



## Camarillo Council of PTAs

### 2024 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 me.

#### 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 amazing this last year for your students/campus/school.

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

Description	Camarillo Council Level
Distribute HSA Nomination forms digitally through newsletter, FB, etc.	January to mid-February 2024
Nominations due to School HSA Chair by	Friday, February 23, 2024
Nominees selected by School HSA Committee	Friday, March 1, 2024
Order HSA Certificates from CAPTA	early March 2024
Digital Event Invitation Sent (Invitation provided by CamCouncil)	Friday, March 8, 2024
Complete Attendee Form for Cam Council (Attendees, Honorees, Type of Award and Payment)	Friday, March 22, 2024
Camarillo Council HSA Event	mid-April TBD

## 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 via newsletter, social media, flyers, etc. Please 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.
- ☐ **Reserve** their place at the Camarillo Council HSA Awards Dinner 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:

[Honorary Service Awards | California State PTA \(capta.org\)](http://capta.org)

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 \$85 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 \$45 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 \$40 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 \$25 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 \$40 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 \$40 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 Maria Redekopp - [camarilloptapresident@gmail.com](mailto:camarilloptapresident@gmail.com)**