

# Honorary Service Awards

## 2023-2024

Thank you for volunteering to chair this event for your school's PTA. HSA is such a meaningful event because it provides the opportunity to publicly acknowledge some of your selfless volunteers who have served our kids, school, and community.

Here are recommended procedures for a successful (*and hopefully not too stressful*) event:

- 1) **Meet with your president and principal (OCTOBER)**
  - a) Schedule your HSA program and reveal by mid-February, if possible. This date is typically an Association Meeting date. If you hold your HSA event after February, your recipient may not receive some of the state, city, and district certificates or be included in the TCPTA HSA program booklet.
  - b) Find out and discuss your HSA budget. Have this important conversation before meeting with your committee.
- 2) **Board Meeting: Form the HSA committee (OCTOBER/NOVEMBER)**

President appoints chair and committee members (new each year), ratified by the executive board. Check your bylaws standing rules for any further rules regarding this committee.
- 3) **Distribute [Nomination Forms](#) (NOVEMBER)**

Post on your school website, email, and/or send home hard copies or use a google form. distribute multiple ways if possible. Fillable form/example can be found on the [Torrance Council website](#) HSA page. *Nomination submissions should be kept private and not discussed until the committee meeting.*
- 4) **Meet with your committee to plan and select recipients (OCTOBER to DECEMBER) (start early to avoid the holidays)**
  - a) All discussions must be kept confidential within your committee.
  - b) **Prepare an [event plan](#) to present to your board for approval (NOVEMBER)**

Use this [guide](#) and be sure to specify budget breakdown (dependent on unit budget) including:

    - Unit Presentation/Reveal Cost
    - TCPTA Evening Event (estimated \$60-70 per person)
    - Certificate & Pin Costs (plus shipping and tax) of \$40-45 (GOSA \$85)
  - c) Review Council due dates and details that pertain to your Honorary Service Awards event.
  - d) Delegate jobs, which may include creating, distributing, and/or collecting nomination forms; writing bios; ordering pins and certificates from CAPTA; planning the presentation and how it will be done, decorations, hospitality, etc.
  - e) Schedule a December or January committee meeting to review nominations, plan your event, etc.
- 5) **Meet with your committee to finalize recipient selection and plan your event. (DECEMBER/JANUARY).**
- 6) **Order pins and certificates as soon as committee selects recipient(s) (JANUARY).** Can take 2 weeks for delivery.
- 7) **Be mindful of deadlines and start early.** You may need help with things like getting information for recipient's bios.

**Important dates to mark in your calendar**

**October:** Form HSA Committee  
**November:** Send out HSA Nomination Forms  
**November/December:** HSA Committee meets to plan HSA event.  
**January:** HSA Committee finalizes recipient selection, order certificates & pins.

**Thursday, February 1, 2024:** Names and Bios of all HSA recipients are due to Council.  
E-mail names to [UnitHSA@TorranceCouncilofPTAs.org](mailto:UnitHSA@TorranceCouncilofPTAs.org) AND send bios (more info to come).

**Wednesday, March 6, 2024:**

- RSVP deadline for the TCPTA Evening Dinner Event (details to follow)
- Payments for HSA Dinner(s) Due (turn in at March 6<sup>th</sup> Exec Board Mtg).

**Friday, March 22, 2024 @ 6:30pm:** TCPTA HSA Presentation and Dinner. Location TBD.

***Here are some helpful links:***

<https://www.torrancecouncilofptas.org/honorary-service-award>

<http://toolkit.capta.org/programs/awards/honorary-service-awards/>

<http://downloads.capta.org/toolkit/print/Forms.pdf> for all HSA forms

To order pins and certificates online or to look up recent recipients:

<https://stores.shoppta.com/dashboard.lasso>.

If you have questions, contact us via email [UnitHSA@TorranceCouncilofPTAs.org](mailto:UnitHSA@TorranceCouncilofPTAs.org) or phone/text

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