

## Camarillo Council of PTAs

### 2017 Honorary Service Awards Information Sheet for Units

Following is information relative to the upcoming Honorary Service Awards, presented by the Camarillo Council of PTAs. If you still have questions about this event, please do not hesitate to contact us.

### Events

**Keep in mind that there are actually 3 distinct levels of Honorary Service Awards.**

- 1) **The Unit Awards** – which are those persons who have been nominated and selected by each Unit PTA for contributions made at the school level. The event to honor these recipients takes place in connection with the Camarillo Council Awards in Camarillo.
- 2) **The Council Awards** – which are those persons who have been nominated and selected by the Camarillo Council for contributions made within Camarillo. The event to honor these recipients is the same event as above.
- 3) **The 12<sup>th</sup> District Awards** – which are those persons who have been nominated and selected by the 12<sup>th</sup> District HSA Committee for contributions made within Ventura County. The event to honor these recipients is normally held in February of each year.

### Nominations

Nominations are accepted for each of the levels mentioned above. Anyone may make a nomination for any level (Unit, Council or District). At each level, a committee will select the recipients and the recipients will then be honored at the appropriate event. Keep in mind nominations should be made at the appropriate level. For example...someone who is nominated for their work within Ventura County should be nominated at the District Level. Nominations for work in Camarillo should be made at the Camarillo Council level. Nominations for someone at a school level should be made at the Unit Level. Nominations of both individuals and organizations will be accepted at all levels.

### How Many Recipients?

Every year we are asked for guidance on how many recipients a Unit should select for HSA Awards. What you have to keep in mind is the spirit of the award. You are recognizing people who have gone above and beyond or have done something this last year amazing for your students/campus/school. The more people you honor and recognize with this award, the less “special” the award becomes. There are many ways to say thank you or to recognize people – the H S A Awards are the “most special” of these ways.

We tried to come up with a good “gauge” to help you determine the right number of honorees. We suggest 1% of your membership. So if you have 200 members, then 2 honorees is probably about right. Membership of 500, then 5 might be applicable. Remember.....this is a guideline!

You should also consider the cost to your association when selecting your recipients. Between the cost of the dinner, award and gifts, you want to be sure you know what your budget line item is before making your selections.

### Important Dates

Deadlines for the 12th District nominations should be obtained by visiting [www.12thdistrictpta.org](http://www.12thdistrictpta.org). Here is our timeline:

Description	Unit Level	Camarillo Council Level
Number of Invitations Needed for Your Unit	See Information on Page 2	
Solicitation for Nominees	Prior to February 1 <sup>st</sup> , 2017	Prior to February 1 <sup>st</sup> , 2017
Nominations due by	Your Unit needs to decide, we suggest Monday, March 6, 2017 (Allows 1-2 weeks for selection process)	Friday, February 24, 2017
Invitations Delivered to Units		March 3rd (Cam Council Meeting)
Order HSA Certificates from CAPTA	Friday, March 10th	Friday, March 10th
Reservations due by	Friday, March 17th (suggested date)	Friday, March 24th
Attendee Form (Attendees, Honorees, Type of Award and Payment) due to Cam Council	Friday, March 25th	
Event Evening	See Camarillo Council →	Tuesday, April 25 <sup>th</sup> , 2017

## Unit Checklist

- Review** the types of awards, donation amounts and criteria for selecting honorees for specific awards.
- Publicize** the awards and ask for suggestions for honorees from your members. Distribute a flyer requesting names and information. Be sure to also solicit nominations for the Camarillo Council and 12<sup>th</sup> District H S A.
- Meet** to discuss and select honorees. Remember to keep your proceedings confidential.
- Budget** for HSA awards as a line item and keep expenditures within your budget.
- Order** specific awards and certificates using order forms in the California State PTA Toolkit. Service pins can also be ordered at the same time, allowing four to six weeks for delivery.
- Reserve** their place at the Camarillo Council HSA Awards Banquet and Reflections Art Showcase
- Honor** your recipients with the certificate, a few words at the event and some other small gift of appreciation
- Maintain** an accurate record of all HSA awards in a permanent file. In some sites, they have a perpetual plaque that needs to be engraved.
- Celebrate** by making sure your school community is aware of the honorees

## Types of Awards

The official information as to each award category can be obtained from the CAPTA website at:

<http://www.capta.org/sections/programs/a-honorary-serv.cfm>

However, we thought it might be helpful to provide you some guidelines when deciding which award category to use when making your selections. Keep in mind, this is just our suggestions and does not represent any official position from PTA.

### **GOLDEN OAK SERVICE AWARD (GOSA)**

The Golden Oak Service Award is the most prestigious PTA award in California. This award may be given to an individual or organization that has made exceptional and significant contributions to the welfare of children and youth in the school or community over the course of several years (**usually...a minimum of 10 years**). This award is available by a contribution of \$60 in the name of the recipient.

### **CONTINUING SERVICE AWARD (CSA)**

A Continuing Service Award may be given to an individual or organization in special recognition of outstanding continued service to children and youth over the course of two or more school years. The CSA may be awarded without consideration to whether or not the recipient has previously received other California State PTA Honorary Service Awards. This award is available by a contribution of \$30 in the name of the recipient.

### **HONORARY SERVICE AWARD (HSA)**

An Honorary Service Award (HSA) may be given to an individual or organization in special recognition of outstanding service to children and youth over the course of one or more school years. The HSA may be awarded without consideration to whether or not the recipient has previously received other California State PTA Honorary Service Awards. This award is available by a contribution of \$30 in the name of the recipient.

### **VERY SPECIAL PERSON AWARD (VSP)**

The Very Special Person (VSP) Award may be given to an individual or organization in recognition of service to children and youth at some point during the school year. The VSP may be awarded without consideration to whether or not the recipient has previously received other California State PTA Honorary Service Awards. This award is available by a contribution of \$15 or more.

### **OUTSTANDING TEACHER AWARD (OTA)**

This award may be given to recognize a teacher for outstanding service to children and youth through PTA, school or community. This award is available by a contribution of \$30 in the name of the recipient.

### **OUTSTANDING ADMINISTRATOR AWARD (OAA)**

This award may be given to recognize an administrator for outstanding service to the children and youth through PTA, school or the community. This award is available by a contribution of \$30 in the name of the recipient.

### **IN MEMORIAM OR TRIBUTE DONATIONS**

Donations may be given by PTAs/PTSAs or by individuals in tribute to a person, a group or in memoriam. The donation may be made in any amount. An acknowledgement card or certificate, as requested, will be sent when a donation of \$10.00 or more is made. Anyone or any group may donate to the HSA program fund; the fund is not limited to contributions by PTAs.

**Any questions...contact your Camarillo Council 2016-2017 HSA Committee Chair  
Kimberley Sheppard -Sheppard.kimberley@ymail.com**