

**St. Tammany District PTA  
"Principal of the Year"**

**Nomination Packet**

Behind every successful PTA, there is a school principal who is supportive, helpful, and personally involved in the PTA activities. To recognize the principal who best fits this description, St. Tammany PTA honors an Outstanding Principal of the Year. If your principal promotes the purposes of the PTA and encourages the use of the National Standards for Parent/Family involvement, please complete this form and submit it to the address below on or before February 18th, 2012. A panel of judges will select the winner.

**OUTSTANDING PRINCIPAL NOMINATION FORM**

1. Name of Principal \_\_\_\_\_

SchoolName \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

School Website PTA District \_\_\_\_\_

Name of PTA/PTSA making the nomination \_\_\_\_\_

Name of President \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Elementary School \_\_\_\_\_ Middle School \_\_\_\_\_ High School \_\_\_\_\_ Other \_\_\_\_\_

2. Does the Principal encourage the PTA to receive training, attend council, district and state events?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Does the Principal participate in PTA/PTSA activities on a regular basis, in addition to attendance at regular meetings?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

4. Does the Principal participate in PTA/PTSA activities in the following ways?

- a. Attends local unit meetings Yes \_\_\_\_\_ No \_\_\_\_\_
- b. Attends Executive PTA/PTSA meetings on a regular basis Yes \_\_\_\_\_ No \_\_\_\_\_
- c. Attends District Meetings (if applicable) Yes \_\_\_\_\_ No \_\_\_\_\_
- d. Ever attended State PTA Convention Yes \_\_\_\_\_ No \_\_\_\_\_
- e. Ever attended National PTA Convention Yes \_\_\_\_\_ No \_\_\_\_\_
- f. Holds a current PTA/PTSA membership Yes \_\_\_\_\_ No \_\_\_\_\_

5. Number of years nominee has served as Principal of your school? \_\_\_\_\_ Other schools? \_\_\_\_\_

6. Principal's past and present service in a PTA/PTSA leadership position (please list):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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7. Using up to three (3) single-sided pages, state how your principal encourages parents to be involved in the following National Standards for Parent/Family Involvement:

- a. COMMUNICATING – Communication between home and school is regular, two-way and meaningful.
- b. PARENTING – Parenting skills are promoted and supported.
- c. STUDENT LEARNING – Parents play an integral role in assisting student learning.
- d. VOLUNTEERING – Parents are welcome in the school, and their support and assistance are sought.
- e. SCHOOL DECISION MAKING AND ADVOCACY – Parents are full partners in the decisions that affect children and families.
- f. COLLABORATING WITH THE COMMUNITY – Community resources are used to strengthen schools, families, and student learning.

8. Attach up to two (2) single-sided, additional pages of documentation to support your nomination.

9. Attach a photograph and biography of the principal's educational career, awards and recognitions.

Report guidelines:

- Use 8.5" by 11" paper, one side only, double spaced, with 1" margins in 14 pt. Times New Roman.
- TOTAL MATERIAL SHOULD NOT EXCEED SIX (6) SINGLE-SIDED PAGES IN ADDITION TO THE NOMINATION FORM. ANY REPORT NOT FOLLOWING THESE GUIDELINES WILL BE DISQUALIFIED FROM JUDGING.

PRINCIPAL OF THE YEAR AWARD NOMINATION RULES  
DISTRICT PTA/PTSA St. Tammany Parish School District

Candidate Qualifications:

1. Currently PTA/PTSA member
2. Current State Certification
3. Minimum of three (3) years experience as a Principal at a school with an active PTA/PTSA in good standing.

Submitted packet must include:

1. Completed Acknowledgement of Application Submission signed by four (4) unit PTA/PTSA Executive Board members, and 3 faculty members.
2. Completed Nomination Form
3. Original and three (3) copies of each of the following:
  - A. Completed Nomination Form with attachments.
  - B. 2 - 3 letter(s) of recommendation with a maximum of 500 words (Font: New Times Roman, or Arial; Size: 14 point) submitted by:
4. A photocopy of the Principal's PTA card.

5. All attachments are limited to those listed above. Any other attachments such as resumes will be removed before the packet is submitted to the judges.

Please secure all requested information in a folder.

**Do not** encase individual sheets in plastic sheet protectors

Principal of the Year nomination packets must be RECEIVED  
NO LATER THAN FEBRUARY 18th.

Acknowledgement of Application Submission for  
PRINCIPAL OF THE YEAR AWARD  
Completed by PTA/PTSA Executive Board & Faculty Members

Name of nominee \_\_\_\_\_

Nominated By: \_\_\_\_\_  
(Local PTA/PTSA) unit at:

Name of School \_\_\_\_\_

School Address \_\_\_\_\_

School Phone Number (\_\_\_\_\_) \_\_\_\_\_

**PTA/PTSA EXECUTIVE BOARD SIGNATURES:**

(Four signatures required)

Signature \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

**SCHOOL FACULTY MEMBER SIGNATURES:**

(Three signatures required)

Signature \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

**PRINCIPAL OF THE YEAR Scoring Rubric**

Below is the scoring rubric. The total possible points to be awarded is 100. Principal involvement, interaction, and knowledge of their role with the school PTA is the main objective of this award.

Use the Principal of the Year scoring sheet to evaluate the following in consideration of points awarded. The Principal with the total maximum points will be awarded Principal of the Year by the St. Tammany Parish District PTA for the 2011-2012 school year.

Nominee's Name \_\_\_\_\_

Questions:

2) Encouragement of PTA training and events. (0 - 5 points) \_\_\_\_\_

3) Participation in the PTA activities at the school. (0 - 5 points) \_\_\_\_\_

4) Other participation in PTA events. (0 - 5 points) \_\_\_\_\_

5) Mandatory 3 years minimum.

6) PTA leadership positions held. (0 – 5 points) \_\_\_\_\_

7) National Standards

A. Communication (0 – 10 points) \_\_\_\_\_

B. Parenting (0 – 10 points) \_\_\_\_\_

C. Student learning (0 – 10 points) \_\_\_\_\_

D. Volunteering (0 –10 points) \_\_\_\_\_

E. School decision making and advocacy (0 – 10 points) \_\_\_\_\_

F. Collaborating with community (0 – 10 points) \_\_\_\_\_

8) Quality of the letters of recommendation (0 – 15 points) \_\_\_\_\_

9) Career awards and recognition (0 – 5) \_\_\_\_\_

Judge's comments, if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Judge's Signature \_\_\_\_\_ date \_\_\_\_\_