

COMMACK PTA COUNCIL
Guidelines for
NYS HONORARY LIFE MEMBERSHIP (HLM) AWARD,
DISTINGUISHED SERVICE AWARD (DSA)
and
ADVOCATE IN ACTION

Required Total Volunteer Points for Awards:
Honorary Life - 100, Distinguished Service - 300

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, students 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 300 points needed for the Distinguished Service Award accrue only after you receive the Honorary Life Membership Award. Please note, once again, that it takes years to accrue 300 points.

- Honorary Life Membership Award may be awarded, by either Council or any member unit, only once to any recipient, in his or her lifetime, in the Commack School District.
- Recipient of Honorary Life Membership need not be a PTA member.
- Distinguished Service Award may be awarded, by PTA Council (max. 2), Commack High School PTA and SEPTA (max. 1), only after a minimum of eight 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 two years must have elapsed since the person received the HLM to be eligible for DSA
- Advocate in Action Award may be awarded, by either Council or any member unit, only once to any CUFSD teacher, administrator or staff member, in his or her lifetime, in the Commack School District.
- Recipient of Advocate in Action Award must be a PTA member.
- List nominee's activities, for any of the above-mentioned awards, using the guidelines outlined 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.

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

President - 16

Elected Officer - 8

Chairperson of Standing Committee - 4

Member of Standing Committee - 2

Chairperson of Special Committee - 2

Member of Special Committee - 1

Initiate or institute a new educational, health or safety program - 4

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

II. PTA - State or District Level

President - District Director - 12

Elected Officer - Assistant Director - 6

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 - 6

Chairperson of School Citizens Advisory Committee - 3

Member of School Citizens Advisory Committee - 2

Member Volunteer School Program - 1

Class Parent - 2

Team Parent – 1

Assistant Coach (non-paid position) - 4

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

Organizational, Area, Service Unit, Troop leaders, etc.; Co-Leader, Den Parent - 4

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

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

Coaches, Asst. Coaches - 4

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

VI. Youth Activities (Religious/Non-Religious)

Advisors, Board Members, Leaders, Chairpersons, Volunteer Teachers - 4

Committee Member of the above – 1

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

Chairperson - 4

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 25% of the comparable activity listed in Section I, (i.e.; President of Commack PTA unit = 16 pts.; President of out-of-town PTA unit = 4 pts.)

IX. Professional Organization Activities

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

X. Written Letter of Recommendation (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 max. of 5 points).

XI. Advocate in Action Award Requirements

The Advocate in Action Award was created in 2007 to acknowledge the involvement of PTA members in the education of children as well as in their PTA. Each CUFSD 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. Activities range from attending PTA meetings, to service as an officer or chair, to writing articles or letters to legislators, to speaking at a meeting of the Board of Education, to attending a parent-teacher conference. 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.

Founders Day Award Unit Requirements:

- Limit awards to a maximum of one HLM and one Advocate in Action per unit (excluding the Commack High School and SEPTA, which can give one HLM and/or one DSA and one Advocate in Action per unit). Council can give two awards in any combination.
- HLM Recipients can be any Parent and/or Community volunteer.
- Distinguished Service Award nominations, for Commack High School and SEPTA recipients must be submitted to council for consideration before award is announced, to insure the proper amount of points have been accumulated.
- Advise Distinguished Service Award recipient's that speeches will be limited to three (3) minutes.

Dossier Committee Requirements:

- At least one Executive member and at least one staff member must be on unit dossier committee.
- A PTA member or staff member nominated for an award may not sit on the dossier committee.
- All voting must be by secret ballot.
- All Dossier Committees must have five or seven members plus two alternates (with the exception of Council's Dossier Committee which is comprised of one representative from each unit).
- All dossiers must be signed and submitted in writing. No verbal or anonymous submissions will be considered.
- All dossiers must be received by the due date without exception.
- A PTA member or staff member cannot serve as chairperson of the same dossier committee for more than two consecutive years.
- Prior recipients are encouraged to sit on this committee.

Please see attached sample of ways to accrue points, which you may find helpful. It does not show every way, 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, and ask 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 list of points, showing details and dates, must accompany all Letters of Recommendation. Any nominations not accompanied by a detailed list of points will be disregarded and deemed ineligible for consideration.

SEPTEMBER 2013

Adopted by PTA Council, 9/2013

SAMPLE

SAMPLE

SAMPLE

SAMPLE

Commack PTA Council
Founders Day Nomination

Nominator's Name: *Xxxxx Xxxxx* Phone#: *xxx-xxx*

I would like to nominate *Xxxxx Xxxxx*

This person is deserving of the award because: *Xxxxx Xxxxx* embodies the essence of what this Founders Day Award represents! *Xxxxx's outstanding contribution to the welfare of children and youth merits this special recognition and unstinted appreciation.*

It has been an absolute pleasure working alongside *Xxxxx Xxxxx*. First, in her role as a committee chair and second as a PTA officer, *Xxxxx Xxxxx* has always been focused on the welfare of children. *Xxxxx Xxxxx* has made viable suggestions to programming and scheduling format, which has resulted in creating logistical changes beneficial to our building

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

The following Sample Dossier is required for the Honorary Life Membership and Distinguished Service Awards only.

SAMPLE DOSSIER

2009-2010 School Year

Committee	CMS	Fashion Show Committee Member	2 points
Chair	CMS	Audit Committee	4 points
Chair	Burr	Grade Rep.	4 points
Chair	Burr	Arts in Ed	4 points
Committee	Burr	Reflections	2 points
Committee	Burr	Family Bowling	2 points
Committee	Burr	2 nd Grade Tours	2 points
Committee	Burr	Field Day	2 points
Committee	Burr	5 th Grade Events	2 points
Committee	Burr	Library Book Fair	2 points
Special Committee	Burr	SBMT	1 point
Class Parent	Burr		2 points
Community Service		Team parent-baseball	1 point

2008-2009 School Year

Elected Officer	CMS	School Board Rep.	8 points
Committee	CMS	Wild Cat Award	2 points
Chair	CMS	End of Year Dinner	4 points
Committee	CMS	Fundraising	2 points
Liaison	CMS	MYP	2 points
Volunteer	CMS	Book Drive	1 point
Volunteer	CMS	CMS Idol	1 point
Chair	Burr	Grade Rep.	4 points
Chair	Burr	Arts in Ed	4 points
Committee	Burr	Halloween Extravaganza	2 points
Committee	Burr	Family Bowling	2 points
Committee	Burr	Field Day	2 points
Class Parent	Burr		2 points
Special Committee	Burr	SBMT	1 point
Committee	Burr	Library Book Fair	2 points
Community Service		Team Parent-Baseball	1 point

2007-2008 School Year

Committee	Burr	Nutrition	2 points
Chair	Burr	Halloween Extravaganza	4 points
Committee	Burr	Plant Sale	2 points
Chair	Burr	Grade Rep.	4 points
Class Parent	Burr		2 points
Committee	Burr	Arts in Education	2 points
Community Service		Team Parent-Baseball	1 point

2006-2007 School Year

Committee	Burr	Broadway Bound	2 points
Committee	Burr	Halloween Extravaganza	2 points
Committee	Burr	School Store	2 points
Committee	Burr	Plant Sale	2 points
Class Parent	Burr		2 points
Chair	NR	Nutrition Committee	4 points
Chair	NR	Hospitality	4 points
Chair	NR	Science Fair/Art Exhibition	4 points
Chair	NR	Class Parent Rep	4 points
Committee	NR	2 nd Grade Activities	2 points
Committee	NR	Clubs	2 points
Volunteer	NR	Fun Fair	1 point

Volunteer	NR	Field Day	1 point
Volunteer	NR	Picture Day	1 point
Volunteer	NR	Bake Sale	1 point
Community Service		Team Parent-Baseball	1 point
2005-2006 School Year			
Committee	Burr	After school Clubs	2 points
Committee	Burr	Halloween Extravaganza	2 points
Committee	Burr	School Store	2 points
Class Parent	Burr		2 points
Volunteer	Burr	Sports Night	1 point
Committee	NR	Hospitality	2 points
Committee	NR	Fun Fair	2 points
Committee	NR	Year Book	2 points
Committee	NR	Nutrition	2 points
Committee	NR	Boutique	2 points
Volunteer	NR	Bake Sale	1 point
Volunteer	NR	Picture Day	1 point
Volunteer	NR	Field Day	1 point
2004-2005 School Year			
Committee	NR	Kindergarten	2 points
Volunteer	NR	Fun Fair	1 point
Volunteer	NR	Book Fair	1 point
Class Parent	NR		2 points

150
Total: points

The following application is required for the Advocate in Action Award only.

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?

It is someone who works for change, improvement and growth.

PLEASE PRINT CLEARLY!

Nominee Name

Unit Name

School Name, if different

—

Nominees must have completed any 8 of the items listed below to qualify as a PTA Advocate in Action!

- _____ Is a PTA/PTSA/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