

# Honorary Service Awards

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Honorary Service Awards (HSA) are available to recognize the service and dedication of both individuals and organizations. They are awarded only by unit, council, district PTA and California State PTA, and presented by PTA representatives at PTA-sponsored meetings or at functions of allied groups.

The HSA Program includes the Very Special Person Award, the Honorary Service Award, the Continuing Service Award, the Golden Oak Service Award, the Outstanding Teacher Award, the Outstanding Administrator Award and donations to the HSA Program. A person may receive more than one of any of these awards and in any order.

Funds contributed to the HSA Program provide resources for the California Scholarship, Grant and Leadership Development Programs ([Scholarships and Grants](#)).

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 an Honorary Lifetime Membership, 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.

An acknowledgment card or certificate suitable for framing will be sent, upon request, when a minimum donation of \$10.00 or more is made ([Donation Form](#)).

For additional information, contact the California State PTA Honorary Service Awards Committee chairman at [hsa@capta.org](mailto:hsa@capta.org) or 916.440.1985 ext. 327.

A person may receive more than one HSA, more than one CSA, or more than one Golden Oak Service Award, or may have more than one donation made in his/her name.

## Responsibilities [Click to show](#)

The unit HSA chairman, with a committee appointed by the president, shall

- Study the various types of awards, the donation amounts and the criteria for selecting honorees for specific awards.
- Publicize to the membership that the HSA selection committee will be meeting and ask for suggestions for honorees. (A flier may be distributed requesting names and information.)
- Meet for the specific purpose of selecting honorees. All proceedings must be kept confidential. Budget allocations must be observed.
- Order specific awards using the order forms in the *California State PTA Toolkit*. Pins may be ordered at the same time. (**Allow up to two weeks for delivery.**)
- Arrange for presentation of awards at a meeting as determined by the executive board and the program committee (e.g., at a Founders Day program meeting or end-of-the-year luncheon).



- Devise an innovative way to present the award(s) using a poem, skit or other unique way to praise the honorees' accomplishments. Be sure to mention that the donation made to the California State PTA Scholarship and Grant Program in each honoree's name assists in the education of other individuals.
- Arrange for families and friends of honorees to attend the presentation.
- Give a copy of the biographical presentation to the honoree. Assign a committee member to take pictures for the honorees. Retain copies of the pictures, programs and biographies.
- Obtain Media Release Statement signature of recipient to forward biography and photos taken at the award event to California State PTA.

“By accepting this award and submitting biography and photograph(s) of the awards event to California State PTA, you hereby grant and assign California State PTA and its legal representatives the irrevocable and unrestricted right to use and publish for editorial, trade, advertising or any other purpose and in any manner and medium, including website and Internet promotion, all photographic, video, and digital images of you and your guests taken while in attendance at the awards event. You hereby release California State PTA and its legal representatives from all claims and liability relating to said photographs, video and digital images.”

- Write a summary of the event and place it in the chairman's procedure book.
- Maintain accurate records of all awards in a permanent file.

The committee should be:

- Appointed early in the officer's 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).

The applicants being considered should be recognized for outstanding service to children and youth, and not necessarily for routine, assigned responsibilities or for retirement.

It is recommended that you avoid establishing a pattern such as always presenting an award to the outgoing president or retiring faculty members.

Remember to consider those who work behind the scenes, quietly and efficiently serving youth.

### **Very Special Person Award**[Click to show](#)

The Very Special Person (VSP) Award may be given to individuals or PTA constituent organizations to recognize having contributed to the school community in a special way. This award is available by a contribution of \$15.00 or more. A VSP pin is available at an additional cost ([Honorary Service Award Order Form](#) ).

### **Honorary Service Award**[Click to show](#)

An Honorary Service Award (HSA) may be given to an individual or organization in special recognition of outstanding service to children and youth. This award is available by a contribution of \$30.00 in the name of the recipient. An HSA pin (tack back) is available at an additional cost ([Honorary Service Award Order Form](#) ).

### **Continuing Service Award**[Click to show](#)

A Continuing Service Award (CSA) may be given to an individual or organization in special recognition of continued service to children and youth. The recipient may or may not have received a California State PTA Honorary Service

Award. This award is available by a contribution of \$30.00 in the name of the recipient. A CSA pin is available for an additional cost ([Honorary Service Award Order Form](#)).

### **Golden Oak Service Award**[Click to show](#)

The Golden Oak Service Award is the most prestigious PTA award in California. This award may be given to an individual or organization that has made significant contributions to the welfare of children and youth in the school or community. This award is available by a contribution of \$60.00 in the name of the recipient. A Golden Oak Service pin (tack back) is available at an additional cost ([Honorary Service Award Order Form](#)).

### **Outstanding Teacher Award**[Click to show](#)

The Outstanding Teacher Award may be given to a teacher in special recognition for outstanding service in positively impacting the lives and welfare of children and youth in the PTA, school, or community ([Honorary Service Award Order Form](#)).

### **Outstanding Administrator Award**[Click to show](#)

The Outstanding Administrator Award may be given to an administrator in special recognition for outstanding service in positively impacting the lives and welfare of children and youth in the PTA, school, or community ([Honorary Service Award Order Form](#)).

### **Donations**[Click to show](#)

Donations may be given by PTAs/PTSAs or by individuals in tribute to a person, a group or in memoriam. The donation may be made in any amount. An acknowledgment card or certificate, as requested, will be sent when a donation of \$10.00 or more is made. Anyone or any group may donate to the HSA program fund; the fund is not limited to contributions by PTAs ([In Memoriam or Tribute Donation Form](#)).