

COMMACK PTA COUNCIL

Guidelines for NYS HONORARY LIFE MEMBERSHIP (HLM) AWARD and DISTINGUISHED SERVICE AWARD (DSA)

Required Total Points for Award: Honorary Life - 100, Distinguished Service - 300

A recipient of the Honorary Life Membership Award may be awarded, either by Council or any of the units, only ONCE in his or her lifetime in the Commack School District. Recipient of Council's Honorary Life Membership does not have to be a PTA member.

List activities following the guidelines outlined below. Include the dates of each activity or the number of years of involvement in each activity.

I. Service in the Commack PTA (Unit or Council) - Points are per year

President - 16
Elected Officer - 8
Chairperson of Standing Committee - 4
Member of Standing Committee - 2
Chairperson of Special Committee - 2
Member of Special Committee - 1
Initiate or institute a new educational, health or safety program - 4
Attend State PTA Convention - 3
Trip to Albany for Financial or Legislative Aid for Commack School District - 1
Leadership Training – 1
Education Conference – 1
Teacher Representative/Liaison – 5
Workshop Presentation (unpaid) - 8

II. PTA - State or District Level

President - District Director - 12
Elected Officer - Assistant Director - 6
Chairperson of Standing Committee - 3
Member of Standing Committee - 2
Chairperson of Special Committee - 2
Member of Special Committee - 1
Initiate or institute new educational, health or safety program - 3

III. School or School District Involvement

Member of School Board - 6
Chairperson of School Citizens Advisory Committee - 3
Member of School Citizens Advisory Committee - 2
Member Volunteer School Program - 1
Class Parent - 2
Team Parent – 1
Staff: Attendance at numerous PTA functions and events – 2
Staff: Volunteer Program Facilitator at non PTA events (i.e. Commack Day, CEF Car Show) -3

IV. Commack Community Volunteer Involvement (Scouts, etc.)

Organizational, Area, Service Unit, Troop leaders, etc.; Co-Leader, Den Parent - 4
Project Leader, Chairperson (Cookie Parent, fundraising, etc.) - 1

V. Youth Athletic League (Little League, Soccer League, etc.)

Coaches, Asst. Coaches - 4
Chairpersons (team parent, picture parent, etc.) - 1
Committee members - 1

VI. Youth Activities (Religious/Non-Religious)

Advisors, Board Members, Leaders, Chairpersons, Volunteer Teachers - 4
Committee Member of the above - 1

VII. Civic Association (Volunteer ambulance, fire department, hospitals, senior citizen centers, charitable organizations, etc.)

Chairperson - 4
Member of Committee - 2

VIII. Involvement outside Commack Area

The general purpose of PTA awards is to honor people who have gone above and beyond in volunteering their time for the betterment of our community. However, we also wish to acknowledge efforts made outside the Commack area. Please list all activities and background information for lesser known groups. Points for activities in this section are valued at 25% of the comparable activity listed in Section I, (i.e.; President of Commack PTA unit = 16 pts.; President of out-of-town PTA unit = 4 pts.)

IX. Professional Organization Activities

Membership in each professional organization that benefits the children of the district – 2

X. Written Recommendation

How has this nominee enhanced student learning? How has this nominee gone above and beyond what is expected of him/her? How has this nominee shown extraordinary caring for children outside the classroom/building? What humanitarian characteristics does this nominee possess that have touched the children in positive ways? What type of service has this nominee provided to the Commack community? How has this nominee set an example of personal conduct for all to emulate? How has this nominee shown extraordinary demeanor and helpfulness? How has this nominee made a meaningful contribution to the children and school community? – 10

Distinguished Service Award (DSA)

- ❖ This award will be chosen by PTA Council from the unit recommendations and only after a minimum of eight years of service to PTA.
- ❖ Recipient of a DSA must have already won the HLM for a unit or council. Include the date the person received the HLM.
- ❖ Recipient of a DSA must be a member of PTA.
- ❖ At least two years must have elapsed since the person received the HLM.

List only the areas of involvement since the person received the HLM by following the above guidelines. The dates of those activities must be included.

Founders' Day Event Requirements:

- ❖ Limit awards to a maximum of two per unit or council.
- ❖ A person may receive the Honorary Life Award ONCE. No seconds.
- ❖ Distinguished Service Award can only be given after eight (8) years of service to PTA. Units will submit nominations to council before award is announced to insure the proper amount of points have been accumulated.
- ❖ All speeches will be limited to one minute.

Dossier Committee Requirements:

- ❖ President or vice president and one staff member must be on dossier committee.
- ❖ A PTA member or staff member recommended for an award cannot sit on the dossier committee.
- ❖ All voting must be by secret ballot.
- ❖ The dossier committee must have five or seven members.
- ❖ All dossiers must be signed and submitted in writing by the due date. No verbal or anonymous submissions will be considered.
- ❖ A PTA member or staff member cannot serve on the dossier committee for more than two consecutive years per unit.
- ❖ Prior recipients are encouraged to sit on this committee.

Staff Requirements

- ❖ This award will be given only after five years of employment by the Commack School District.
- ❖ Nominee must be a PTA member.
- ❖ Nominee must be a visible part of PTA functions.

May 2004
Adopted by PTA Council, 6/2/04