

TCPTAs

Honorary Service
Awards Training

October 2022

Chairperson:

Amanda Gutierrez

UnitHSA@TorranceCouncilofPTAs.org



Introductions

Please share your:

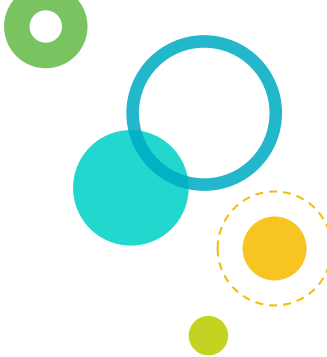
- Name
- School
- Experience as an HSA Chair

Agenda

- Welcome & Introductions
 - PTA Awards
- Timeline & Important Dates
 - Bios
 - HSA Presentations
 - Questions & Answers



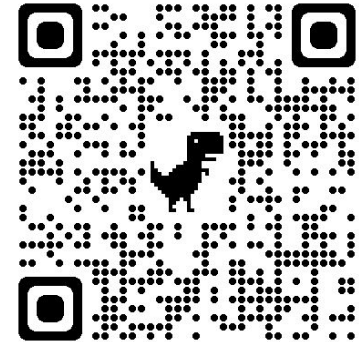
PTA Awards

- 
- ◎ Honorary Service Award (HSA)
 - ◎ Continuing Service Award (CSA)
 - ◎ Outstanding Teacher Award (OTA)
 - ◎ Outstanding Administrator Award (OAA)
 - ◎ Golden Oak Service Award (GOSA)

PTA Awards Certificates

CAPTA Certificate and Pin:

- HSA \$ 40
 - CSA \$ 45
 - OAA \$ 40
 - OTA \$ 40
 - GOSA \$ 85
- + Shipping & Tax



Timeline for Units

- × **October/November**

- × Meet with President and Principal
- × Create HSA Committee - check bylaws & budget - approve committee

- × **Oct/Nov/Dec**

- × Meet with Committee
- × Send out Nomination Form

- × **January**

- × Meet with Committee to look over nominations, choose awardees, & plan presentations
- × Order HSA items

- × **Jan/Feb**

- × Presentations



Important Dates

- **Wednesday, January 4** - 1st day bios can be submitted
- **Wednesday, February 1** - Recipient names and bios due
- **Wednesday, February 15** - RSVP due
- **Friday, March 10** - TCPTA HSA Evening Event

Bios

- Focus on what recipient does for your school/community
 - Give some specific examples
- Verify information
- Proofread - at least two pairs of eyes!
- Follow the Bio Guidelines for due dates and format specifics

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.



HSA Presentations

- How might you surprise the recipient?
- Where might you surprise the recipient?
- Who might you include in the surprise?
- What do you surprise them with?

Budget Considerations

1. **Unit Presentation/Reveal Cost** - dependent on unit budget
2. **TCPTA Evening Event** - \$57 per person for booklet and dinner
3. **Certificate & Pin Costs** (plus shipping and tax)
 - a. HSA, OAA, OTA \$40
 - b. CSA \$45
 - c. GOSA \$85

A decorative graphic featuring a large, light blue dashed circle that frames the central text. Various solid-colored circles in shades of teal, lime green, orange, and pink are scattered around the page. Some circles are solid, while others are dashed. A large teal ring is in the top left, and a large yellow ring is in the bottom right.

Questions & Answers

Amanda: 562-673-0189
UnitHSA@TorranceCouncilofPTAs.org

A decorative graphic featuring a large dashed light-blue circle that frames the central text. Various colored circles and arcs are scattered around the page: a large lime green circle at the top left, a teal circle with a white quote mark above the text, a yellow circle at the top right, an orange circle at the bottom left, and several smaller circles in green, blue, orange, and pink. A large teal arc is at the top center, and a large orange arc is on the right side.

“

“Volunteering is the ultimate exercise in democracy. You vote in elections once a year, but when you volunteer, you vote every day about the kind of community you want to live in.”

~Author Unknown



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