

## ROYAL TREATMENT

The following awards may be given in any order to a recipient:

### **HONORARY SERVICE AWARD (HSA)**

Given to an individual or organization in special recognition of outstanding service to children and youth.

### **CONTINUING SERVICE AWARD (CSA)**

Given to an individual or organization in special recognition of ongoing or longtime service to children and youth. Recipient may or may not have received a California State PTA Honorary Service Award.

### **GOLDEN OAK SERVICE AWARD**

California's most prestigious PTA award, given to an individual or organization that has made significant contributions to the welfare of children and youth in a school or community.

### **VERY SPECIAL PERSON (VSP) AWARD**

Given by individuals or PTA constituent organizations to recognize an individual or group. No certificate available.

These awards are available through a contribution to the California State PTA. Pins specific to each award are available at an additional cost.

### **DONATIONS**

Donations may be given in any amount by PTAs/PTSAs or by individuals in tribute to a person, a group or in memoriam. An acknowledgement card or certificate, as requested, will be sent when a donation of \$10 or more is made.

## AWARD

The following are examples of ways to make a memorable presentation to the award recipient:

- Arrange for presentation of awards at a meeting or program, such as a Founders Day event or end of year meeting or luncheon.
- Present the award(s) using a poem, skit or other unique way to praise the honoree's accomplishments. Be sure to mention that the donation made to the California State PTA scholarship and grant program in the honoree's name helps fund PTA scholarships.
- Arrange for families and friends of the honorees to attend the presentation.
- Give a copy of the biographical presentation to the honoree. This could be a scrapbook page with pictures of some of the activities for which the honor was conferred. Assign a committee member to take pictures at the presentation for the honoree. Keep copies of pictures, programs and biographies for the PTA record book.
- After the event, write a summary for the chairman's procedure book.
- Keep a record of all awards in a permanent file.

The awards committee should be:

- Appointed early in the term to allow time for planning and ordering awards.
- Composed of different members each year.
- Representative of the school's community.
- Composed of an uneven number (five is suggested).

## ACKNOWLEDGE

### **Acknowledging Service Honoring Presidents**

HONORARY  
SERVICE  
AWARD

In addition to the HSA and other awards to honor service, other PTA pins may be given to represent an individual's pledge of service to children and youth. These include the membership pin, the president's pin, and the past president's pin.

Members, by wearing a PTA pin, indicate that they have a share in this service. It is appropriate to wear the PTA emblem whenever one is representing the organization or serving it.

The California State PTA uses a basic design for the pins, to be worn as indicated:

- The membership pin may be worn by members;
- The president's pin with the name of the unit, council or district PTA engraved across the bar is a symbol of the office and is worn by the president during the term of office and given to the succeeding president;
- The unit past president's pin with one acorn, the council past president's pin with two acorns, or the district PTA past president's pin with three acorns may be worn by the appropriate past president upon completion of the term of office.

It is the responsibility of individuals to determine when, where and how many pins should be worn. Pins may be purchased through the California State PTA.

For complete information refer to the  
*California State PTA Toolkit*  
Scholarship and Grant Program  
Honorary Service Award and Donation Forms

## RECOGNITION

Honorary Service Awards (HSA) are available to recognize the service and dedication of both individuals and organizations. Contributions to the HSA Program provide funds for the California State PTA Scholarship and Grant Program.

The recipients should be recognized for outstanding service to children and youth and are usually presented to others beyond the outgoing officers. Consider those who work behind the scenes, quietly and efficiently serving youth.

Individuals or organizations can make donations:

- As a contribution;
- To say thank you or to honor an individual for service given;
- In tribute to a person who already has received a Lifetime Achievement Award, Honorary Service Award, Continuing Service Award or Golden Oak Service Award;
- In tribute to an organization or group of people for service given; or
- In memoriam.

The awards may be given only by unit, council, or district PTAs, or the California State PTA and should be presented by authorized PTA representatives at PTA-sponsored meetings or at functions of allied groups.

A person may receive more than one of any of these awards or may have more than one donation made in his/her name.

Anyone or any group may donate to the HSA program fund; the fund is not limited to contributions by PTAs.

**HONORARY SERVICE AWARD**

## MISSION STATEMENT OF THE CALIFORNIA STATE PTA

The mission of the California State PTA is to positively impact the lives of all children and families by representing our members and empowering and supporting them with skills in advocacy, leadership and communications.

*California State PTA Board of Managers, July 2007*

For information contact the  
Honorary Service Awards Chairman at  
[hsa@capta.org](mailto:hsa@capta.org) or 916.440.1985.



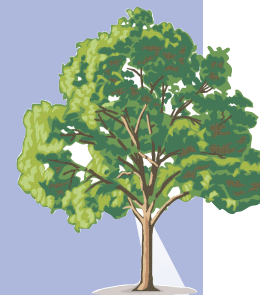
CALIFORNIA STATE PTA  
2327 L Street, Sacramento, CA 95816-5014  
916.440.1985 • Fax 916.440.1986  
[info@capta.org](mailto:info@capta.org) • [www.capta.org](http://www.capta.org)

**HONORARY  
SERVICE  
AWARD**

October 2008

• **California State**  
• **PTA®**

• **HONORARY**  
• **SERVICE**  
• **AWARD**



• **Honorary Service Award**  
• **Continuing Service Award**  
• **Golden Oak Service Award**  
• **Very Special Person Award**  
• **HSA Program Donation**