

# Outstanding Volunteer Participation Award

**Deadline: March 15, 2017** [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.  
 The Submitting PTA/PTSA must be a “Unit in Good Standing” as of October 15, 2016.**

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

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

School Address \_\_\_\_\_  
Street/PO Box City State ZIP

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

Type of School \_\_\_\_\_ Elementary \_\_\_\_\_ Middle/Jr. High \_\_\_\_\_ High School \_\_\_\_\_ Combined

Name of Person Submitting Nomination \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_  
Street/PO Box City State ZIP

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

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

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

Number of students \_\_\_\_\_ Number of PTA/PTSA members \_\_\_\_\_ Number of Volunteer Hours \_\_\_\_\_

Please attach page(s) describing your volunteer program based on the questions listed below. Limit: 5 pages (including this form); one side only, double spaced, type no smaller than 10 point; and may not be reduced.

**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

**VOLUNTEER PARTICIPATION CRITERIA**

Please answer the following questions.

- What is your method of recruiting volunteers?
- What time of year is your recruiting program most successful?
- What types of programs and projects are staffed with your volunteers?
- How do you ensure that your volunteers continue as volunteers for your PTA/PTSA?
- How do you evaluate your volunteer program?
- How do you recognize/reward your volunteers?

**Incomplete Applications Will Not Be Considered.**

The submitting PTA/PTSA will be notified if they are a winner.

