

ILLINOIS PTA AWARDS

OUTSTANDING ADMINISTRATOR OF THE YEAR APPLICATION



Application Deadline February 1, 2024

Each year the Illinois PTA honors one administrator from the State of Illinois as the Outstanding Administrator of the Year. Applications will be accepted from local units in good standing from all over the State of Illinois.

The Outstanding Administrator of the Year will be introduced at the annual Illinois PTA Convention by the Illinois PTA State President. He or she will be recognized in the Illinois PTA Weekend Update and Illinois PTA social media for selection as Illinois PTA Outstanding Administrator of the Year.

Completed applications received by the due date will be considered by a committee of professionals. Once the decision is made the local unit submitting the application will be notified of the selection.

The submitting PTA will receive information on the time and location of the awards ceremony at the annual Illinois PTA Convention and is responsible for informing the award recipient of details. The award recipient will be offered a free registration to convention. He or she is welcome to invite friends and family to attend the awards ceremony, but if they wish to attend convention they must go through the prescribed registration process.

Selection Criteria

Application

- Read all of the directions before filling out the application form
- Must be signed by the local unit president of the PTA submitting the application
- Submit the application with all supporting documents, including proof of nominee's PTA , to the Illinois PTA Vice President of Program Services or email to addresses listed below
- Must be emailed or hand delivered by February 1, 2024
- Applications that are not complete will NOT receive consideration

Eligibility

- Each local PTA/PTSA unit in "Good Standing" may nominate one individual
- Nominee must be currently employed as an administrator of any preschool through senior high school
- Nominee must be a current member of the Illinois PTA; please provide proof of membership
- Current members of the Illinois PTA State Board of Directors are not eligible for nomination

Technical Requirements of Application

- Application must be filled out completely.
- Application must be legibly printed or typed.
- If more space is needed to answer the questions on the application, you may use one additional page of 8 ½ X 11 standard white paper.
- Number and answer each selection criteria item in the order presented, staple all pages (including application page). No binders, covers or colored paper.

Illinois PTA Outstanding Administrator of the Year
Application Form

Nominee: _____

Member of _____ PTA/PTSA

Local Unit Name _____ Illinois PTA Region _____

Local Unit Address _____

Nomination form prepared by _____ Title _____

Contact phone number _____ Contact email: _____

Questions 1 - 4 below are to be completed by local PTA/PTSA representative(s). Answers should be printed legibly or typed on this application or on standard 8 ½ X 11 white paper. All four answers should not exceed one additional 8 ½ X 11 white sheet of paper.

1. Nominee's relationship with students. Describe how nominee interacts with students (i.e. builds on students' strengths, recognizes and provides for individual differences among students, etc

2. Nominee's relationship with families and the community. Describe how nominee supports communication between parents and students, and between educators and parents. Are parents involved and informed about things happening with the students in the classroom and school?

3. Nominee's relationship with PTA/PTSA. Summarize nominee's involvement with your PTA/PTSA. How does nominee demonstrate commitment to the PTA mission and purposes?

4. List three reasons why your PTA/PTSA unit is nominating this individual.

1.

2.

3.

In the event your nominee is chosen by the Illinois PTA you will be notified and be responsible for notifying the award recipient.

Signature of Local PTA/PTSA President

This form must be signed by the Local Unit President for the application to be valid.

Submit via email to: kkramer@illinoispta.org

Make a copy for your records; applications will not be returned
Application deadline (hand delivered or emailed): February 1, 2024