

Honorary Service Awards

2020/2021

Thank you for volunteering to chair this event for your school's PTA. HSA is such a meaningful event because you have the opportunity to publicly acknowledge some of your selfless volunteers who have served our kids, school, and community.

The following are the procedures you'll want to follow to have a successful (*and hopefully not too stressful*) event:

- 1) October/November: Meet with your president and principal.
 - a) Schedule your HSA program for the month of February, if possible. This date is typically an Association Meeting date. If you hold your HSA event after February, you will run into problems with meeting TCPTAs' deadlines.
 - b) Find out and discuss your HSA budget. This is a very important conversation to have before meeting with your committee.
- 2) October or November:
 - a) Board Meeting: Form the HSA committee. Please review your bylaws regarding this committee.
 - b) Next Association Meeting: Ratify the HSA Committee.
- 3) October or November or December: Meet with your committee.
 - a) All discussions must be kept confidential within your committee.
 - b) During your meeting, go over Council due dates and any details that pertain to your Honorary Service Awards event. Delegate jobs- for example: who's creating and disseminating/collecting nomination forms; due date for nominations; who will write the bios; who will order pins and certificates from State PTA; who will do the presentation, schedule January committee meeting to review nominations, etc. You and your committee will, of course, go into more detail . . .
- 4) November/December: Nomination Forms need to go out. Post on your school website, email and/or send home hard copies. See the attached example which can also be found at the CAPTA.org website.
- 5) Nomination submissions must be kept private and not discussed until the January committee meeting.
- 6) January: Meet with your committee to review nominations, discuss, and select your recipient(s). All discussions must be kept confidential within your committee.

- 7) January: Order your pins and certificates ASAP after the committee selects the HSA recipient(s). It can take 2 – 4 weeks for delivery.
- 8) Be mindful of deadlines because this is one of those events where you will need help from others, like getting information for your recipients' bios. You may be great at getting things done at the last minute, but others may not be.
And again, remember that there is a 2 – 4 week turnaround time for receiving the certificates and pins.

Important dates to mark in your calendar

October or November: Form HSA Committee

November/December: Send out HSA Nomination Forms

November/December: HSA Committee meets to plan HSA event.

January: HSA Committee meets to review and select recipients.

Wednesday, January 20, 2021: Names of all HSA recipients are due to Council.
E-mail to TCPTAhsa@gmail.com.

Wednesday, February 3, 2021: Bios of all HSA recipients are due to Council.
E-mail to TCPTAhsa@gmail.com.
See “Bios” sheet for bio guidelines.

Wednesday, March 3, 2021: Dinner RSVP's and payment due. \$55-\$60 per person - price TBD.

Friday, March 19, 2021 at 6:30 pm: HSA Dinner at the Torrance DoubleTree Hotel.

Here are some helpful links:

<http://capta.org/pta-leaders/programs/service-awards/>

<http://downloads.capta.org/toolkit/print/Forms.pdf> - for all HSA forms

To order pins and certificates online or to look up recent recipients:

<https://stores.shoppta.com/dashboard.lasso>

(Remember it will take 2 – 4 weeks to receive your order...have I said that enough? ☺)

If you have questions, contact us via email TCPTAhsa@gmail.com or phone/text
Amy 310-293-3177 or Shari 310-614-1019.

Amy Caponpon & Shari Kaku
TCPTA HSA Evening Co-Chairmen