

# Outstanding Classified Personnel Award

**Deadline: March 15, 2018** [Postmark date.] "Fax" or E-mail copies are not acceptable.  
Mail this form to: Kentucky PTA, 148 Consumer Lane, Frankfort, KY 40601

**Please copy this form and distribute to the Appropriate Person to Complete.**

**Nominee must be a member of a PTA/PTSA "In Good Standing" as of October 15, 2017.**

All Classified Personnel involved at a school are eligible for the Kentucky PTA Outstanding Classified Personnel Award.

Check the category which applies  Teacher's Aide/Assistant  Secretary  Custodian  
 Bus Driver/Monitor  Food Service  Other \_\_\_\_\_

Name of Nominee (Please Print) \_\_\_\_\_

Position/Title \_\_\_\_\_ Number of years in this Position \_\_\_\_\_

Name of School (if applicable) \_\_\_\_\_

School Level (if applicable)  Elementary  Middle/Junior High  High School  
 Combined  Other Specify \_\_\_\_\_

School District \_\_\_\_\_ County \_\_\_\_\_ PTA District \_\_\_\_\_

Nominee is a member of \_\_\_\_\_ PTA/PTSA

PTA/PTSA or District submitting nomination \_\_\_\_\_

Name of person submitting nomination \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_  
Street/P. O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Day (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Name of PTA/PTSA President \_\_\_\_\_

Address \_\_\_\_\_  
Street/P. O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**To be a Unit in *GOOD STANDING*  
All PTAs/PTSAs MUST:**

- Send at least one national and KY PTA state dues payment (\$3.50 per member) to the Kentucky PTA office no later than October 15<sup>th</sup>
- Send district dues to district treasurer or Kentucky PTA office as required
- Send the PTA financial review form to the Kentucky PTA office and school principal by July 15<sup>th</sup>
- File 990 IRS Tax Form by Nov. 15 and mail a copy to the Kentucky PTA office
- Send bylaws to the Kentucky PTA office for approval every 5 years

## CLASSIFIED PERSONNEL AWARD CRITERIA

- PTA involvement and support.
- Encouragement of parent volunteers.
- Special techniques to motivate students.

Please attach page(s) addressing the above criteria. Limit: 5 pages including this form); one side only, double-spaced, type no smaller than 10 point; and may not be reduced.

**Incomplete applications will not be considered.**

**The submitting PTA or PTSA will be notified if their nominee is a winner.**

