

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 — active PTA member, minimum of 10 criteria**
Distinguished Service Award—active PTA member, prior recipient of HLM Award
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. All awards may be awarded by either Council or any unit only once to any recipient in his or her lifetime in the Commack School District.

- Recipients of all awards must be current PTA members.
- All units may award one HLM per year. Recipients may only receive this award ONCE.
- 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. Any K-8 building may submit letters of recommendation for a deserving candidate to Council to be considered for a DSA. Council's Founders Day Committee will review all K-8 DSA recommendations and decide honorees, if any, and its decision will be final.
- Recipient of a DSA must have already won the HLM for a unit or Council. Include the date the person received the HLM.
- AIA may be awarded by either Council or any member unit to any Commack School District teacher, administrator or staff member. Recipients may only receive this award ONCE.
- 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 to the best of your ability.
A written nomination letter for ALL awards is 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?

REQUIREMENTS FOR HLM/DSA

(in addition to those stated above)

Please include a minimum of **TEN** of the below criteria

I. Service in Commack PTA (Unit or Council)

Elected Officer

Chairperson and/or Member of Committee

Volunteer for PTA event

Initiate or institute a new educational, health or safety program

Attend State PTA Convention

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

Leadership Training

Education Conference

Parent Representative/Liaison

Workshop Presentation (unpaid)

II. PTA - State or Region Level

Elected Officer or Appointed Leader (Region Director, Assistant Director)

Chairperson and/or Member of Committee

Initiate or institute new educational, health, or safety program

III. School or School District Involvement

Member of School Board

Chairperson and/or Member of District Committee

Member Volunteer School Program

Class and/or Team Parent

Coach/Assistant Coach (non-paid position)

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

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

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

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

Coach/Assistant Coach

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

VI. Youth Activities (Religious/Non-Religious)

Advisors, Board Members, Leaders, Chairpersons, Volunteer Teachers, Committee Member

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

Chairperson and/or Member of Committee

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, including efforts made outside the Commack area. Please list all activities and background information for such groups.

IX. Professional Organization Activities

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

SAMPLE NOMINATION LETTER

Nominator's Name:

Nominator's Phone Number and Email:

I would like to nominate { } for the {} award. They are deserving of the award because:

{detail the nominee's activities using the attached Requirements as a guide.}

It has been an absolute pleasure working alongside { }. { } 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,

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.

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