

## **LOCAL UNIT AWARD WINNING TIPS**

- ✓ Apply for EVERYTHING you think you qualify for. If you don't apply, you won't win.
- ✓ Make sure you are aware of all due dates for awards and how (snail mail, email) and where you need to submit them.
- ✓ It does not matter if it is a small program or event. What matters is if it is a GOOD program or event!
- ✓ Remember that even if an event was not well attended, it does not mean it was not a success. Sometimes events need time to gain traction. Don't let low attendance at an event keep you from sharing your great program (just be honest about the numbers).
- ✓ Share what your PTA learned from a program or putting on an event including what you would do better next time.
- ✓ Ask the chairpersons of the programs you wish to use to apply for awards to write up summaries of their events. The pride those chairs have in the job they did will shine through.
- ✓ Make sure you include all information that is asked for.
- ✓ Don't forget to include any statistics that are asked for – number of volunteers, number of volunteer hours given, number of people served, etc. In some cases, it may be difficult to quantify an exact number. Make as honest an estimate as possible.
- ✓ Remember that your job as awards chair is to shine a spotlight on the great work your local unit has done this year. You are the "P.R." person. Use descriptive language and be enthusiastic!
- ✓ Give yourself plenty of time and start soon.
- ✓ Membership awards – deadlines are different this year. ALL FL PTA awards including membership awards (unless otherwise specified) are due May 1