

# Volunteer Participation Award

**Deadline: March 15 2015** [Postmark date. "Fax" or E-Mail copies are not acceptable.]

Mail this form to: Kentucky PTA, 148 Consumers 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, 2014.**

NAME OF PTA/PTSA \_\_\_\_\_

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

School Address \_\_\_\_\_

Street/P. O. Box

City

State

Zip

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

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

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

Address \_\_\_\_\_

Street/P. O. Box

City

State

Zip

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

Signature of PTA/PTSA President \_\_\_\_\_

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.

## All PTAs/PTSAs to be a unit in good standing MUST:

- Send at least one national and 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 by Aug. 15<sup>th</sup>;
- File 990 IRS Tax Form by Nov. 15 and mail a copy to Kentucky PTA;
- Send bylaws for approval by the Kentucky PTA 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.**

*Kentucky*  
**PTA**  
*everychild.onevoice.®*