



TORRANCE COUNCIL OF PTAS

Honorary Service Awards Training

November 20, 2024





Agenda



Welcome &
Introductions



Name, School, HSA
Experience

HSA at your
School



HSA Committee, Awards,
Budget, Timeline

Council HSA
Evening



Experience with HSA or
as HSA Chair



Planning for HSA at your school

Purpose of PTA HSA Program:
To Honor and recognize individuals or
organizations for outstanding service to children
& youth in your community



PTA Awards

CAPTA Certificates & Pins



CAPTA store and info



Very Special Person (VSP)

Recognition for Service to PTA (does not attend TCPTA Event) \$25



Honorary Service Award (HSA)

Outstanding service to children & youth \$40



Continuing Service Award (CSA)

Ongoing or long-term service to children & youth \$45



Outstanding Teacher Award (OTA)

Teacher w/ outstanding service to children & youth \$40



Outstanding Administrator Award (OAA)

Administrator for outstanding service to children & youth \$40



Golden Oak Award (GOSA)

Significant contributions to the welfare of children & youth \$85



Elected Official HSA (EOHSA)

Outstanding service to children & youth \$40

NEW!

Committee Responsibilities



FIND NOMINEES

- Distribute HSA Nomination Form
- What if you don't get any response?
- *Seek out candidates*
- *Ask staff, principal, board, members*

EVENT PLAN

- Plan an event to honor awardees
- See past procedure book
- Contact family to attend (surprise or no?)
- Often presented at February association
- Personal gifts may not be purchased with PTA funds

SELECT AWARDEES

- Consider budget, standing rules
- Confidential selection
- Choose worthy candidates
- Avoid patterns (e.g. always give to president)
- Can check CAPTA for previous awards
- Order certificates and pins

COORDINATE w/COUNCIL

- Turn in Names and Bios
- Distribute invitations
- Submit RSVPs
- Ensure all information is received in a timely manner



PTA Board Responsibilities



Appoint HSA Chair & Committee

- President to appoint chair & committee members @ Board mtg
- *(Recommend odd number, 5 members, different each year)*
- Executive Board ratifies appointments
- President is member ex-officio
- Principal is an advisor

Review & Approve Event Plan

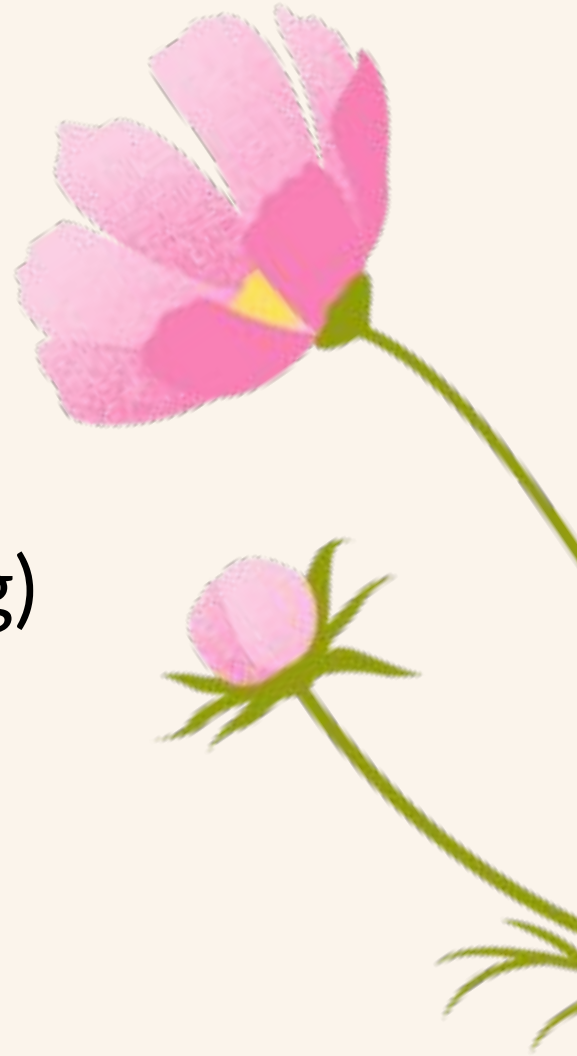
- Executive Board reviews the Event Plan presented by the committee
- Recommends changes, etc.
- Approves plans prior to action taken

Approve Budget

- Approve funds to be included in the budget
- Approves expenditures before reimbursements can be made
- Association must approve budget before reimbursement

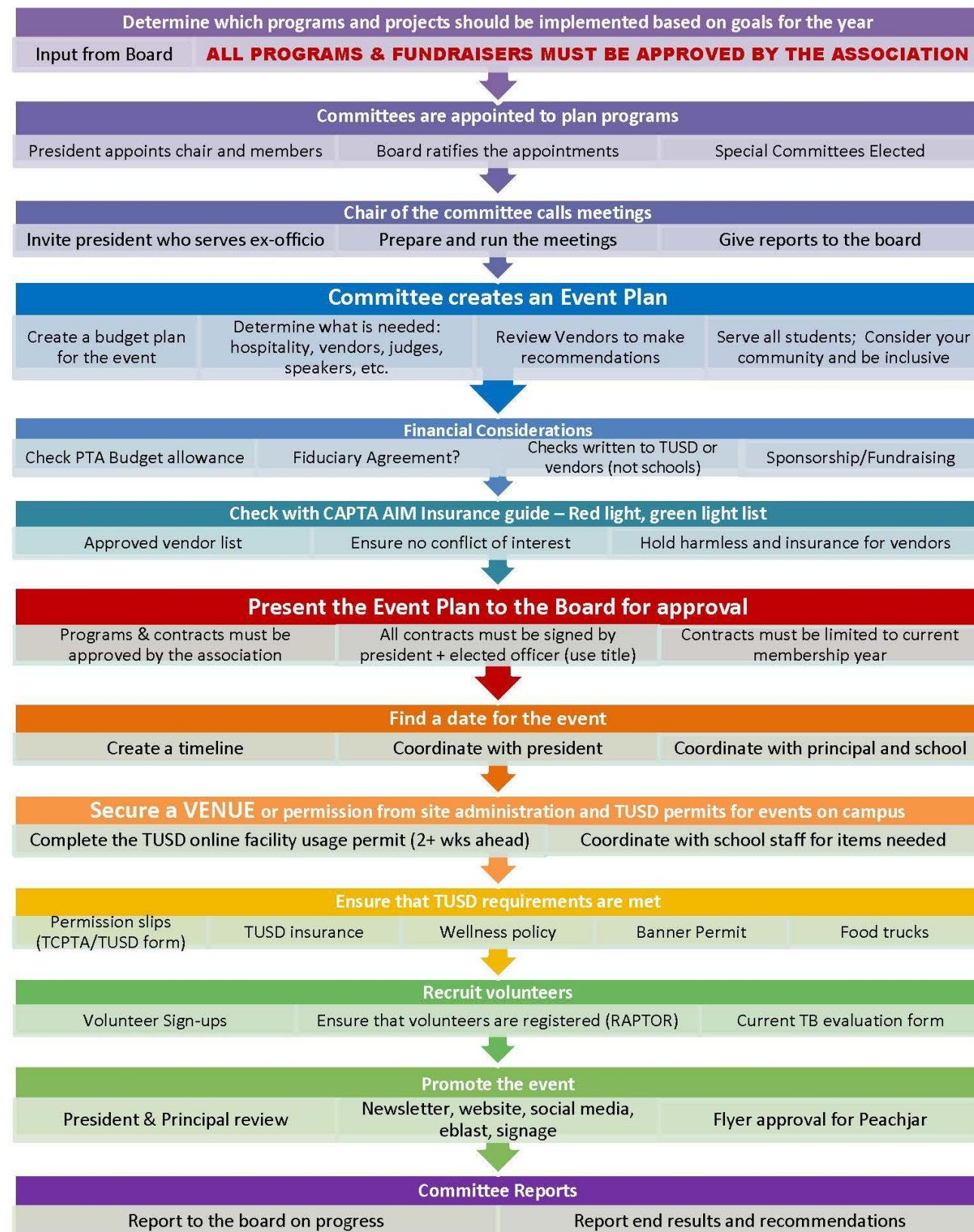
First Steps for Chairs

- Meet with your president & principal
 - * Schedule your HSA program (often February Association meeting)
 - * Find out what budget is
- Work with president so committee is formed, appointed, ratified
- Distribute HSA Nomination Form
 - * Can be hard copy, email or google form
 - * Don't forget to distribute to school teachers/staff
 - * Keep forms confidential until meet with committee
- Meet with committee
 - * Select awardees, keep discussion confidential
 - * Distribute responsibilities



Event Plan

Planning a PTA Event in TUSD



Torrance Council of PTAs

EVENT PLANNING WORKSHEET

Attach separate sheet(s) if more space is required for any section

* Item must be approved by the executive board.

** Item must be approved by the association.

EVENT / FUNDRAISER / PROGRAM TITLE:	
Chairperson(s):	
Email & Cell:	
Location:	Date and time:
Description:	

EVENT INCOME AND EXPENSES

Budgeted income: \$ _____

Budgeted expense: \$ _____ **Is this a self-funding event?** Yes No

List income and expense categories and estimates. Include things such as facility use permit, flyers, handouts, copy fees, nametags, refreshments, signs, presenter, publicity, audio/visual, etc.

Income		Expenses	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total estimated income:	\$	Total estimated expenses:	\$

CATERING

Name of Company:	Contact Information:
Cost per person:	Tip Amount:
Tax Amount:	Delivery Charge:
Menu Options:	

Copy to President, Treasurer, and Chairman

Chairman: Keep with copy of signed contract, flyers, announcements, etc.




Download
Event Planning
Worksheet
fillable pdf

Event Plan

Elements of a good event plan



- General description & Information
- Time, Date, Location
- Budget
 - Check PTA budget for budgeted amount
 - Consider any funds that will be collected
 - Estimate expenses expected (certificates, pins, dinner, program)
 - Consider hospitality/refreshments – is there a separate fund?
- Program considerations
 - Is there a theme?
 - How will presentations be made?
 - Publicity/Invitations
 - Decorations
 - Volunteers
 - Decorations, Equipment needs
- PTA Approvals
 - Board approved budget & event plan
 - Association approved budget
 - Facility Use Permit
 - Contracts (if any) approved by Association

- 
- Plan an event to honor awardees
 - See past procedure book (or experienced members) for ideas & traditions
 - Often presented at February association meeting
 - How will awards be presented?
 - Is there a theme?
 - How will you notify recipients?
 - Will it be a surprise? Where will you do it?
 - Who will participate?
 - Contact & invite the family to attend (*if surprise*)
 - Note: Personal gifts may not be purchased with PTA funds*
 - Will there be a printed or digital program?
 - Invite past awardees?
 - Hospitality: cake, etc.

Planning an Event Ideas

Timeline for Units

October/
November



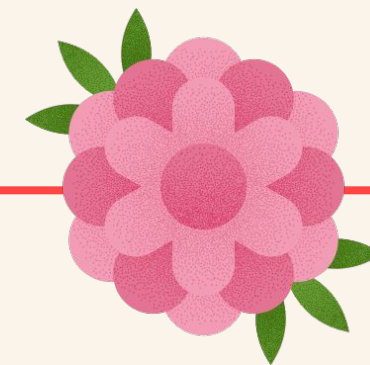
- Create HSA Committee
- President appoints
- Exec Board ratifies
- Meet w/President & Principal
- Check bylaws standing rules

October/
November/
December



- Committee meets
- Send Nomination Form
- Check Budget
- Prepare Event Plan
- EB Approve Event Plan

December/
January



- Collect nominations
- Choose awardees
- Plan presentations
- Order HSA certificates & pins (order early)

January/
February/
March



- Notify awardees
- Presentations
- Turn in Council items
- Bios: March 1
- RSVPs/Pay: March 1



Torrance Council Event

A special dinner event to honor HSA awardees from Torrance PTAs

Friday, April 25, 2025

Time: 6:00pm

Location: *Holiday Inn*

19800 S Vermont Ave. Torrance, CA 90502

Attended by honorees and a guest,
presidents, principals, dignitaries



Torrance Council Deadlines



Name & Bio
Turn in
March 1st

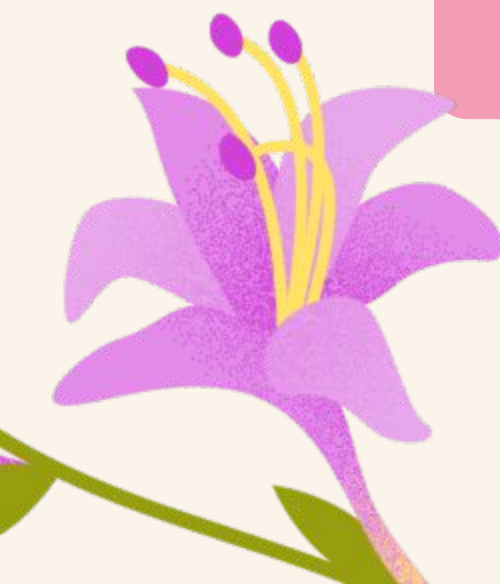
Max 240 words or 16 lines in
12 pt Times Roman with 1.5"
margins per person

RSVP
Deadline
March 1st

President?
Principal?
Honorees?
Guests?

Payments
Due
March 5th

Payments due at Torrance
Council March Executive
Board meeting
Checks payable to Torrance
Council of PTAs



You will be asked to distribute invitations to your attendees
Please ensure that all information is received in a timely manner



Bios

- Focus on what recipient does for your school/community
 - Give some specific examples
- Verify information
- Use complete sentences.
- Proofread - at least two pairs of eyes!
- Follow the Bio Guidelines for due dates and format specifics
- *We reserve the right to edit as necessary if guidelines are not followed.*

Be sure to email bios by Saturday, March 1, 2025

via <https://forms.gle/ArHS6CxWBdjtYjrD8>



Bio Example

Judy has been a mover and shaker in the PTAs at the schools her three children have attended. She is currently in her second year as Treasurer and prior to that was the Auditor. She is also on the board of the Torrance Council of PTAs as their Auditor. Judy has an eye for details and knows the ins and outs of PTA financials which is an asset for the boards she serves on. Her concern for not only her own children, but all children, drives her to always step up to be the Emergency Preparedness Chair. She worked many hours with each school's administrators to find out what supplies were needed for each classroom and office. She even attends the TUSD Emergency Prep meetings to stay current and informed. Judy always helps when needed and has served on many HSA, Scholarship, and Nominating Committees. This year she is chairing the _High School Senior Class Grad Night Committee to ensure that our seniors have a night to remember. Judy is always very active in supporting her children's extracurricular activities and can often be seen helping at basketball games along with serving as the Team Mom. Judy's full throttle, "Go Get 'Em" attitude has made her an invaluable resource to our PTA and to all our students. This is why we are proud to award her the 2020 Continuing Service Award.

Bio Example

Janice spent over 10 years committed to the safety of our students, community, and school. Even before she was in her current role as the Health Services Assistant, she invested her interests in safety for our staff and students. A woman of wisdom, Janice, took on a task for her daughter and their girl scout troop, to give our school an updated Emergency supplies. On a Saturday, she inspired them for a “Spring Cleaning” day to purge, organize, inventory and restock emergency supplies for all of our students. With the surplus they gathered, Janice went above and beyond by inquiring about other TUSD schools in need and personally delivered them. While her daughters attended this school, Janice always gave her time to help anywhere assistance was needed. Applying her intuitive skills as a noon aide, she ensured the students remained safe on the playground. A natural leader, she trained other noon aides for safety and fun for the students. To name a few accomplishments, which she has many, Janice volunteered on the PTA executive board multiple years, served as a docent to hundreds of students for AIA, spearheaded the Dr. Seuss Reading program, and chaired the Safety Committee, she served in the School Site Council for 4 years which increased positive opportunities to connect the administrator, parents, and students. The PTA honors her with the Honorary Service Award.

Questions? Contact Us

Email: UnitHSA@TorranceCouncilofPTAs.org

Jenn Gerson (310) 722-7260

Jordonna Gibbs (310) 310-1757

