

# UNIT FOUNDERS DAY REQUEST FOR NOMINATIONS & NOMINATION GUIDELINES INDIAN HOLLOW PRIMARY PTA REQUEST FOR NOMINATIONS

Dear PTA Members,

In February, the Commack PTAs will celebrate Founders Day. Indian Hollow Primary PTA may choose to honor outstanding individuals with either a New York State PTA Honorary Life Membership (“HLM”) or Distinguished Service Award (“DSA”) for qualifying volunteers, and an Advocate in Action Award (“AIA”) for a deserving Commack School District teacher, administrator or staff member. These awards are very special achievements in PTA. A copy of the “Founders Day Guidelines” are attached to this memo.

If you wish to nominate someone for the HLM or DSA, please review the attached guidelines to ensure that the person you are recommending qualifies. You must submit that individual’s “dossier” or PTA resume to the unit Founders Day Committee for consideration. To be selected as an honoree, a person must stand out as someone who goes above and beyond what is expected in his/her position and must be an active PTA participant. Please be sure to provide a letter that details what this individual has contributed to our PTA and/or the community. A complete dossier **MUST** be attached to the nominating letter. You may need to do research in order to accumulate a dossier without tipping off your subject. Contact spouses, PTA friends and colleagues, teachers and school staff. Council’s Corresponding Secretary also has prior years of PTA committee lists for each PTA unit.

If you are interested in nominating a teacher/administrator/staff member for the AIA award, you must complete and submit the attached application to the unit Founders Day Committee for consideration. This person must be a PTA member and exhibit at least 8 of the activities listed on the award application. Please submit the completed application with a cover letter including some detail as to what this individual has contributed to our PTA. No dossier is required for the Advocate in Action Award.

**All submissions MUST be received by the Committee chairperson no later than Friday 10/29.** Please see attached sample Nomination Letter and Dossier Point Tally which you may find helpful. The sample Dossier Point Tally does not show every way one may earn points, but gives ideas on how and where points can be earned. We encourage you to “investigate:” ask questions of the person you are considering for nomination; ask questions of his/her family, colleagues and friends as points can be accumulated for work done outside of Commack.

**It is not the responsibility of any Dossier Committee to investigate or itemize points. A Dossier Point Tally showing details and dates must accompany all Nomination Letters. Any nominations not accompanied by a detailed tally of points will be disregarded and deemed ineligible for consideration.**

If you have any questions, please contact the Founders Day Committee chairperson.

Sincerely,

The Indian Hollow Primary PTA Founders Day Committee

Kristen Demundo- kris10holder@yahoo.com

## REMINDERS:

- SUBMISSIONS MUST BE RECEIVED BY OCTOBER 29TH
- ALL SUBMISSIONS MUST INCLUDE THE PREPARER’S NAME AND CONTACT INFORMATION, NOMINATION LETTER, AND DOSSIER POINT TALLY for HLM/DSA AND/OR AIA APPLICATION.
- SEND SUBMISSIONS TO: KRISTEN DEMUNDO VIA EMAIL TO KRIS10HOLDER@YAHOO.COM WITH “FOUNDERS DAY SUBMISSION” IN THE SUBJECT.

*Founders Day Nomination Guidelines*

New York State PTA Honorary Life Membership (HLM) Award,  
Distinguished Service Award (DSA), and  
Advocate in Action (AIA) Award

***Eligibility Requirements for each award:***  
**Honorary Life Membership — 100 points**  
**Distinguished Service Award— 200 points**  
**Advocate in Action Award — 8 out of 20 listed activities**

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These PTA awards are given to recognize volunteers in the Commack School District and/or Commack Community who go above and beyond to advocate for children and promote Commack PTA goals and programs. These awards are not given out lightly, as they are EARNED awards. It is important to note that accumulating the required points may take years. Points accrue as you go from grade to grade, year to year and school to school. The additional 200 points needed for the DSA accrue only after you receive the HLM Award. Please note, once again, that it takes years to accrue 200 points.

- HLM may be awarded by either Council or any unit only once to any recipient in his or her lifetime in the Commack School District. (Maximum 1 HLM per unit per year.)
- DSA may be awarded by Council, Commack High School PTA (maximum 1), and SEPTA (maximum 1), only after a minimum of 5 years of PTA service.
- Recipient of a DSA must have already won the HLM for a unit or Council. Include the date the person received the HLM.
- Recipient of a DSA must be a PTA member.
- At least 2 years must have elapsed since the person received the HLM to be eligible for DSA.
- AIA may be awarded by either Council or any member unit to any Commack School District teacher, administrator or staff member only once in his or her lifetime.
- Recipient of AIA must be a PTA member.
- List nominee's activities for any of the awards using the guidelines below. Include the dates of each activity or the number of years of involvement in each activity. For DSA considerations, list only the areas of involvement since the person received the HLM.

# POINT SYSTEM FOR HLM AND DSA

## **I. Service in Commack PTA (Unit or Council) - Points per year**

President - 15

Elected Officer - 10

Chairperson of Standing Committee - 5

Member of Standing Committee - 2

Chairperson of Special Committee - 2

Member of Special Committee – 1

Volunteer for PTA event – 1

Initiate or institute a new educational, health or safety program -5

Attend State PTA Convention – 10

Trip to Albany for Financial or Legislative Aid for Commack School District - 10

Leadership Training – 1

Education Conference – 5

Parent Representative/Liaison – 5

Workshop Presentation (unpaid) – 5

HLM Recipient – 25

## **II. PTA - State or Region Level**

President - Region Director - 10

Elected Officer - Assistant Director – 5

Chairperson of Standing Committee - 3

Member of Standing Committee - 2

Chairperson of Special Committee - 2

Member of Special Committee – 1

Initiate or institute new educational, health or safety program – 3

## **III. School or School District Involvement**

Member of School Board - 5

Chairperson of School Citizens Advisory Committee - 3

Member of School Citizens Advisory Committee - 2

Member Volunteer School Program – 1

Class Parent - 5

Team Parent – 1

Assistant Coach (non-paid position) - 5

## **IV. Commack Community Volunteer Involvement (Scouts, etc.)**

Organizational, Area, Service Unit, Troop leaders, etc.; Co-Leader, Den Parent - 5

Project Leader, Chairperson (Cookie Parent, fundraising, etc.) – 1

## **V. Youth Athletic League (Little League, Soccer League, etc.)**

Coaches, Asst. Coaches - 5

Chairpersons / Committee members (team parent, picture parent, etc.) – 1

## **VI. Youth Activities (Religious/Non-Religious)**

Advisors, Board Members, Leaders, Chairpersons, Volunteer Teachers - 5

Committee Member of the above – 1

**VII. Civic Association (Volunteer ambulance, fire department, hospitals, senior citizen centers, charitable organizations, etc.)**

Chairperson - 5

Member of Committee – 2

**VIII. Involvement outside Commack Area**

The general purpose of PTA awards is to honor people who have gone above and beyond in volunteering their time for the betterment of our community. However, we also wish to acknowledge efforts made outside the Commack area. Please list all activities and background information for lesser known groups. Points for activities in this section are valued at 1/3 of the comparable activity listed in Section I, (i.e.; President of Commack PTA unit = 15 pts.; President of out-of-town PTA unit = 5 pts; please round up.)

**IX. Professional Organization Activities**

Membership in each professional organization that benefits the children of the district – 2

**X. Written Nomination Letter (Mandatory)**

How has this nominee enhanced student learning? How has this nominee gone above and beyond what is expected of him/her? How has this nominee shown extraordinary caring for children outside the classroom/building? What humanitarian characteristics does this nominee possess that have touched the children in positive ways? What type of service has this nominee provided to the Commack community? How has this nominee set an example of personal conduct for all to emulate? How has this nominee shown extraordinary demeanor and helpfulness? How has this nominee made a meaningful contribution to the children and school community? – 1 per letter, with a maximum of 5 points

**XI. AIA Requirements**

The AIA was created in 2007 to acknowledge the involvement of PTA members in the education of children as well as in their PTA. Each Commack School District teacher, administrator or staff member nominee must be a PTA member who has participated in at least 8 of the 20 activities listed on the application below. The unit president is not required to validate any of the statements of the applicant, other than to confirm that the applicant is a member of the PTA unit.

# SAMPLE NOMINATION LETTER

Nominator's Name:

Nominator's Phone Number and Email:

I would like to nominate { }. They are deserving of the award because they embody the essence of what this Founders Day Award represents. { }'s outstanding contribution to the welfare of children and youth merits this special recognition and the community's appreciation.

It has been an absolute pleasure working alongside { }. First, in their role as a committee chair and second as a PTA officer, { } has always been focused on the welfare of children. They have made valuable suggestions to programming and scheduling format which has resulted in creating beneficial changes to our school.

{ } is well respected and I highly endorse the special honor of them being recognized as a Founders Day Award recipient. Thank you for your consideration.

Signed,

See Dossier Point Tally Below

## SAMPLE HLM/DSADOSSIER POINT TALLY

IH President 2020	15
RH Elected Officer 2015	10
WP Fall Festival Chair 2019, 2018, 2017	15
NR Yearbook Chair 2018, 2017, 2014	15
IH Gala Chair 2018	5
RH ROCKS Chair 2017	5
WP Gala Chair 2015	5
NR Bulletin Board Chair 2015	5
Girl Scouts Leader 2014, 2015, 2017, 2018	20
RH Class Parent 2019	5
<b>TOTAL</b>	<b>100 POINTS</b>

# ADVOCATE IN ACTION AWARD APPLICATION

**Print and complete this form and submit it to your PTA Founders Day Committee Chair by the due date.**

## **WHAT IS AN ADVOCATE IN ACTION?**

An Advocate in Action is someone who works for change, improvement and growth.

## **PLEASE PRINT CLEARLY**

Nominee:

PTA Unit Name:

School Name:

Name of Nominator:

**Nominees must have completed any 8 of the items listed below to qualify as a PTA Advocate in Action. Check all that apply.**

- Is a PTA/SEPTA member (***required***)
- Attends PTA meetings regularly
- Participated in a PTA program
- Attended Parent/Teacher conferences
- Voted in school elections
- Volunteered in classroom
- Is/was a class parent or assisted in a class activity
- Served on a PTA committee
- Served as a PTA chairman
- Served as a PTA officer
- Served as an advisor in student government
- Served as a committee member on your PTA, PTSA, SEPTA, PTA Council or Region PTA
- Served on a school-based committee, such as a Shared Decision-Making Team, Site Based Team, school wellness or parent advisory committee
- Wrote an article for your PTA newsletter
- Wrote a letter to the editor on a PTA issue
- Wrote a letter to a Board of Education member or a local legislator regarding a school issue
- Spoke at a Board of Education meeting or at a legislative event regarding a school issue
- Recruited/mentored one or more new members
- Got a teacher, administrator or Board of Ed member to join your PTA
- Recruited/informed/involved pre-school parents