



Anne Arundel County Council of PTAs, Inc.

114 Edgemere Drive

Annapolis, MD 21403

E-mail: pkbukowski@msn.com

December 12, 2011

Dear President,

PTA members are invited to attend the Anne Arundel County Council of PTAs, Inc. Annual Founders Day Volunteer Awards and Recognition Dinner.

Date: Friday, April 13 2012

Place: Michael's Eighth Avenue
7220 Grayburn Drive
Glen Burnie, MD 21061

Time: Appetizers/Social 6:00 - 6:45 p.m.
Dinner/Program 6:45 – 8:30 p.m.

Cost: \$30.00 per person
Cash Bar available

Come join us as we celebrate the founding of PTA and all of your volunteers who serve the children of Anne Arundel County for **everychildonevoice**.

We will be holding a Silent Auction to benefit our Scholarship Fund. We hope you'll support this endeavor of the Council by participating. Come prepared with cash or check for the bidding fun enjoyed by many last year! Entertainment will be provided by students from a local Anne Arundel County school.

Enclosed in this packet you will find the following information:

1. Registration form for tickets at \$30 per person
2. Request for Certificates of Appreciation
3. Outstanding Volunteer Nomination
4. Outstanding PTA Supporting Principal Nomination
5. Outstanding PTA Supporting Teacher Nomination
- 6.7.8: Check it out! Three new awards!
9. Council Award Application

Seating will be limited to the first 225 RSVPs received and tables will be assigned. And, this year, we are going green. With the exception of your dinner registration form, all submissions for nominations and awards are to be done electronically. It's not easy being green—but we're going to try. You may scan these forms, find them on the AACCPA website, or construct your own. Attached you will find outline submission guidelines for Council Unit Awards, Volunteer, Teacher, and Administrator awards that will be presented at the dinner. Anne Arundel County Council of PTAs is very excited to introduce three new awards this year – School Support Staff PTA Supporter, School with Highest Staff PTA Membership (percentage), and Best Idea of 2011-2012.

Send your completed registration with your check payable to AACCPA postmarked no later than Saturday, March 10, 2012 to:

Pam Bukowski
114 Edgemere Drive
Annapolis, MD 21403

All other forms are to be submitted online to: pkbukowski@msn.com

If your unit plans on awarding a PTA Life Membership that evening, please phone the Maryland State PTA office ASAP at 410-760-6221 to place your order. Application for PTA Life Membership Award can be downloaded from the MD PTA website [www.mdpta.org]

All reservations and money will be due by March 10, 2012. No money will be accepted at the door. Don't forget to invite your award nominees to attend with your group.

***** We hope you will come and join us for this wonderful evening to honor your volunteers.**



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RESERVATION FORM
Founders Day Celebration Dinner
April 13, 2012

School _____

PTA
President _____

Phone _____

E-mail _____

Number of Reservations: _____ @ \$30 per person

Total Amount Enclosed: _____

Please make checks payable to: **AACCPTA**

Please mail Reservation Form and check to: **Pam Bukowski**
114 Edgemere Drive
Annapolis, MD 21403

All reservations and money must be postmarked by March 10, 2012

*****No money will be accepted at the door.*****

Tables will be assigned in the order that the reservations/payment are received.



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REQUEST FOR CERTIFICATES OF APPRECIATION

Honor your volunteers with a Certificate of Appreciation. You may request as many certificates as you need. However, complimentary certificates will be limited to 10 per PTA unit due to cost. If you wish to honor more than 10 people, please remit \$1.00 for each additional certificate. We must receive your information emailed no later than **March 10, 2012.**

An envelope with your certificates will be available when you check in for the Founders Day dinner.

**Please complete the form below and e-mail to pkbukowski@msn.com
On the subject line of your email, please type in Volunteer Certificates**

School _____

PTA President _____

Phone _____

E-mail _____

List the names of those you wish to honor. The first 10 names are complimentary.

CERTIFICATE DEADLINE: All names must be emailed no later than March 10, 2012 and *fee for extra certificates must be postmarked by March 10, 2012 and mailed to:

Pam Bukowski
AACCPA Founders Day
114 Edgemere Drive
Annapolis, MD 21403

***If you are planning on representation at the dinner, send this fee in the same envelope with your reservation.**



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OUTSTANDING VOLUNTEER AWARD

The Anne Arundel County Council of PTAs is seeking the opportunity to recognize one “**Outstanding Volunteer**” from your school. The person you select will be honored that night and will receive this award.

We are looking for that special volunteer who exhibits exemplary contributions to your school and PTA.

Please submit only one name per school.

Name _____

School _____

Number of Years in PTA _____

Submitted by: _____

Title: _____

Describe his/her outstanding contributions, including information on who this impacted and in what manner. Please limit the description to one page only and use 12 pt font. Please do not inform your volunteer of his/her nomination. We would like to keep it a secret until the awards are presented.

Nomination must be emailed no later than March 10, 2012

EMAIL COMPLETED NOMINATION TO PAM BUKOWSKI AT:
pkbukowski@msn.com

Type OUTSTANDING VOLUNTEER in the subject line.



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**Outstanding Teachers Award for
2012**

All PTA/PTSA units are encouraged to nominate a teacher from their school for this award. Limiting your essay to one page (12 pt font), please be sure to answer the following questions. One teacher will be selected to receive this award although all nominees will be honored.

- 1. How does this teacher's relationship with the students support the mission and purposes of PTA.**
- 2. How does this teacher's relationship with the parents and the community support the mission and purposes of PTA**

Please submit only one name per school PTA unit.

Name _____

School _____

Submitted by: _____

Title: _____

Nomination must be emailed no later than March 10, 2012

**EMAIL COMPLETED NOMINATION TO PAM BUKOWSKI AT:
pkbukowski@msn.com**

Type OUTSTANDING TEACHER in the subject line.



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**Outstanding Principal Award for
2012**

All PTA/PTSA units are encouraged to nominate your school principal or administrator. Limiting your essay to one page (12 pt font), please be sure to answer the following questions. One principal or administrator will be selected to receive this award although all nominees will be honored.

- 1. How does this principal's/administrator's relationship with the students support the mission and purposes of PTA.**
- 2. How does this principal's/administrator's relationship with the parents and the community support the mission and purposes of PTA**

Please submit only one name per school PTA unit.

Name _____

School _____

Submitted by: _____

Title: _____

Nomination must be emailed no later than March 10, 2012

**EMAIL COMPLETED NOMINATION TO PAM BUKOWSKI AT:
pkbukowski@msn.com**

Type OUTSTANDING PRINCIPAL in the subject line.



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SOMETHING NEW THIS YEAR...

Super Star Staff Supporter of PTA

Nominate someone at your school who has helped your PTA be successful at your school...this might be a secretary, a cafeteria worker, a custodian, an aid or teaching assistant. We have an award for Principals and Teachers.... this award is specifically targeted to those other folks in your school building who help make it a great place to learn and who show their support of PTA in a variety of ways. Winners will receive a certificate of appreciation for their super support!

Please submit only one name per school.

Name _____

School _____

Number of Years in PTA _____

Submitted by: _____

Title: _____

Briefly (in about 100 words or less) share with us how your nominee for Super Star Staff Supporter helps to make your school a great place to learn while demonstrating his/her support of PTA.

Email to Pam Bukowski at pkbukowski@msn.com no later than March 10, 2012. Type SUPER STAR STAFF SUPPORTER in email subject line.



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...AND LOOK WHAT ELSE WE'VE STARTED:

HIGHEST STAFF MEMBERSHIP AWARD -

We know everyone loves a good competition....so let's see who is the #1 school in the county for PTA members on staff. To make it fair, we will compute your percentage of participants based on the number of staff members at your school... so big and little schools will be weighted accordingly. Be the first to win this Annual Award of Achievement....and be able to display the plaque for a full year of recognition.

School _____

Number of School Staff Members as of February 29, 2012 _____

*Number of School Staff as of February 29, 2012 _____

Submitted by: _____

Title: _____

*(You should be able to get this information from your school business manager and/or financial secretary)

Email to Pam Bukowski at pkbukowski@msn.com
no later than March 10, 2012.
Type STAFF MEMBERSHIP in the email subject line.



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... AND DID YOU SEE THIS?

BEST IDEA FOR 2011/2012 -

This recognition will be awarded to the school who has shared the most innovative idea for achieving the goals of PTA...it could be a parent involvement event, a school wide initiative that benefits everyone in the building, an activity that helps target the achievement gap, or something that answers a need unique to your school community. We want to show the entire county what great things are happening in PTA schools... please consider submitting your "BEST IDEA" and helping others by sharing your successes!

Your "Best Idea" will be highlighted on the AACPS website

Briefly describe your idea and the impact on your school community.

Feel free to include picture/links.

Email your submission to Pam Bukowski at pkbukowski@msn.com

no later than March 10, 2012

Type GREAT IDEA in the email subject line.



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December 12, 2011

From: Ray Leone, Council President

To: PTA Presidents

Re: Council of PTAs Awards

Local PTAs work very hard during the year. The Anne Arundel County Council of PTAs would like to honor you for your valiant efforts from **July 1, 2010 – June 30, 2011** by presenting your PTA with a Certificate of Merit, Certificate of Distinction or a Plaque of Excellence.

Following you will find an application form for these awards with the necessary requirements for each. Please remember to make a copy of these requirements you can send it to state to receive awards at the Maryland State Convention.

All applications/documentation must be submitted electronically. Scan or include links to documentation as appropriate. All requested documentation must accompany your application. Please contact Anne Arundel County Council President, Ray Leone, or Pam Bukowski, Founders Day Chair if you have any questions regarding these forms or the documentation requested. Remember, your PTA dues must be up-to-date to participate in this Council Award.

Email application/documentation/links to Pam Bukowski at pkbukowski@msn.com

Type COUNCIL AWARDS in the email subject line.

AWARDS DEADLINE: Email no later than March 10, 2012.



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Council of PTAs Awards

This Award Program can be used for PTA year July 1, 2010 – June 30, 2011

The purpose of this award is to aid each local unit in achieving the PTA Purpose and to allow each local unit to report its accomplishments to the Anne Arundel County Council of PTAs Inc. The Council Awards are presented at the Annual Founders Day Celebration. Applications and documentation must be emailed by March 10, 2012, for the **PTA year July 1, 2010 – June 30, 2011.**

Scan/email documentation as required. Links to documentation will be acceptable. Email to Pam Bukowski at pkbukowski@msn.com Type COUNCIL AWARDS in the email subject line.

Date: _____ Local Unit ID# _____

Local Unit Name _____

President _____ Phone _____

Address _____

There are three (3) Awards – Merit, Distinction, Excellence—that a local unit may apply for annually.

All requirements, documentation, and needed paperwork must be included in your application.

Charter Requirements

All membership dues in State Office postmarked by March 31, 2010: Date Sent _____

Current Approved Bylaws – Date of Approval _____

Proof of Bonding/Liability Insurance – Copy of Certificate _____

Payment of Council Dues – Postmarked by Nov 1st, 2010 _____

Has EIN number – Provide #- _____

Proof of Incorporation- Submit copy of Property Tax Form

Filed the appropriate Tax Forms (990N/EZ) and sent copies to MD PTA office

Certificate of Merit: Meet all Charter Requirements plus 5 items

Certificate of Distinction: Meet all Charter Requirements plus 10 items

Plaque of Excellence: Meet all Charter Requirements plus 15 items

Additional Item Requirements

- _____ 1. Procedure books, PTA by-laws, and PTA handbook available to all Executive Board members.
- _____ 2. Increase in membership over last year. Increased by _____ members
- _____ 3. At least three (3) general membership meetings were held during the School year.
Attach list showing dates of meetings and copies of agendas
- _____ 4. Budget for year approved. **Attach** copy of approved budget. (Mandatory)
- _____ 5. **Attach** a copy of the Plan of Work for at least two (2) committees.
- _____ 6. PTA meeting planned to focus on Parent Involvement. **Attach** copy of Agenda and date of meeting (can be same as one of #3 above)
- _____ 7. Quorum verified at all meetings.
- _____ 8. PTA Purposes displayed and/ or recited at all meetings.
- _____ 9. Officers and chairmen elected/appointed according to local unit bylaws. **Attach** minutes to show election/appointment.
- _____ 10. Local unit represented at a council meeting. **Provide** date and name of members attending.
- _____ 11. Written Treasurer's Report submitted at each PTA meeting. **Attach** copies of at least 3.
- _____ 12. PTA books audited within the past 12 months. **Attach** copy of audit. (Mandatory)
- _____ 13. PTA pays Sales and Use Tax on all fundraising activities. **Provide** Sales and Use Tax Number _____
- _____ 14. Voucher/Disbursement form used by Treasurer. **Attach** copy of form.
- _____ 15. Local unit represented at Maryland PTA Annual Convention. **Provide** Name of member attending.
- _____ 16. Local unit represented at Maryland PTA Summer Leadership Conference. **Provide** name of member attending.
- _____ 17. Council elected officer or committee chair attended and /or was a presenter at a general membership or executive committee meeting. **Provide** name of board member, date and location.
- _____ 18. PTA communication to parents through newsletters. **Attach** a copy of 1 newsletter.

- _____19 All elected officer and committee chair positions filled for school year. **Attach** complete list.
- _____20 Participated in the Reflections Program.
- _____21 Maryland PTA Honorary Life Member Award presented. **Provide** name of recipient and date awarded.
- _____22 Names of PTA delegates submitted to Council. **Attach** names of delegates.
- _____23 Executive Board used the National PTA's Annual Resource guide to explain the duties of each Board member.
- _____24 Unit communicated with either State or National legislators on issues. **Attach** a copy of issue, to whom and how you communicated.
- _____25 Unit has subscribed to *Our Children* for at least two (2) PTA leaders, staff, or administrator. **Attach** copy of subscription order form.
- _____26 Delegates submitted report on Council activities to Executive Board or General Membership. **Attach** report.
- _____27 Local represented at Founders Day, April 9th, 2010. **Provide** name of member(s) attending.
- _____28 Local represented at Leadership Training. **Provide** name of each member attending.
- _____29 Local has a Parent Involvement Committee. **Attach** plan of work.
- _____30 Local has a Parent Involvement Line item in budget.
- _____31 Treasurer attended State or Council Treasurer training. **Provide** date of training and Name of presenter.
- _____32 President verified bank statements on monthly basis.
- _____33 President attended state or council treasurers training. **Provide** date and name.

_____ **Total Number of Points Earned**

Awards Deadline: Email no later than March 10, 2012.
Type COUNCIL AWARDS on email subject line.