information
- Time, Date, Location
- Budget
  - Check PTA budget for budgeted amount
  - Consider any funds that will be collected
  - Estimate expenses expected (certificates, pins, dinner, program)
  - Consider hospitality/refreshments – is there a separate fund?
- Program considerations
  - Is there a theme?
  - How will presentations be made?
  - Publicity/Invitations
  - Decorations
  - Volunteers
  - Decorations, Equipment needs
- PTA Approvals
  - Board approved budget & event plan
  - Association approved budget
  - Facility Use Permit
  - Contracts (if any) approved by Association

- 
- Plan an event to honor awardees
  - See past procedure book (or experienced members) for ideas & traditions
  - Often presented at February association meeting
  - How will awards be presented?
  - Is there a theme?
  - How will you notify recipients?
    - Will it be a surprise? Where will you do it?
    - Who will participate?
  - Contact & invite the family to attend (*if surprise*)
    - Note: Personal gifts may not be purchased with PTA funds*
  - Will there be a printed or digital program?
  - Invite past awardees?
  - Hospitality: cake, etc.

# Planning an Event Ideas

# Timeline for Units

October/  
November



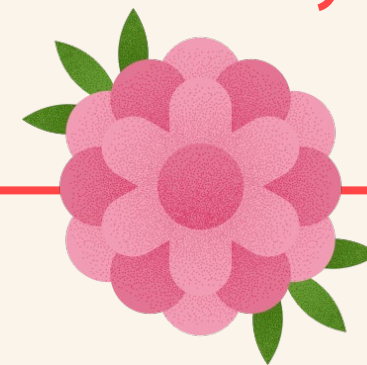
- \* Create HSA Committee
- \* President appoints
- \* Exec Board ratifies
- \* Meet w/President & Principal
- \* Check bylaws standing rules

October/  
November/  
December



- 🌱 Committee meets
- 🌱 Send Nomination Form
- 🌱 Check Budget
- 🌱 Prepare Event Plan
- 🌱 EB Approve Event Plan

December/  
January



- 🌸 Collect nominations
- 🌸 Choose awardees
- 🌸 Plan presentations
- 🌸 Order HSA certificates & pins (order early)

January/  
February/  
March



- 🌸 Notify awardees
- 🌸 Presentations
- 🌸 Turn in Council items
- 🌸 Bios: February 1
- 🌸 RSVPs/Pay: March 6



# Torrance Council Event

A special dinner event to honor HSA awardees from Torrance PTAs

**Friday, March 22, 2024**

**Time: 6:30pm (tentative)**

**Location: *TBD***

Attended by honorees and a guest,  
presidents, principals, dignitaries



# Torrance Council Deadlines



Name & Bio  
Turn in

**February 1<sup>st</sup>**

Max 240 words  
per person

RSVP  
Deadline


**March 6<sup>th</sup>**

President?  
Principal?  
Honorees?  
Guests?

Payments  
Due

**March 6<sup>th</sup>**

Payments due at Torrance  
Council March Executive  
Board meeting  
Checks payable to Torrance  
Council of PTAs



You will be asked to distribute invitations to your attendees  
**Please ensure that all information is received in a timely manner**



# Bios

- Focus on what recipient does for your school/community
  - Give some specific examples
- Verify information
- Use complete sentences.
- Proofread - at least two pairs of eyes!
- Follow the Bio Guidelines for due dates and format specifics
- *We reserve the right to edit as necessary if guidelines are not followed.*

Be sure to email bios by Thursday, February 1, 2024

to [UnitHSA@TorranceCouncilofPTAs.org](mailto:UnitHSA@TorranceCouncilofPTAs.org)

Or use Google Form Upload (more info to come)



# Bio Example

Judy has been a mover and shaker in the PTAs at the schools her three children have attended. She is currently in her second year as Treasurer and prior to that was the Auditor. She is also on the board of the Torrance Council of PTAs as their Auditor. Judy has an eye for details and knows the ins and outs of PTA financials which is an asset for the boards she serves on. Her concern for not only her own children, but all children, drives her to always step up to be the Emergency Preparedness Chair. She worked many hours with each school's administrators to find out what supplies were needed for each classroom and office. She even attends the TUSD Emergency Prep meetings to stay current and informed. Judy always helps when needed and has served on many HSA, Scholarship, and Nominating Committees. This year she is chairing the \_\_\_High School Senior Class Grad Night Committee to ensure that our seniors have a night to remember. Judy is always very active in supporting her children's extracurricular activities and can often be seen helping at basketball games along with serving as the Team Mom. Judy's full throttle, "Go Get 'Em" attitude has made her an invaluable resource to our PTA and to all our students. This is why we are proud to award her the 2020 Continuing Service Award.

# Questions? Contact Us

Email: [UnitHSA@TorranceCouncilofPTAs.org](mailto:UnitHSA@TorranceCouncilofPTAs.org)

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